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Conference on the Establishment of a Middle East Zone Free of Nuclear Weapons and Other Weapons of Mass Destruction

Third session

New York, 14–18 November 2022

Information for non-governmental organizations

Summary

The present document contains preliminary information for non-governmental organizations (NGOs) attending the third session of the Conference on the Establishment of a Middle East Zone Free of Nuclear Weapons and Other Weapons of Mass Destruction. Any additional information that may be necessary will be provided as needed. Documentation and other information will be posted on the website of the session (<https://meetings.unoda.org/me-nwmdfz-2022>) as they become available.



I. Dates and venue

1. In accordance with General Assembly decision 73/546, and as decided by the participating States of the Conference on the Establishment of a Middle East Zone Free of Nuclear Weapons and Other Weapons of Mass Destruction, the third session of the Conference will be held at United Nations Headquarters, in New York, from 14 to 18 November 2022.
2. The opening meeting will begin at 10 a.m. on Monday, 14 November 2022, and will be held in Conference Room 4.
3. On the first day of the session, the participating States will take a decision to approve the participation of observers other than those mentioned in decision 73/546. Representatives of those observer entities that have been authorized to participate will be provided with access to the open meetings as soon as the Conference has approved their participation. The application of the arrangements described below to those observer entities is subject to such approval.

II. Accreditation

4. All requests for accreditation must be received by the Secretariat no later than **Friday, 21 October 2022**. All NGOs must submit to Diane Barnes (diane.barnes@un.org) a written accreditation request on their official letterhead indicating previous interactions between them and the United Nations. They must also submit a brief mission statement or summary of their work related to the establishment of a Middle East zone free of nuclear weapons and other weapons of mass destruction.
5. Those NGOs that have requested accreditation as stated above will be informed by email on or around **Tuesday, 25 October 2022** of whether the Office for Disarmament Affairs will submit their request for participation to the Conference, for final decision. Questions regarding accreditation should be directed to Ms. Barnes (diane.barnes@un.org).

III. Registration by representatives of accredited organizations

6. Online registration will be available **from Tuesday, 1 to Wednesday, 9 November 2022** to representatives of NGOs whose requests for accreditation have been provisionally approved.
7. Attendees must complete a registration form on the online Indico system at <https://indico.un.org/event/1002937> and follow the process described. Once a participant is registered in the system, the profile will remain and will only have to be updated if needed. Online registrations must include the accreditation request letter, including the name of the participant. If the requested documents are not attached, the system will reject the application. Representatives of organizations whose requests have been provisionally approved and who already have valid grounds passes for United Nations Headquarters may proceed directly to the meetings but may only sit in the seats reserved for NGOs after the Conference has taken a formal decision to approve the participation of those organizations.
8. Confirmed registrants who require a temporary pass should present valid government-issued photo identification (e.g. a passport) to the Secretariat. Questions regarding arrangements to pick up temporary passes and other matters related to registration and the issuance of grounds passes should be directed to Ms. Barnes (diane.barnes@un.org). Representatives of NGOs will have access only to designated rooms within United Nations premises.

9. Incomplete applications and applications received after the deadline will not be processed. The Secretariat can no longer grant last-minute requests from NGOs for guest or visitor passes.

IV. Letters of invitation and visas

10. The United Nations is not in a position to provide letters of invitation or letters to consulates requesting that representatives of NGOs be provided visas for travelling to New York in order to attend the session. It is the responsibility of such representatives to make their own arrangements for visas, travel and related costs.

V. Documentation

11. All documents for the session will be made available on the website of the Conference. No hard copies of pre-session documents will be provided.

VI. Side events

12. Accredited organizations that plan to hold a side event sponsored by a Member State may request for that event to be added to the calendar of side events maintained by the Office for Disarmament Affairs by contacting Ms. Barnes (diane.barnes@un.org).

VII. Accessibility services for persons with disabilities

13. The United Nations has established an Accessibility Centre, which is located on level 1B of the Conference Building and reachable by the escalators, as part of the conference-servicing facilities of the Department for General Assembly and Conference Management. The Centre offers assistive information and communications technology to support persons with auditory, visual or other physical impairments. Assistive devices are available on site or as loans to participants with disabilities. For more information, please visit www.un.org/accessibilitycentre.

VIII. Taking action on sexual harassment

14. The organizations of the United Nations system are committed to enabling events at which everyone may participate in an inclusive, respectful and safe environment. All conferences and events taking place on United Nations premises are guided by the highest ethical and professional standards, and all participants are expected to behave with integrity and respect towards all participants attending or involved in any United Nations event. To that end, all persons involved in the session will be bound by the Code of Conduct to Prevent Harassment, Including Sexual Harassment, at United Nations System Events. The text of and further information on the Code of Conduct are available at www.un.org/en/content/codeofconduct.

15. If you feel that you have been a victim of or a witness to harassment, including sexual harassment, at United Nations Headquarters during the session, you are encouraged to contact the Secretariat. The “Speak up” helpline (+1 917 367 8910) and email address (speakup@un.org) are available to provide confidential support about what to do and where to find help.