

# Preparatory Committee for the 2015 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons

26 January 2012

English only

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**First session**

Vienna, 30 April-11 May 2012

## Information for participation by non-governmental organizations

The present document provides preliminary information for non-governmental organization (NGO) participants. Any necessary additional information will be provided closer to the date of the session. Documentation and other information, as it becomes available, will be posted on the 2012 Preparatory Committee website (<http://www.un.org/disarmament/WMD/Nuclear/NPT2015/PrepCom2012/>).

**Date:** 30 April to 11 May 2012<sup>1</sup>

Opening plenary meeting: Monday, 30 April at 10 a.m.

**Place:** Conference room M1  
Vienna International Centre  
Vienna

### I. Provisions for the attendance of non-governmental organizations

Based on the practice of the previous preparatory committees and on the relevant rules of procedure of the 2010 Review Conference, which will apply provisionally for the session of the Preparatory Committee until a final decision on this matter is taken, representatives of NGOs shall be allowed, upon request, to attend the meetings of the Committee other than those designated closed, to be seated in the public gallery, to receive documents of the Committee and, at their own expense, to make written material available to the participants in the Committee. The Committee will also allocate a meeting for NGOs to address the Committee.

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<sup>1</sup> There will be no meetings on 1 May 2012, and United Nations facilities will be closed.

## II. Practical arrangements for accreditation, registration and issuance of identification badges

### Accreditation

All requests for accreditation must be received by the Office for Disarmament Affairs before **16 March 2012**. Such requests should be made through the United Nations Civil Society Network (CSO-Net) by filling out an online accreditation form available at <http://esango.un.org/irene/?page=viewContent&nr=422&type=22&section=15>.

Please follow the instructions on the website. It is advisable first to check if your organization already has a profile on CSO-Net, by searching the profile database at <http://esango.un.org/civilsociety>.

If your organization is not part of CSO-Net, please create your organizational profile at <http://esango.un.org/civilsociety/showNewProfile.do?method=addNewProfile&sessionCheck=false>.

In so doing, make sure that you select “Special event/application for consultative status with ECOSOC”<sup>\*</sup> at “Main objective” regardless of your status with the United Nations to ensure that the information is transmitted to the CSO-Net administrator. This is for database management purposes only.

Those NGOs that have requested accreditation as stated above will be informed by the Office for Disarmament Affairs by e-mail before **23 March 2012** of the outcome of their request for accreditation to the Committee. For questions related to accreditation, please contact Ms. Soo Hyun Kim ([kim12@un.org](mailto:kim12@un.org)).

### Registration and issuance of identification passes

The registration process involves two steps: (a) pre-registration of NGO representatives online; (b) registration of NGO representatives on-site.

NGOs that are provisionally accredited to the meeting must pre-register by **20 April 2012** on CSO-Net (<http://esango.un.org/irene/?page=viewContent&nr=17782&type=8&section=8>) the representatives that they expect to attend the meeting. Please note that NGO representatives should provide their **individual e-mail address** in the pre-registration form.

Online pre-registration will be available from 23 March 2012 onwards to organizations whose accreditation has been approved. Upon completion of pre-registration, you will be able to download a confirmation letter from CSO-Net. Please note that a personal confirmation letter is required for on-site registration.

The confirmation letter will contain information regarding procedures for issuance of identification passes. Issuance of such passes will take place at gate one of the Vienna International Centre. For those who have uploaded their pictures in advance, the passes can be collected from the area marked “Pre-printed conference

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<sup>\*</sup> The consultative relationship with the Economic and Social Council is governed by Council resolution 1996/31, which outlines the eligibility requirements for consultative status, rights and obligations of NGOs in consultative status, procedures for the withdrawal or suspension of consultative status, the role and functions of the Economic and Social Council Committee on Non-Governmental Organizations, and the responsibilities of the United Nations Secretariat in supporting the consultative relationship. Consultative status is granted by the Council upon recommendation of the Committee on Non-Governmental Organizations, which is comprised of 19 Member States.

passes". For those who have not uploaded their pictures in advance, passes will be issued at the Pass Office. Both locations are on the right hand side after the entrance to gate one of the Vienna International Centre. The Pass Office will be open from 2 p.m. to 6 p.m. on Sunday, 29 April 2012, and 8 a.m. to 4 p.m. Monday to Friday. It is recommended that representatives report on Sunday, 29 April, to finalize their registration and identification pass processing, which will enable access on Monday, 30 April, in time for the start of the session. Representatives will need to have their passport and confirmation letter with them to collect the identification pass. For matters related to registration and issuance of identification passes, kindly contact Ms. Junko Hirakawa ([hirakawa@un.org](mailto:hirakawa@un.org)).

### **III. Facilities for non-governmental organizations**

In order to facilitate the participation of NGOs in the Committee, conference room M2, with a capacity of approximately 100 seats, will be made available for use by all accredited NGOs for their meetings, briefings, side events and for distribution of official conference documents to their representatives. The NGO Coordinator will be responsible for the allocation of time and availability of the room for NGO briefings and meetings.

### **IV. Documentation**

Official documents and statements of the Committee will be posted on the Preparatory Committee website at <http://www.un.org/disarmament/WMD/Nuclear/NPT2015/PrepCom2012/>.

Pending a decision by the Committee, NGOs may be allowed to display their documents and other information materials on a designated table. One copy of each document should be provided to the secretariat through the NGO point of contact, Ms. Ray Acheson, prior to public display. Ms. Acheson's contact details are provided below.

### **V. Presentations by non-governmental organizations**

Without prejudice to a decision by the States parties as to the programme of work of the Committee, it is tentatively expected that a plenary meeting for NGO presentations will be held on Wednesday, 2 May 2012, from 3 p.m. to 6 p.m. As in the past, NGOs are requested to coordinate among themselves in deciding which representatives will address the Committee during the session allocated for NGO presentations. The designated NGO Coordinator, Ms. Ray Acheson, will provide a confirmed list of speakers, as well as a set of 15 copies of each presentation (for interpretation purposes) to the secretariat, not later than 3 p.m. on **30 April 2012**.

### **VI. Side events and exhibits of non-governmental organizations**

The availability of space for side events during the session is limited. Side events that can be accommodated within the room allocated to NGOs will be scheduled by the NGO Coordinator. In order to coordinate the calendar of events held in the margins of the meetings of the Committee, the secretariat would be grateful to receive advance information on planned NGO events. It is important that this information be relayed as soon as possible, in particular if assistance is needed from the secretariat to facilitate arrangements. Any request for side events must specify the list of all necessary technical equipment and services. The provision of

certain technical equipment and services will need to be paid for by the requesting NGO. The information should be transmitted to the secretariat by the NGO Coordinator by **30 March 2012**.

Organizations that plan to hold a side event with more than 100 participants utilizing United Nations facilities can apply for consideration by completing the attached form and submitting it directly to Ms. Junko Hirakawa ([hirakawa@un.org](mailto:hirakawa@un.org)), before **30 March 2012**. Availability of facilities is not guaranteed, and applications will be considered taking into account the needs and requirements of the applicant. Please note that submission by e-mail only becomes valid upon the acknowledgement of receipt from the secretariat.

Limited space is available for exhibits. Please contact Ms. Junko Hirakawa ([hirakawa@un.org](mailto:hirakawa@un.org)), for requests for exhibit space and to enquire about the relevant details.

## **VII. Contact person for non-governmental organizations**

The secretariat has been informed that the designated NGO Coordinator in connection with NGO participation in the Committee is as follows:

**Ms. Ray Acheson**  
**NGO Coordinator**  
Reaching Critical Will  
777 UN Plaza, 6th Floor  
New York, NY 10017, USA  
  
Tel: (1-212) 682-1265  
Fax: (1-212) 286-8211  
E-mail: [ray@reachingcriticalwill.org](mailto:ray@reachingcriticalwill.org)

## **VIII. Letters of invitation and visas**

The United Nations is not in a position to provide letters of invitation or letters to consulates requesting that NGO representatives be provided visas for travelling to Austria in order to attend the meetings of the Committee. It is the responsibility of NGO representatives to make their own arrangements for visas, travel and related costs.

<i>NGO representatives checklist</i>	<i>Deadline</i>
Requests for NGO accreditation sent to the NPT secretariat	16 March 2012
Notification by e-mail from the secretariat confirming to NGO representatives whether accreditation documentation was received in order and whether the name of their organization will be included in the list of submissions to States parties	23 March 2012
Submission of requests for rooms for side events to the NPT secretariat	30 March 2012
Request for NGO representative pre-registration	20 April 2012

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### Side event request form (NGOs)

Please print details clearly and fill in all fields.

For events with less than 100 participants, please send this form by **30 March 2012** to Ray Acheson ([ray@reachingcriticalwill.org](mailto:ray@reachingcriticalwill.org)).

For events with more than 100 participants please send to Junko Hirakawa ([hirakawa@un.org](mailto:hirakawa@un.org)) and a copy to [ray@reachingcriticalwill.org](mailto:ray@reachingcriticalwill.org).

ORGANIZER'S PROFILE		
Name of the organization		
Head of the organization		
Main activities of the organization		
Website of the organization		
Any past NPT event		
EVENT PROFILE		
Title of the event		
Description of the event		
Proposed date*		
Proposed time and duration	From:	To:
Proposed venue		
Sponsors		
Speakers' names and affiliations		
PLANNING REQUIREMENTS		
Expected number of participants		
Need for assistance to obtain United Nations pass?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please specify their names and affiliations.
Necessary technical setup** (cost to be borne by the requestor)	<input type="checkbox"/> overhead projector	<input type="checkbox"/> other (please specify) _____
CONTACT INFORMATION		
Name of contact person		
Mail address		
Telephone		
Fax		
E-mail		
<b>We agree to bear all costs incurred for the requested equipment and services</b> Signed by: _____ Date: _____ (Authorized representative of the requestor.)		

\* Please note, the VIC is closed on 1 May 2012. No meetings will be held.

\*\* A computer with remote keyboard and mouse, power point projector, DVD projection facilities, lectern and wireless internet are available in each conference room.

Food and drinks are strictly prohibited in the conference rooms. Activities involving food and drinks are allowed only in the areas designated for this purpose. The United Nations will not facilitate these arrangements.