

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

16 January 2013

English only

Second session

Geneva, 22 April-3 May 2013

Information for participation by non-governmental organizations

The present document provides preliminary information for non-governmental organization (NGO) participants in the second session of the Preparatory Committee for the 2015 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons. 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 2013 Preparatory Committee website (<http://www.un.org/disarmament/WMD/Nuclear/NPT2015/PrepCom2013>).

Date: 22 April to 3 May 2013

Opening plenary meeting: Monday, 22 April at 10 a.m.

Place: Assembly Hall
Palais des Nations
Geneva

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.



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 **1 March 2013**. 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=602&type=22§ion=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 “ECOSOC consultative status”* 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 will be informed by the Office for Disarmament Affairs by e-mail before **11 March 2013** of the outcome of their request for accreditation to the Committee. Please bear in mind that individuals requesting accreditation to the Review Conference and the Preparatory Committee, as well as those planning to attend side events, must be at least 18 years of age. For questions related to accreditation, please contact Ms. Soo Hyun Kim (kim12@un.org).

Registration and issuance of identification badges

Please bear in mind that incomplete registrations and registrations received after the deadline will not be processed. The Secretariat can no longer grant last minute requests from NGOs for guest or visitor passes.

The registration process involves two steps: (a) pre-registration of NGO representatives online; (b) registration of NGO representatives on-site at the United Nations Office at Geneva.

NGOs that are provisionally accredited to the meeting must pre-register the representatives that they expect to attend the meeting by **12 April 2013** at <http://esango.un.org/irene/?page=viewContent&nr=20724&type=8§ion=8>.

Online pre-registration will be available from 11 March to 15 April 2013 to organizations whose accreditation has been provisionally approved. Upon completion of pre-registration, you will be able to download a confirmation letter and a

* 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.

registration form from CSO-Net. Please note that a personal registration form is required for on-site registration at the United Nations Office at Geneva.

The confirmation letter will contain information regarding procedures for issuance of identification badges. On-site registration will take place in the Pass and Identification Unit of the Security and Safety Section, located at the Pregny Gate, 8-14 Avenue de la Paix, 1211 Geneva 10, Switzerland (across from the International Committee of the Red Cross). The pass office is open from 8 a.m. to 5 p.m., Monday to Friday. Representatives will need to have their passport and registration form with them to collect the identification badge. For matters related to registration and issuance of identification badges, kindly contact Ms. Soo Hyun Kim (kim12@un.org).

III. Facilities for non-governmental organizations

In order to facilitate the participation of NGOs in the Committee, [conference room XVI](#), with a capacity of approximately 300 seats, will be made available for use by all accredited NGOs for their meetings, briefings and side events, as well as for distribution of official conference documents to their representatives. The NGO Coordinator has been allocated office A.541, next to room XVI, for the duration of the session. The NGO Coordinator will be responsible for the allocation of time and availability of room XVI for NGO briefings and meetings.

NGOs are solely responsible for delivering, storing, distributing and removing their materials (including documents), as well as for all related costs. The Secretariat does not receive or store any materials on behalf of NGOs. NGOs are advised to ensure that boxes or any other containers can be easily opened for security inspection, if requested. The Secretariat will authorize removal of materials judged to be inappropriate.

IV. Documentation

Official documents and statements of the Committee will be posted on the Preparatory Committee website (<http://www.un.org/disarmament/WMD/Nuclear/NPT2015/PrepCom2013>).

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 meeting for NGO presentations will be held on 23 April 2013 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 to the Secretariat, not later than 3 p.m. on 22 April 2013.

VI. Side events 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 some 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 **22 March 2013**. NGOs must make sure that lecturers, presenters, speakers or any other invitees of their side events have valid security identification badges or otherwise register them as members of their own delegations to the Preparatory Committee.

Limited space may be available for exhibits. Please contact Ms. Junko Hirakawa (hirakawa@un.org) to enquire about the availability of exhibition space and relevant details.

VII. Contact persons for non-governmental organizations

The Secretariat has been informed that the designated NGO Coordinator in connection with NGO participation in the Preparatory 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

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 Switzerland 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 Secretariat	1 March 2013
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	11 March 2013
Request for NGO representative pre-registration	12 April 2013
