
**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 States parties, observer States and
intergovernmental organizations**

The present document provides preliminary information for 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 website of the 2013 Review Conference (<http://www.un.org/disarmament/WMD/Nuclear/NPT2015/PrepCom2013>).



I. Dates and venue

1. In accordance with a decision taken at the first session of the Preparatory Committee of the 2015 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons, the second session of the Preparatory Committee will take place in Geneva, Switzerland, from 22 April to 3 May 2013.
2. The first meeting will begin at 10 a.m. on Monday, 22 April, in the Assembly Hall at the United Nations Office at Geneva.

II. List of speakers and general debate

3. The list of speakers for the general debate will be open as of 2 April 2013. States parties wishing to add the names of their representatives to the list of speakers before the start of the session are invited to contact the Secretariat (Mr. Hong Tan, room S-3149, tel.: 1 212 963 7062, fax: 1 917 367 1767). During the session, the list of speakers will be handled by Ms. Bertha Ortiz.
4. Given that a large number of States parties are expected to take part in the general debate, the Chair-designate has indicated that it would be highly desirable for statements not to exceed five minutes so that the general debate can be completed within the envisaged time frame. Representatives speaking on behalf of a group of States are encouraged to deliver statements that do not exceed eight minutes.
5. Delegations are encouraged, whenever possible, to provide copies of their statements, as early as possible in advance of delivery, to the Conference Officer in the Assembly Hall. States parties wishing to distribute copies of their statements are requested to provide at least 300 copies for the interpreters and for distribution in the meeting room. The United Nations does not provide photocopying services.

III. List of participants

6. States parties are kindly requested to provide information in writing, by no later than 2 April 2013, indicating the composition of their delegations at the session. This information should be sent to the Secretary of the Preparatory Committee, Mr. Valère Mantels, Office for Disarmament Affairs, United Nations, room S-3159, New York, New York 10017, United States of America.
7. In order to facilitate the preparation and early distribution of the list of participants, it is requested that the composition of the delegations be made available in electronic format (Microsoft Word or similar format) by e-mail to Ms. Bertha Ortiz of the Secretariat (ortiz1@un.org) by no later than 2 April 2013.

IV. Accreditation and registration procedures

8. Participants are requested to complete and send the registration form online (available at <http://www.un.org/disarmament/WMD/Nuclear/NPT2015/PrepCom2013>) or, alternatively, to complete the registration form annexed to the present document (annex I), which may be photocopied, and return it not later than 2 April 2013 to Ms. Junko Hirakawa, preferably by e-mail (hirakawa@un.org).
9. Registration forms must be in accordance with the names provided in the official letter sent to notify the Secretary of the Preparatory Committee regarding the composition of the delegation.

10. Those delegates who are not already accredited to the United Nations Office at Geneva, should, upon arrival, present themselves to 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. Those delegates will be required to present, in addition to a copy of the registration form, valid photo identification, such as a passport or driver's licence, at the counter. Once a pass is issued, the delegate will be granted access to United Nations Office at Geneva premises.

11. The Pass and Identification Unit is open from 8 a.m. to 5 p.m., Monday to Friday (tel.: +41 (0) 22 917 50 02, +41 (0) 22 917 50 42, +41 (0) 917 12 40).

V. Documentation

12. Documents and statements for the second session of the Preparatory Committee will be available from the website of the 2013 Review Conference (<http://www.un.org/disarmament/WMD/Nuclear/NPT2015/PrepCom2013>).

13. Pursuant to the guidelines of the General Assembly on the submission of documentation (in particular, Assembly resolutions 52/214, 53/208 and 59/265), documents submitted by States parties should not exceed 20 pages (10,700 words). However, it is strongly recommended that documents not exceed five single-spaced pages (2,675 words) to reduce costs, facilitate translation and ensure timely issuance. Given the special circumstances under which the Review Conference and its Preparatory Committee work, States parties are strongly urged to submit pre-session documentation, including reports and lengthy working papers, to the Secretariat at least six weeks before the start of the first session of the Preparatory Committee and by no later than 5 March 2013 to facilitate translation into the official languages and issuance two weeks prior to the session. In order to comply with these requirements, delegations are encouraged to provide only new information when submitting reports. States parties are requested to submit documents in Microsoft Word to Ms. Bertha Ortiz (ortiz1@un.org) of the Secretariat with copy to Mr. Hong Tan (tan1@un.org). It should be noted that e-mail submissions only become valid upon acknowledgement of receipt from the Secretariat.

VI. Side events and exhibitions

14. The number of rooms available for holding side events during the second session of the Preparatory Committee is limited. However, States and organizations that plan to hold a side event utilizing United Nations facilities can apply for consideration by completing the side event request form or exhibition request form, which are annexed to the present document (annexes II and III), and submitting it to Ms. Junko Hirakawa (hirakawa@un.org) by no later than 22 March 2013. The availability of facilities is not guaranteed and applications will be considered taking into account the needs and requirements of the applicant. It should be noted that e-mail submissions only become valid upon acknowledgement of receipt from the Secretariat.

VII. Secretariat

15. The Secretariat may be contacted by telephone (1 212 963 7062).

16. A provisional list of Secretariat officials is provided below.

<i>Area of responsibility</i>	<i>Name</i>	<i>Telephone no.</i>
Secretary	Valère Mantels	1 917 367 9254
Non-governmental organizations	Soo-Hyun Kim	1 917 367 3596
Side event/registration	Junko Hirakawa	1 212 963 3031
Documentation/speakers list during the session	Bertha Ortiz	1 212 963 0846
Speakers list before the session	Hong Tan	1 212 963 7062

Annex I

Conference registration form

UNITED NATIONS OFFICE AT GENEVA *Please Print*

Date

Please fax this completed form to the Host Secretariat and **BRING THIS ORIGINAL** with you to Geneva.
An additional form is required for spouses.

Title of the Conference

Delegation/Participant of Country, Organisation or Agency

Participant

Family Name

First Name

Mr.

☐

Mrs.

☐

Date Of Birth

 / /

(DD/MM/YYYY)

Ms

☐

Participation Category

Head of Delegation Members

☐

Observer Organisation

☐
Participating From / Until

Delegation Member

☐

NGO (ECOSOC Accred.)

☐

From

Observer Country

☐

Other (Please specify below)

☐

Until

Origin of Identity Document

Passport or ID Number

Valid Until

On Issue of ID Card

Participant Signature

Date

Security Use Only

Card N°. Issued

Initials, UN Official

Annex II

Side Event Request Form

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

Second session

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Please fill in all fields. This form must be returned by e-mail to Ms. Junko Hirakawa (hirakawa@un.org), United Nations Office for Disarmament Affairs, by **22 March 2013**.

Profile of the organizer				
1. Submission date (DD/MM/YYYY)				
2. Organizer(s)				
3. Any past NPT event?		<input type="checkbox"/> Yes (please select the year of most recent) 2012 Vienna		<input type="checkbox"/> No
Profile of the event				
4. Title of the event				
5. Brief description of the event				
6. Sponsors (if any)				
Planning requirements				
7. Proposed date and time	<i>First preference</i>		<i>Second preference</i>	
	Mon 22 April		Mon 22 April	
	From: 13:15	To: 13:15	From: 13:15	To: 13:15
8. Expected number of participants				
9. Equipment and services request (Cost to be borne by the requestor)		<input type="checkbox"/> Powerpoint projection facilities (PC, PPoint projector and screen) <input type="checkbox"/> DVD projection facilities (DVD player & projector and screen) <input type="checkbox"/> Nameplates (please specify in a separate sheet) <input type="checkbox"/> Portable microphones <input type="checkbox"/> Internet connection <input type="checkbox"/> Other (please specify) () <input type="checkbox"/> No request		
10. Speakers' name	Title	Affiliation	Need temporary badge	
(1)			<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2)			<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3)			<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4)			<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5)			<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6)			<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7)			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Total number of temporary badges required: (Please notify us immediately of any change in the request)				
Contact information				
11. Main contact person	Name: Address:		Tel: E-mail:	
12. Alternate contact person	Name: Address:		Tel: E-mail:	
We agree to bear all costs incurred for the requested equipment and services.				
Signed by: (Authorized representative of the requestor)			Date:	

* 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.

Annex III

Exhibition Application Form

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Please print details clearly and fill in all fields. This form must be returned by e-mail to Ms. Junko Hirakawa (hirakawa@un.org), United Nations Office for Disarmament Affairs, by 22 March 2013.

Late and/or incomplete applications will not be considered under any circumstances.

(Official use only)		Received on (DD/MM/YYYY)	Rejected:
			Late application Incomplete (#.) Other (....)
1. Date of application (DD/MM/YYYY)			
Profile of the organizer			
2. Organizer(s)			
3. Any past NPT exhibitions?		<input type="checkbox"/> No	<input type="checkbox"/> Yes (please specify)
Profile of the exhibition			
4. Title of the exhibition			
5. Sponsors (Member States/ intergovernmental organizations)			
6. Brief description of the exhibition			
7-1. Total number of exhibition items to be displayed			
7-2. List all exhibition items and provide each size and medium		Size (H × W × D in centimetres)	Medium (photo, sculpture, etc.)
(a)			
(b)			
(c)			
(d)			
(e)			
(f)			
(g)			
(h)			
(i)			
(j)			
7-3. Attach a full, non-returnable, portfolio in electronic format including all the exhibition items and all the texts/captions to be displayed + audio / video if applicable. <input type="checkbox"/> Portfolio attached			
Planning requirements			
8. Equipment and services request (Cost to be borne by the requestor)		<input type="checkbox"/> No request	<input type="checkbox"/> Yes (please specify)
Delivery and installation			
The United Nations Secretariat does not receive or store any materials on behalf of the organizers. The United Nations Secretariat refuses to take any delivery of the exhibition items and shall be not responsible for such exhibition items.			

9. Approximate size of freight (<i>H × W × D in centimetres</i>)		
10. Tentative shipment and installation plan		
Contact information		
11. Main contact person	Name:	
Mailing address:		
E-mail:	Tel:	Fax:
12. Alternate contact person	Name:	
Mailing address:		
E-mail:	Tel:	Fax:
<p>We agree to assume full responsibility for delivering, insuring, storing, installing, maintaining, dismantling, crating, shipping and publicizing our exhibition, for storage of shipping and packing cases during the exhibition, as well as for all related costs, including all costs incurred for the requested equipment and services.</p> <p>We agree to the following terms and conditions:</p> <p>(a) All exhibition applications must be reviewed and approved by the Secretariat (United Nations Office for Disarmament Affairs) and the Cultural Activities Committee of the United Nations Office at Geneva.</p> <p>(b) The size of each exhibition will need to be determined based upon the total number of accepted exhibitions. An exhibition request may be accepted subject to adaptation.</p> <p>(c) Confirmation of exhibitions will be sent out by e-mail as soon as an indicative schedule of side events and exhibitions is finalized. The United Nations will not respond to any request for earlier confirmation.</p> <p>(d) The United Nations reserves the right to determine the exact location and display of each exhibition. The United Nations may withdraw its confirmation of exhibitions at any time and without incurring any liability in the event of extraordinary unforeseen circumstances.</p>		
Signed by: (<i>Authorized representative of the requestor</i>)		Date: