AIDE MEMOIRE FOR NON-GOVERNMENTAL ORGANIZATIONS

United Nations Conference to negotiate a legally binding instrument to prohibit nuclear weapons, leading towards their total elimination

Date: 15 June to 7 July 2017
Opening plenary meeting: Thursday, 15 June at 10:00 am

Place: United Nations Headquarters
New York

1. Modalities of NGO Participation

The participation of NGOs at the United Nations Conference to negotiate a legally binding instrument to prohibit nuclear weapons, leading towards their total elimination (“the Conference”), shall be governed by the decision adopted by the Conference at its organizational session on 16 February 2017 (as reproduced below):

“1. With respect to non-governmental organizations participating at the Conference, participation in the public meetings of the Conference, without the right to vote, will be open to:

(a) Relevant non-governmental organizations in consultative status with the Economic and Social Council in accordance with the provisions of Council resolution 1996/31 of 25 July 1996. These non-governmental organizations should inform the President of the Conference about their interest to participate;

(b) Other interested non-governmental organizations relevant and competent to the scope and the purpose of the Conference provided that requests to do so are submitted to the President of the Conference and are accompanied by information on the organization’s purpose, programmes and activities in areas relevant to the scope of the Conference. The President of the Conference will draw up a list of these non-governmental organizations on a non-objection basis;

2. Accredited non-governmental organizations will be provided, upon request, with documents related to the Conference, and they may submit material in writing, which shall be circulated in its original language.”

1 There will be no meetings on 4 July 2017, and United Nations facilities will be closed.
2 Where an NGO is objected to, the objecting Member State participating in the Conference will, on a voluntary basis, make known to the Secretary-General of the Conference the general basis of its objections and the Secretary-General will share any information received with all Member States participating in the Conference.
2. **Accreditation** (this is required for those NGOs that were not accredited to the first session of the Conference)

   **NGOs that were accredited to the first session of the Conference should go directly to the registration process (see section 3).**

   All requests for accreditation must be received by the United Nations Office for Disarmament Affairs no later than **19 May 2017**. Such requests should be entered via the United Nations Civil Society Network (CSO Net) by filling out an online accreditation form available at http://bit.ly/2oB1E0c.

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

   If your organization is not in the CSO Net please create your organizational profile at http://bit.ly/1hqZ000.

   NGOs must indicate, as provided on the form, whether their organization has ECOSOC Consultative Status.³

   NGOs that have requested accreditation as stated above will be informed by the United Nations Office for Disarmament Affairs by e-mail by **26 May 2017** as to whether their request for accreditation meets the requirements and has been approved. NGOs with ECOSOC consultative status will be accredited to the Conference. All other approved NGOs will be provisionally accredited to the Conference, pending the decision of the Conference on the list of such NGOs. For questions related to accreditation, please contact Ms. Diane Barnes (e-mail: diane.barnes@un.org).

3. **Registration and issuance of identification badges (for ALL NGOs)**

   The registration process involves two steps: (1) pre-registration of NGO representatives online; (2) registration of NGO representatives on-site. **Please note, NGOs represented at the first session of the Conference must pre-register and register their representatives separately for the second session.**

   NGOs that are accredited or provisionally accredited to the Conference must pre-register their representatives who are expected to attend the Conference via CSO Net. Pre-registration will be open from 1 May to 7 June 2017 at http://bit.ly/2oNOk3D.

   Upon completion of pre-registration, you will be able to download a CONFIRMATION LETTER via CSO Net once approved by the United Nations Office for Disarmament Affairs.

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³ The consultative relationship with ECOSOC is governed by ECOSOC 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 ECOSOC Committee on NGOs, and the responsibilities of the UN Secretariat in supporting the consultative relationship. Consultative status is granted by ECOSOC upon recommendation of the ECOSOC Committee on NGOs, which is comprised of 19 Member States.
Please note that the confirmation letter is required for on-site registration. It will contain instructions for completing the registration process and obtaining an identification pass upon arrival.

Once an identification pass is issued, NGO representatives will be granted access to designated rooms assigned for the Conference. NGO representatives accredited and registered may attend public meetings of the Conference. For matters related to registration and issuance of identification passes, kindly contact Ms. Haruka Katarao, E-mail: haruka.katarao@un.org.

4. **Documentation**

Official documents and statements of the Conference will be posted at its website. In accordance with the decision of the Conference, NGOs may submit material in writing, which shall be circulated in its original language. NGOs are kindly requested to limit such submissions to five single-spaced pages (2,650 words). The materials will be made available on the website of the Conference. Submissions should be sent to Ms. Katherine Prizeman, E-mail: prizeman@un.org.

5. **Availability of NGO documents and materials to delegations**

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 Conference Secretariat through the NGO point of contact, Ms. Ray Acheson, prior to public display. Ms. Acheson’s contact details are provided below.

6. **Statements by NGO to the Conference**

Up to 15 minutes should be allocated on 15 June for statements by representatives of NGOs under agenda item 9. During the week of 19 to 23 June, representatives of non-governmental organizations will be invited to provide comments on each of the five clusters, in accordance with the indicative timetable and if time permits. Arrangements for statements by NGOs for the remainder of the Conference will be decided by the Conference during its second substantive session. NGOs are requested to coordinate and decide among themselves on how the allocated time is to be utilized. The list of NGO speakers for a meeting should be provided to the Conference Secretariat through the NGO Coordinator, Ms. Ray Acheson, prior to each meeting in which time for NGO statements has been allocated, in accordance with the indicative timetable of the Conference.

7. **NGO side events and exhibits**

Conference Room B will be made available for use by NGOs for the duration of the session in March. Please contact the NGO Coordinator, Ms. Ray Acheson, for information on scheduling and booking of events in Conference Room B. Organizations that plan to hold a side event utilizing any other United Nations facilities should contact Ms. Haruka Katarao (e-mail: haruka.katarao@un.org) directly. 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. Haruka Katarao (e-mail: haruka.katarao@un.org) for requests for exhibit space and to enquire about the relevant details by 19 May.

8. **Additional information from the Secretariat**

   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 the United States in order to attend the Conference. It is the full responsibility of NGO representatives to make their arrangements for visas, travel and related costs. It is advisable that NGO representatives make visa and travel arrangements at their earliest possible convenience.

9. **NGO point of contact**

   In order to facilitate coordination for NGO related matters including possible speakers to address the Conference, all NGO information provided to the Secretariat will be shared with the NGO point of contact Ms. Ray Acheson. Her contact details are provided below:

   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
<table>
<thead>
<tr>
<th>NGO Representatives Check List</th>
<th>Deadline</th>
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<tr>
<td>Request for NGO accreditation (for NGOs that were not accredited to the first session of the Conference)</td>
<td>19 May 2017</td>
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<tr>
<td>Notification by e-mail from the United Nations Office for Disarmament Affairs to NGOs informing them on the status of their request for accreditation (for those who were not accredited to the first session of the Conference)</td>
<td>26 May 2017</td>
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<tr>
<td>Request for NGO representative pre-registration (for ALL NGOs)</td>
<td>7 June 2017</td>
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