AIDE MEMOIRE FOR NON-GOVERNMENTAL ORGANIZATIONS
United Nations open-ended working group on developments in the field of information and telecommunications in the context of international security

First substantive session

Date: 9 to 13 September 2019
Opening plenary meeting: Monday, 9 September at 10:00 am

Place: Conference Room 4
United Nations Headquarters
New York

Intersessional consultative meeting

Date: 2 to 4 December 2019
Opening meeting: Monday, 2 December at 10:00 am
[A second intersessional meeting may be envisaged in 2020.]

Place: Conference Room 1
United Nations Headquarters
New York

Second substantive session

Date: 10 to 14 February 2020
Place: United Nations Headquarters, New York

Final substantive session

Date: 6 to 10 July 2020
Place: United Nations Headquarters, New York

The United Nations Office for Disarmament Affairs will post information and documents related to the conference at www.un.org/disarmament/ict-security/.
Quick Guide

START
Complete this online form AND submit to diane.barnes@un.org a separate, written accreditation request. (See paragraph 4 for details.)

DEADLINES:
All 2019 and 2020 meetings: 12 July 2019
Intersessional and 2020 meetings ONLY: 1 October 2019

Does your organization have ECOSOC Consultative Status?

Yes
Your organization’s accreditation will be confirmed by email upon confirmation of its ECOSOC status.

No
Your organization will receive an e-mail indicating whether Member States will consider your organization for possible accreditation.

All 2019 and 2020 meetings: 17 July 2019
Intersessional and 2020 meetings ONLY: 4 October 2019

If your NGO is considered...

If your NGO receives accreditation...

Use the provided forms to request temporary UNHQ passes for delegates who will need them. (separate form required for each meeting):

DEADLINES:
First substantive session: 3 September 2019
Intersessional: 25 November 2019
Second substantive session: 3 February 2020
Final substantive session: 26 June 2020

FINISH
Delegates can pick up temporary passes by presenting government ID to UN staff at a designated time and location.
I. **Provisions for the attendance of non-governmental organizations**

1. The participation of non-governmental organizations (NGOs) in the open-ended working group on developments in the field of information and telecommunications in the context of international security will be governed by the rules of procedure of the General Assembly.

2. Accordingly, representatives of NGOs will be allowed, upon request, to attend the meetings of the conference other than those designated closed, to be seated in the public gallery and to receive documents of the conference.

II. **Accreditation of organizations**

3. Complete the accreditation request form: [https://forms.gle/1AYZCUQg1SgBdoQ79](https://forms.gle/1AYZCUQg1SgBdoQ79). The deadline to request accreditation to all meetings is **12 July 2019**, and the deadline to request accreditation only to the intersessional consultative meeting and 2020 meetings is **1 October 2019**. An additional accreditation period for 2020 may be announced at a later date.

4. In addition, NGOs must submit to Diane Barnes ([diane.barnes@un.org](mailto:diane.barnes@un.org)) a separate, written accreditation request, on official organization letterhead, containing (1) information on the organization's purpose; (2) information on the organization's programmes and (3) an overview of past interactions, if any, between the organization and the United Nations, particularly in relation to developments in the field of information and telecommunications in the context of international security.

5. Organizations **without** ECOSOC Consultative Status will receive an email indicating whether the United Nations Office for Disarmament Affairs will submit their information to Member States to consider for accreditation on a non-objection basis. Each organization receiving consideration will then be informed by email of the outcome of its request. For the estimated dates of these notifications, see the “quick guide” in this document.

6. Organizations **with** ECOSOC Consultative Status will be informed by email of the outcome of their accreditation request upon confirmation of that status.

7. Please bear in mind that individuals requesting accreditation, as well as those planning to attend side events, must be at least 18 years of age. For questions relating to accreditation, please contact Diane Barnes ([diane.barnes@un.org](mailto:diane.barnes@un.org)).
III. Registration by delegates of accredited organizations

8. Incomplete registrations and registrations received after the deadline will not be processed. The Secretariat cannot grant last-minute requests from NGOs for guest or visitor passes.

9. Organizations whose accreditation has been provisionally approved will receive a form for providing the first and last names of representatives who will require a temporary United Nations grounds pass to attend. A separate form must be completed for each meeting. Send completed forms to diane.barnes@un.org by 3 September 2019 for the first substantive session; 25 November 2019 for the intersessional consultative meeting; 3 February 2020 for the second substantive session and 26 June 2020 for the final substantive session. NGO representatives who already have valid United Nations Headquarters grounds passes may proceed directly to the conference.

10. Once their registrations have been approved, NGO representatives will receive a confirmation email. Confirmed registrants who require a temporary pass should present a valid government-issued photo identification (e.g., a passport) and a printed copy of their approval letter to United Nations staff who will be available at the following times and locations:

First substantive session: 9 and 10 September, 8:30 a.m. to 10:30 a.m.
United Nations Pass and ID Office
320 E 45th Street

Intersessional consultative meeting: 2 and 3 December, 8:30 a.m. to 10:30 a.m.
United Nations Pass and ID Office
320 E 45th Street

2020 meetings: To be announced.

NGO representatives will have access only to designated rooms within United Nations premises.

11. For matters related to registration and issuance of grounds passes, kindly contact Diane Barnes (diane.barnes@un.org).

IV. Documentation

12. Official documents and statements of the conference will be posted at www.un.org/disarmament/. 
V. **Additional information from the Secretariat**

13. 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 open-ended working group. It is the responsibility of NGO representatives to make arrangements for visas, travel and related costs. The Secretariat cannot provide funding or financial advice to facilitate NGO participation.

VI. **Taking action on sexual harassment**

14. If you feel you have been a victim of, or a witness to, sexual harassment at the United Nations Secretariat during the session, you are encouraged to contact the NGO Coordinator. The Speak up helpline (1 917 367 8910 and speakup@un.org) is available to provide confidential support on what to do and where to go for help.

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

Allison Pytlak  
**NGO Coordinator**  
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