

**SECOND SESSION OF THE PREPARATORY COMMITTEE FOR THE
2010 REVIEW CONFERENCE OF THE PARTIES TO THE
TREATY ON THE NON-PROLIFERATION OF NUCLEAR WEAPONS**

AIDE MEMOIRE FOR NON-GOVERNMENTAL ORGANIZATIONS

*Please note that the Secretariat will post all information and documents related to the second session of the PrepCom at the Office for Disarmament Affairs website prior to, and during, the session, at:
<http://www.un.org/NPT2010/SecondSession/>*

Date: 28 April to 9 May 2008
Opening plenary meeting: Monday, 28 April at 10:00 am

Place: Assembly Hall
United Nations Office at Geneva (UNOG)
Palais des Nations
CH-1211 Geneva 10
Switzerland
Telephone: + 41 (0) 22 917 1234

Secretariat: Office for Disarmament Affairs
United Nations – Office 3140 E
New York – NY 10017
Telephone: +1 212 963 0386
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E-mail: UNODA.NPT.NGO@un.org

I. Provisions for the attendance of non-governmental organizations

1. Based on the practice of the previous Preparatory Committees and on the relevant rules of procedure of the 2005 NPT Review Conference, which will apply provisionally for the session of the Preparatory Committee until a final decision on this matter is taken, representatives of non-governmental organizations (NGOs) should 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 shall also allocate a meeting to non-governmental organizations to address each session of the Committee.

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

Accreditation

2. NGO representatives with or without valid United Nations ground passes are requested **to submit a written application for attendance** at the second session of the Preparatory Committee for the 2010 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons that must include the following:
 - A letter written on organizational letterhead signed by the head of the organization requesting attendance at the Conference. This letter should include the composition of the delegation, and an overview of past interactions, if any, between the organization and the United Nations particularly in relation to disarmament and non-proliferation. Such interaction may also include affiliation with the Department of Public Information-DPI, or consultative status with the Economic and Social Council-ECOSOC. The letter should indicate whether it is the first time that the NGO requests accreditation to participate in a meeting at the United Nations.
 - A mission statement or summary of work that should include information on the organization's purpose, programmes and activities related to the scope of the Preparatory Committee. This information should not exceed two pages in length.
 - **A completed registration form.** Registration forms can be found online at <http://www.un.org/NPT2010/SecondSession/securitypasses.html>
3. **The information necessary to request accreditation should be sent no later than 23 March 2008** to the Secretariat of the Preparatory Committee c/o Ms. Silvia Mercogliano, Information and Outreach Branch, Office for Disarmament Affairs, Room S-3151E, United Nations, New York, N.Y. 10017, USA, Tel. + 1 917 367 4124, Fax: +1 917 367 5369, E-mail: ODA.NPT.NGO@un.org. Requests for accreditation received by fax or e-mail will be considered provisional until the signed letters are received by mail. Please bear in mind, due to enhanced security procedures of the United Nations Office at Geneva, the names submitted will not be eligible for later revision. Therefore, it is advised that organizations submit the composition of their delegation only after careful review.
4. On the basis of this information, the Secretariat will prepare a list of NGOs requesting accreditation to the Preparatory Committee for presentation to the States parties to the NPT for their approval at the first meeting the Committee. NGO representatives will be notified by e-mail on **28 March 2008** as to whether their documentation was received in order and whether the name of their organization will be included in the list of submission to States parties.

Registration and issuance of identification badges

5. Upon arrival at the United Nations Office at Geneva (UNOG), NGO representatives should present themselves to the Pass and Identification Unit, UNOG Security and Safety Section, located at Pregny Gate, 8-14 Avenue de la Paix, 1211 Geneva 10, Switzerland. All NGO representatives will be required to present valid photo identification, such as a passport or driver's license, at the counter before beginning the registration process. Security identification badges are provided upon presentation of a provisional accreditation request duly approved by the Secretariat of the NPT Preparatory Commission.

Once a pass is issued NGO representatives will be granted access to the UNOG premises. Please bear in mind that applicants for accreditation to the United Nations conferences as well as individuals planning to attend side events must be at least 18 years of age. **For matters related to registration and issuance of identification badges kindly contact Ms. Kristin Jenssen, E-mail: jenssen@un.org.**

6. The Pass and Identification Unit of UNOG Security and Safety Section is open on working days from 8:00 am to 5:00 p.m. Tel.: +41 (0) 22 917 50 02 / + 41 (0) 22 917 50 42 / + 41 (0) 917 12 40.

III. Getting to and from the Palais des Nations

7. Tram and bus: The Palais des Nations is served by several tram and bus lines: Buses 8,28, F,V and Z serve Pregny Gate (Appia stop) where the Pass and Identification Unit is located. Tram number 13 and 15, as well as buses 5, 3, 11, 14, 28, V. F and Z serve the Place de Nations. The Place des Nations is some 500 meters away from the Pregny Gate. Bus 28 serves Cointrin Airport from the Place des Nations.

8. Further information such as itineraries, timetable, fares, etc. is available on the site of the Transport Publics Genevois (see: www.tpg.ch).

9. Taxis: A taxi stand is located on Route de Pregny, some 25 metres from the Pregny Gate, in the direction Place des Nations. Taxis are usually available around the clock. To call a taxi dial +41(0) 22-3314133.

IV. Facilities for NGOs

10. In order to facilitate the participation of NGOs in the PrepCom, the following facilities will be made available: an office with a telephone with local access line; two computer workstations with MS Word and Internet access; two printers; a photocopying machine with paper; a conference room with a capacity of approximately 60 seats for use by all accredited NGOs as the focal point for their meetings and briefings and for distribution of official conference documents to their representatives (office room and conference room numbers to be provided in due time).

V. Documentation

11. At least fifty copies of each official document will be made available to NGO representatives attending the meeting. These documents, as well as one set of statements made by States parties during the plenary meetings will be transmitted upon their issuance to the **NGO Coordinator, Ms. Ray Acheson, as a focal point for that purpose.**

12. NGOs may display their documents and other information materials on a table located outside conference room (room number to be provided in due time). It is kindly requested that one copy of each of those documents and materials be provided to the Secretariat by the **NGO Coordinator, Ms. Ray Acheson, prior to their being placed on the tables allocated for NGO documentation.**

VI. NGO presentations

13. Without prejudice to a decision by the States parties as to the timetable of the PrepCom, it is tentatively expected that a plenary meeting for NGO presentations (item 5 of the Agenda) would be on Tuesday, 29 April from 3:00 to 6:00 pm. As in the past, NGOs are requested to coordinate among themselves in deciding which representatives will address the Preparatory 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 10 copies of each presentation to the Secretariat of the Preparatory Committee (office number to be provided in due time) at the United Nations Office at Geneva, **not later than 28 April.**

VII. NGO side events and exhibits

14. Due to the heavy Preparatory Committee calendar at the UNOG, the availability of conference room space for side events is very limited. In order to coordinate the calendar of events held in the margins of the PrepCom, 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. The information should be transmitted to the Secretariat by the NGO Coordinator Ms. Ray Acheson, preferably by 17 March.

15. In the past, a number of NGOs have chosen to provide refreshments for participants. Catering services are available at Restaurant DSR, United Nations Office at Geneva, Palais des Nations Ch-1211, Geneva 10, Switzerland, Tel: +41 (0) 22 917 5619, Fax: +41 (0) 22 917 0102, E-mail dsr.onu@bluewin.ch

16. Limited space is available for exhibits. Please, contact **Ms. Kristin Jensen**, E-mail: jensen@un.org for requests for exhibits and to enquire about the relevant details.

VIII. NGO contact persons

17. The Secretariat has been informed that the designated NGO Coordinator and the NGO points of contact in Geneva and Vienna in connection with NGO participation in the PrepCom are the following:

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

Ms. Susi Snyder, Secretary General
 Women's International League for Peace and Freedom
 Geneva, Switzerland
 E-mail : susi.snyder@wilpf.ch

Mr. Thomas Schönfeld
 NGO Committee on Peace Vienna
 E-mail: Thomas.Schoenfeld@univie.ac.at

IX. Additional information from the Secretariat

18. The United Nations Office for Disarmament Affairs is not in a position to provide letters of invitation and letters to consulates requesting that NGO representatives be provided visas for travelling to Switzerland in order to attend the meetings of the Preparatory Committee. The procurement of visas, travel arrangements and related costs are strictly the responsibility of the NGO representatives. It is important that NGO representatives make their visa and travel arrangement at their earliest possible convenience.

Further inquiries regarding NGO attendance **during the session** can be directed to **Ms. Kristin Jensen**, E-mail: jenssen@un.org

NGO Representatives Check List	Deadline
Requests for NGO accreditation sent to NPT Secretariat	From 20 February to 23 March 2008
NGO Registration forms sent to NPT Secretariat	23 March 2008
Submission of requests for rooms for side events and for exhibits by the NGO Coordinator to the NPT Secretariat	17 March 2008
Notification by email from the Secretary of the NPT PrepCom 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 submission to States parties.	28 March 2008