

## **AIDE MEMOIRE FOR NON-GOVERNMENTAL ORGANIZATIONS**

### **Preparatory Committee for the United Nations Conference on the Arms Trade Treaty, Fourth Session**

*The United Nations Office for Disarmament Affairs will post information and documents related to the Preparatory Committee at <http://www.un.org/disarmament/convarms/ATTPrepCom/index.htm>*

**Date:** 13 to 17 February 2012  
Opening plenary meeting: Monday, 13 February at 10:00 am

**Place:** Conference Room 4, North Lawn Building  
United Nations Headquarters  
New York

#### **1. Modalities of NGO Attendance**

The attendance of NGOs at the fourth session of the Preparatory Committee for the United Nations Conference on the Arms Trade Treaty (ATT PrepCom) shall be governed, until adoption at the fourth session, by the “Draft decision on the modalities of attendance of non-governmental organizations at the sessions of the Preparatory Committee”, which was adopted at the first session of the ATT PrepCom (A/CONF.217/PC/L.2).

The draft decision on the modalities of attendance of non-governmental organizations at the sessions of the Preparatory Committee contained in document A/CONF.217/PC/L.2 is reproduced below:

“The Preparatory Committee for the United Nations Conference on the Arms Trade Treaty decides that the attendance of non-governmental organizations at the sessions of the Preparatory Committee 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; the non-governmental organizations should inform the Chair of the Preparatory Committee of their interest in attending;

(b) Other interested non-governmental organizations whose work is relevant to the scope and the purpose of the Conference, provided that requests to do so are submitted to the Chair of the Preparatory Committee and are accompanied by information on the organization’s purpose, programmes and activities in areas relevant to the scope of the Conference; the Chair of the Committee will subsequently provide the Committee with a list of those non-governmental organizations for consideration on a no-objection basis;

(c) Non-governmental organizations accredited through the process specified

above may attend open meetings of the Preparatory Committee;

(d) Representatives of accredited non-governmental organizations will be allowed to address the Preparatory Committee during one meeting specifically allocated for that purpose; the meetings will not coincide with other meetings of the Committee;

(e) Accredited non-governmental organizations will be provided, upon request, with documents related to the Preparatory Committee and may, at their own expense, provide material to the delegations outside the conference room in the area designated for the meetings of the Preparatory Committee;

(f) Arrangements concerning the accreditation and attendance of non-governmental organizations at the meetings of the Preparatory Committee shall in no way create a precedent for other United Nations conferences.”

## 2. Accreditation

Accreditation is only required for those NGOs that were not accredited to the 1<sup>st</sup> and/or the 2<sup>nd</sup> and/or the 3<sup>rd</sup> sessions of the ATT PrepCom. NGOs that were accredited to the previous sessions of the ATT PrepCom should go directly to the registration process (see section 3).

All new requests for accreditation, under paragraphs (a) and (b) of the draft decision, reproduced in section 1, must be received by the United Nations Office for Disarmament Affairs no later than **2 January 2012**. Such requests should be entered via the United Nations Civil Society Network (CSO Net) by filling out an online accreditation form available at <http://esango.un.org/irene/index.html?page=viewContent&nr=402&type=22&section=15>

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://esango.un.org/civilsociety/showNewProfile.do?method=addNewProfile&sessionCheck=false>

You should 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 administrator. This is for database management purposes only.

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\* 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.

Those NGOs that have requested accreditation as stated above will be informed by the United Nations Office for Disarmament Affairs by e-mail by **4 January 2012**, as to whether their request for accreditation meet the requirements and whether such request will be forwarded to Member States for consideration on a no-objection basis. Upon receiving confirmation from the Chair of the Preparatory Committee (PrepCom), it is envisaged that NGOs will be notified by e-mail, by **23 January 2012**, on the outcome of their request for accreditation to the Conference. For questions related to accreditation, please contact Ms. Soo Hyun Kim (e-mail: [kim12@un.org](mailto:kim12@un.org)).

### **3. Registration and issuance of identification badges**

The registration process involves two steps: (1) pre-registration of NGO representatives online; (2) registration of NGO representatives on site.

NGOs that are provisionally accredited to the meeting, including those that have been accredited to the 1<sup>st</sup> and/or the 2<sup>nd</sup> and/or the 3<sup>rd</sup> sessions of the ATT PrepCom must pre-register their NGO representatives who are expected to attend the meeting via CSO Net by **3 February 2012** at

<http://esango.un.org/irene/index.html?page=viewContent&nr=17762&type=8&section=8>

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. Please note that the confirmation letter is required for on-site registration.

NGO representatives with confirmation letters should enter the United Nations Headquarters through the visitors' entrance located on First Avenue at 46th Street. At the visitors' lobby they should present themselves to the conference registration counter, to the right of the entrance. NGO representatives carrying valid United Nations Headquarters ID Cards will be registered upon arrival. All other NGO representatives will be required to present valid photo identification (e.g. passport) at the counter. Once an identification pass is issued, NGO representatives will be granted access to designated rooms assigned for the PrepCom. NGO representatives accredited and registered may attend meetings of the PrepCom, except those designated as closed—paragraph (c) of the draft decision of the PrepCom. For matters related to registration and issuance of identification passes, kindly contact Ms. Soo Hyun Kim (e-mail: [kim12@un.org](mailto:kim12@un.org)).

**On-site registration will take place only on the first day of the PrepCom, Monday, 13 February 2012, from 9:00 a.m. to 12:30 p.m. and from 2:00 p.m. to 4:00 p.m.**

### **4. Documentation**

Official documents and statements of the PrepCom will be posted at <http://www.un.org/disarmament/convarms/ATTPrepCom/index.htm>

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

Pending a decision taken by the PrepCom, 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 joint ATT PrepCom Secretariat through the NGO point of contact, Ms. Michèle Poliacof, prior to public display. Ms. Poliacof's contact details are provided below.

**6. NGO side events**

Due to the heavy conference calendar and the ongoing refurbishment of the United Nations complex, the availability of room space for side events is limited.

Organizations that plan to hold a side event utilizing United Nations facilities should contact Ms. Soo Hyun Kim (e-mail: [kim12@un.org](mailto:kim12@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.

**7. 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 PrepCom. 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.

**8. NGO point of contact**

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

IANSA United Nations Liaison Officer  
777 United Nations Plaza  
C/O Hague Appeal for Peace, #3E  
New York, NY 10017, USA  
E-mail: [newyork@iansa.org](mailto:newyork@iansa.org)  
Tel.: +1 646 257 4130

<b>NGO Representatives Check List</b>	<b>Deadline</b>
Request for NGO accreditation	<b>2 January 2012</b>
Notification by e-mail from the United Nations Office for Disarmament Affairs to NGO representatives to inform them whether the name of their organization will be included in the list for submission to Member States for consideration	<b>4 January 2012</b>
Notification by e-mail from the United Nations Office for Disarmament Affairs to NGO representatives informing them on the status of their request for accreditation	<b>23 January 2012</b>
Request for NGO representative pre-registration	<b>3 February 2012</b>