
2010 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons

12 February 2010

English only

New York, 3-28 May 2010

INFORMATION FOR PARTICIPATION BY NON-GOVERNMENTAL ORGANIZATIONS

<p>This document provides preliminary information for NGO participants at the Conference. Any necessary additional information will be provided closer to the date of the Conference. Documentation and other information, as it becomes available, will be available on the Conference website (http://www.un.org/en/conf/npt/2010).</p>
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Date: 3 to 28 May 2010

Opening plenary meeting: Monday, 3 May at 10:30 a.m.

Place: United Nations Headquarters
New York

I. Provisions for the attendance of non-governmental organizations (NGOs)

1. Based on the practice of the previous Review Conferences and on the relevant draft rules of procedure, which will apply provisionally for the 2010 Review Conference until a final decision on this matter is taken, representatives of NGOs should be allowed, upon request, to attend the meetings of the Conference other than those designated closed, to be seated in the public gallery, to receive documents of the Conference and, at their own expense, to make written material available to the participants in the Conference. The Conference shall also allocate a meeting to NGOs to address the Conference, consistent with the Final Document of the 2000 Review Conference.

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 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 includes information on the organization's purpose, programmes and activities related to the scope of the Review Conference. This information should not exceed two pages in length.

3. The written application for attendance should be received no later than **26 March 2010** by the Secretariat of the Review Conference for attention Ms. Soo-Hyun Kim, Information and Outreach Branch, Office for Disarmament Affairs, 405 East 42nd Street (DN-2511B), United Nations, New York, N.Y. 10017, USA, Fax: +1 (917) 367-4520, E-mail: ODA.NPT.NGO@un.org. Requests for accreditation can be made by mail, fax or e-mail. E-mail applications must include an attached PDF format file containing all the relevant documentation, including the signed letter by the head of the organization. Please bear in mind that, due to enhanced security procedures, the names submitted will not be eligible for later revision. Therefore, it is desirable 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 Review Conference for presentation to the States parties to the NPT for their approval at the first meeting of the Conference. NGO representatives will be notified by e-mail before **2 April 2010** as to whether their documentation was received in order and whether the name of their organization will be included in the list for submission to States parties. Pre-registration details will be included in the notification.

Registration and issuance of identification badges

5. All NGO representatives must be pre-registered and should present themselves to the Registration Desk (visitor's lobby entrance after security) in order to have their registration form validated for issuance of a security identification badge. A valid photo identification issued by the Government (e.g. **passport**), together with the provisional accreditation request that has been authorized by the Secretariat of the NPT Review Conference, as well as a completed registration form must be presented. Once a pass is issued, NGO representatives will be granted access to UN premises. NGO representatives accredited through this process may attend meetings of the Review Conference, other than those designated as closed. 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. Soo-Hyun Kim, E-mail: kim12@un.org.

6. **The NPT NGO Registration Desk in the lobby of the General Assembly Hall will be open from 8 a.m. to 4 p.m. on Monday 3 May, 9 a.m. to 4 p.m. from Tuesday 4 May to Thursday 6 May and 9 a.m. to 12 p.m. on Friday 7 May.** There will also be a registration period prior to the opening of the Review Conference on Sunday 2 May from 10 a.m. to 2 p.m. in the United Nations Pass and Identification Office located on the corner of First Avenue and 45th Street. Data input of registration details is manual, therefore participants are encouraged to arrive early to ensure that their registration and security badge processing will enable them to attend meetings on time. Representatives arriving after 7 May must contact Ms. Soo-Hyun Kim, E-mail: kim12@un.org, Tel.+1 (917) 367-3596, or Ms. Jenny Fuchs, E-mail fuchs@un.org, Tel. +1 (212) 963-2386 to arrange for issuance of a security identification badge at the Pass and Identification Office.

III. Facilities for NGOs

7. In order to facilitate the participation of NGOs in the Review Conference, a conference room with a capacity of approximately 75 seats, will be made available for use by all accredited NGOs for their meetings, briefings, side events and for distribution of official conference documents to their representatives. This conference room will be equipped with a photocopying machine and paper will be made available to the NGO Coordinator. The NGO Coordinator will be responsible for the allocation of time and availability of the room for NGO briefings and meetings.

IV. Documentation

8. At least one hundred 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 (contact details are below).

9. NGOs may display their documents and other information materials on a designated table. 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 table allocated for NGO documentation.

V. NGO presentations

10. Without prejudice to a decision by the States parties as to the programme of work of the Review Conference, it is tentatively expected that a plenary meeting for NGO

presentations would be held on Friday 7 May from 3 to 6 p.m. As in the past, NGOs are requested to coordinate among themselves in deciding which representatives will address the Review Conference 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 Review Conference (DN-2511B), **not later than 3 p.m. on 6 May.**

VI. NGO side events and exhibits

11. Due to the heavy Review Conference calendar and the ongoing refurbishment of the United Nations Secretariat Building, the availability of room space for side events is very limited. Side events that can be accommodated within the room allocated to NGOs will also be scheduled by the NGO Coordinator. In order to coordinate the calendar of events held in the margins of the Review Conference, 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. Any request for side events must specify the list of audio requirements, including projection and other needs. The provision of audio and other additional services will need to be paid for by the requesting NGO. The information should be transmitted to the Secretariat by the NGO Coordinator Ms. Ray Acheson, by 31 March 2010. Fire and safety regulations restrict the maximum number of 75 persons permitted in the room and organizations are therefore encouraged to explore all possibilities for holding side events outside the UN grounds.

12. Organizations that are unable to secure alternative arrangements and plan to hold a side event with more than 75 participants utilizing UN facilities can apply for consideration by completing the attached form and submitting it directly to Ms. Vera Hanus, hanus@un.org, **before 31 March 2010.** 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 NPT Secretariat.

13. Catering services for side events are available through Ms. Jackie Lee, Director of Sales & Catering, The NY Landmark Collection, (www.newyorklandmarkcollection.com), Tel: +1 (212) 963-7029 direct, +1 (212) 963-7099 office, fax: +1 (212) 963-2025, E-mail: lee-jackie@aramark.com. Please note that no food and drinks are permitted in the conference rooms.

14. Limited space is available for exhibits. Please, contact Ms. Soo-Hyun Kim, E-mail: kim12@un.org for requests for exhibit space and to enquire about the relevant details.

VII. NGO contact persons

15. The Secretariat has been informed that the designated NGO Coordinator in connection with NGO participation in the Review Conference is:

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

VIII. Letters of invitation and visas

16. The United Nations Office for Disarmament Affairs 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 meetings of the Review Conference. 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 the earliest possible time.

NGO Representatives Check List	Deadline
Requests for NGO accreditation sent to NPT Secretariat	From 16 February to 26 March 2010
Submission of requests for rooms for side events and for exhibits by the NGO Coordinator to the NPT Secretariat	31 March 2010
Notification by e-mail from the provisional Secretary-General of the NPT Review Conference 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.	Before 2 April 2010
Submission of confirmed list of NGO speakers to the NPT Secretariat	6 May 2010

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SIDE EVENT REQUEST FORM

Please print details clearly and fill in ALL spaces.

ORGANIZATION NAME:
HEAD OF THE ORGANIZATION:
MAIN ACTIVITIES OF THE ORGANIZATION:
TITLE OF THE EVENT:
DESCRIPTION OF THE EVENT:
SPEAKERS:
PROPOSED TIME/ DURATION & VENUE:
EXPECTED NUMBER OF PARTICIPANTS:
INDICATE NEED FOR ASSISTANCE TO OBTAIN UN PASS: () YES OR () NO IF YES, PLEASE SPECIFY THEIR NAMES AND AFFILIATION:
INDICATE NECESSARY TECHNICAL SETUP (COST TO BE BORNE BY THE REQUESTOR): () SOUND, () PROJECTOR, () SCREEN, () LAPTOP OTHER (PLEASE DESCRIBE):
SPONSORS:
ANY PAST EVENTS HELD AT THE UNHQ:

CONTACT INFORMATION:

MAIL ADDRESS:	POST CODE AND CITY:	COUNTRY:
WEBSITE OF THE ORGANIZATION:		
TEL. NO. WITH COUNTRY/AREA CODE:	FAX. No.:	
E-MAIL ADDRESS:		

The form must be RETURNED BY EMAIL to: Office for Disarmament Affairs,
EMAIL: hanus@un.org