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REFERENCE:

**2005 REVIEW CONFERENCE OF THE PARTIES TO THE
TREATY ON THE NON-PROLIFERATION OF NUCLEAR WEAPONS**

AIDE MEMOIRE FOR NON-GOVERNMENTAL ORGANIZATIONS

Date: 2 to 27 May 2005

Opening plenary meeting: Monday, 2 May at 10:00 am

Place: United Nations Headquarters, New York

Secretariat: Department for Disarmament Affairs
United Nations – Office S 3140
New York – NY 10017
Telephone: (1-212) 963-4022
Fax: (1-212) 963-8892

Provisions for the attendance of non-governmental organizations

1. Rule 44 (4) of the draft rules of procedure of the 2005 Review Conference of the States Parties to the Treaty on the Non-Proliferation of Nuclear Weapons (NPT), on the attendance of non-governmental organizations (NGOs), (Doc. NPT/CONF.2005/1, Annex III), which will apply provisionally for the Conference until a final decision on this matter is taken, reads as follows:

“Representatives of non-governmental organizations who attend meetings of the plenary or of the Main Committees will be entitled upon request to receive the documents of the Conference.”

2. In addition, at the third session of the Preparatory Committee for the 2005 NPT Review Conference, States parties agreed to recommend to the Conference that, (Doc.NPT/CONF.2005/1, paragraph 29):

“in accordance with the draft rules of procedure, representatives of non-governmental organizations be allowed to attend meetings, other than those designated as closed, and to receive documents of the Conference; that, in accordance with past practice, non-governmental organizations be allowed to make

written material available, at their own expense, to the participants of the Conference; and that non-governmental organizations be allowed to address the Conference, consistent with the Final Document of the 2000 Review Conference.”

Practical arrangements

I. List of NGO representatives, accreditation and issuance of identification badges

3. NGO representatives with or without valid grounds passes for the United Nations Headquarters in New York are requested to submit written applications for attendance at the 2005 NPT Review Conference that must include the following information:

- A letter written on organizational letterhead requesting attendance at the Conference. This letter should include the composition of the delegation, and an overview of past interactions between the organization and the United Nations in relation to disarmament and non-proliferation issues in particular. These interactions may include conferences attended, co-sponsorship of events, consultative status with the Economic and Social Council-ECOSOC, affiliation with the Department of Public Information-DPI, etc.
- A mission statement or summary of work.

4. This information should be sent by fax to the NGO Focal Point in the Department for Disarmament Affairs, Mr. Gary DeRosa, or to the Secretariat of the Conference, NGO Liaison and Coordination, Ms. Myrna Peña at fax: (1-212) 963-8892 **not later than 15 April**. Please bear in mind that, due to enhanced security procedures at United Nations Headquarters, 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.

5. On the basis of this information, the Secretariat will prepare a list of NGOs requesting accreditation to the Conference for presentation to the States parties to the NPT for their approval at the first meeting of the Conference. NGOs will be notified by e-mail 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.

6. NGO representatives enter the United Nations building through the Visitors' Entrance located on First Avenue at 46th Street. At the Visitor's Lobby, they should present themselves to the NPT Review Conference Registration Counter to the left of the entrance, in the northeast corner of the lobby (usually referred to as the "Sputnik/Zeus Corner"). NGO representatives carrying valid United Nations Headquarters identification badges will be registered upon arrival. All other NGO representatives will be required to present valid photo identification, such as a passport or driver's license, before beginning the registration process. 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.

II. Facilities for NGOs

7. In order to facilitate the participation of NGOs in the Conference, a conference room with a capacity of approximately 50 seats, will be made available 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. This conference room will be equipped with a photocopying machine and paper.

III. Documentation

8. A set of 100 copies of official documents will be made available to NGO representatives attending the session. These documents, as well as one set of statements by States parties made during the plenary meetings, will be transmitted upon their issuance to a representative designated by the NGOs as the focal point for that purpose.

IV. Availability of NGO documents and materials to delegations

9. NGOs may display their documents and other information materials on two tables to be located in the foyer, outside conference room 4. Prior to placing their documents on the tables, NGOs are requested to provide one copy of each of those documents and materials to the Secretariat. Please contact the NGO Liaison and Coordination, Ms. Myrna Peña, at telephone (1-212) 963-4022 prior to the session so as to make arrangements.

V. NGO presentations

10. Without prejudice to a decision by the States parties as to the timetable of the Conference, it is expected that one plenary session will be allocated for NGO presentations. As in the past, NGOs are requested to coordinate among themselves in deciding which representatives will address the Conference. It would be appreciated if the designated NGO coordinator could provide by fax a confirmed list of speakers, fax: (1-212) 963-8892 as well as to provide a set of 10 copies of each presentation to the NGO Liaison and Coordination, Ms. Myrna Peña, Room S-3140B **not later than 9 May**.

VI. NGO side events

11. Due to the heavy conference calendar at United Nations Headquarters, 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 Conference in the most effective manner, the Secretariat would appreciate receiving advance information on planned NGO events. It is important that this information be relayed as soon as possible. The information should be transmitted, preferably **by e-mail by 15 March**, to the NGO

Focal Point in the Department for Disarmament Affairs, Mr. Gary DeRosa, e-mail: derosa@un.org. Reaching Critical Will, as the external NGO advisory body, may be utilized by individual NGO to assist in coordinating events.

VII. Additional information from the Secretariat

12. Further inquiries regarding NGO attendance at the session can be directed to the NGO Focal Point in the Department for Disarmament Affairs, Mr. Gary DeRosa, via telephone: (1-212) 963-3980 or e-mail: derosa@un.org or to the Secretariat of the Conference, NGO Liaison and Coordination, Ms. Myrna Peña, via telephone: (1-212)963-4022 or e-mail: penal@un.org

13. In addition, the Secretariat will post information and documents related to the Conference on the website of the Department for Disarmament Affairs prior to, during and after the session. This information may be found at:

<http://disarmament.un.org/wmd/npt/index.html>.

VIII. NGO contact person

14. The Secretariat has been informed that the following is the NGO point of contact to facilitate NGO networking in connection with participation in the Conference:

Ms. Rhianna Tyson
Project Manager
Reaching Critical Will
Women's International League for Peace and Freedom
777 UN Plaza, 6th Floor
New York, NY 10017, USA
Telephone: (1-212) 682-1265
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