

**FIFTH CONFERENCE ON FACILITATING THE ENTRY INTO FORCE
OF THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY**

AIDE MEMOIRE FOR NON-GOVERNMENTAL ORGANIZATIONS (NGOs)

DATE: **17 -18 September 2007**
Opening plenary meeting: 17 September 2007 at 10:00 a.m.

PLACE: **Hofburg Congress Centre**
Heldenplatz, A-1014, Vienna, Austria
Tel: + (43)1 587-3666

SECRETARIAT: **CTBTO, Public Information Section**

Ms. Annika Thunborg
Chief, Public Information Section
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1400 Vienna, Austria
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Information Clerk
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1400 Vienna, Austria
Tel: + (43) 1 26030 6108
Fax: + (43) 1 26030 5823
E-mail: Chris.Evertz@ctbto.org

I. Provisions for the attendance of non-governmental organizations

1. Any non-governmental organization that wishes to attend the Conference may apply to the Secretariat of the Conference. Permission to attend will be granted on the decision of the Conference. Pursuant to rule 43 of the draft rules of procedure [(CTBT-Art.XIV/2007/1)], such a non-governmental organization shall be entitled to attend open meetings of the Conference, to receive upon request the documents of the Conference and to make available at its own cost written contributions on matters under consideration by the Conference. At the invitation of the President of the Conference, a representative chosen by NGOs attending the conference from among their number would be allowed to address the Conference under the agenda item allocated for this purpose (agenda item 14 of the draft provisional agenda, [CTBT-Art.XIV/2007/2].)

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

2. NGO representatives with or without valid United Nations ground passes are requested to submit written applications in order to attend the Conference. The information must include the following:

- A letter written on organization letterhead signed by the head of the organization requesting to attend the Conference. This letter should include the composition of the delegation, and an overview of past interactions with the United Nations particularly in relation to disarmament and non-proliferation. Such information may also include affiliation with the United Nations Department of Public Information (DPI), consultative status with the Economic and Social Council (ECOSOC), etc. NGOs that will be participating for the first time should indicate this in their request for accreditation.
- A mission statement or summary of work that should include information on the organization's purpose, programmes and activities in the field of disarmament and non-proliferation issues.
- A complete registration form (attached).

3. This information should be sent **not later than 20 August 2007** to the Secretariat of the Conference on Facilitating the Entry into Force of the Comprehensive Nuclear-Test-Ban Treaty c/o Mr. Christian Evertz, Public Information Section, CTBTO Preparatory Commission, Room E0773, Vienna International Centre/ P.O. Box 1200, A-1400 Vienna, Austria, fax: (+ 43) 1 26030-5823, e-mail: Christian.Evertz@ctbto.org . Request for accreditation received by fax or e-mail will be considered provisional until the signed letters are received by mail. Due to enhanced security procedures at the Hofburg Congress Centre, please bear in mind that the names of the representatives submitted will not be eligible for later revision. Therefore, it is advised that organizations submit the composition of their delegation after careful review.

4. On the basis of this information, the Secretariat will prepare a list of NGOs requesting accreditation for presentation to the Conference for its approval at the first meeting of the Conference. NGO representatives 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 of NGO attending the Conference.

III. Registration and issuance of identification badges

5. All NGOs representatives including those in possession of a valid Vienna International Centre (VIC) grounds pass are requested to register at Hofburg Congress Centre, as of 17 September 2007, and to fill out the attached form (the form may be photocopied) and return it to the Secretariat **not later than 20 August 2007**, by fax (+43)1 20030-5823 or by e-mail to Christian.Evertz@ctbto.org. Please note that the accreditation forms are also available on the CTBTO website at: <http://www.ctbto.org> (Conference on Facilitating the Entry into Force of the Comprehensive Nuclear-Test-Ban Treaty, Article XIV Conference) under "Information for NGOs."

IV. Facilities for NGOs

6. In order to facilitate the participation of NGOs in the Conference on Facilitating the Entry into Force of the Comprehensive Nuclear-Test-Ban Treaty, one room, (Upper Lounge at the Hofburg) will be made available to NGO representatives during the Conference.

V. Documentation

7. Copies of official documents and statements by States parties will be made available to NGO representatives attending the session, and can also be found on the ODA web site at: [<http://disarmament2.un.org/wmd/>.] Official documents, as well as one set of statements by participating States made during the plenary meetings will be transmitted upon their issuance to a representative designated by the NGOs as a focal point for that purpose.

VI. Availability of NGO documents and material to delegations

8. NGOs may display their documents and other information materials on two tables located outside the conference room. It is kindly requested that one copy of each of those documents and materials be provided to the Secretariat prior to their being placed on the tables.

VII. NGO Presentations

9. Without prejudice to a decision by the States as to the timetable of the Conference, it is expected that one statement on behalf of NGOs will be made on [18 September 2007] during the morning session from 10:00 a.m. to 1:00 p.m. As in the past, NGOs are requested to coordinate among themselves in deciding which representative will address the Conference. It would be appreciated if the designated NGO coordinator would provide a set of 10 copies of the presentation to Mr. Christian Evertz, Room E0773, Vienna International Centre, e-mail: Christian.Evertz@ctbto.org, **not later than 13 September 2007.**

VIII. NGO side events

10. In order to coordinate the calendar of events held on the margins of the Conference, the Secretariat would be grateful to receive advance information on the 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, **preferably by 17 August 2007**, to the NGO Liaison and Coordination, Mr. Christian Evertz, Tel: (+43) 1 26030-6108, Fax: (+ 43)1 26030-5823.

IX. NGO contact persons

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

Ms. Ray Acheson
NGO Coordinator

Women's International League for Peace and Freedom
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 (WILPF)
Geneva, Switzerland
e-mail: susi.snyder@wilpf.ch

Prof. Thomas Schöenfeld

Chairperson

NGO Committee on Peace

e-mail: Thomas.Schoenfeld@univie.ac.at

X. Additional information from the Secretariat

12. In addition, the Secretariat will post information and documents related to the Conference on Facilitating the Entry into Force of the Comprehensive Nuclear-Test-Ban Treaty on the CTBTO website prior to and during the session. This information may be found at: <http://www.ctbto.org>

13. Further inquiries regarding the NGO attendance during the Conference can be directed to Mr. Christian Evertz.

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17-18 September 2007
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REQUEST FOR ACCREDITATION OF NGO REPRESENTATIVES

Please return this form to: Christian.Evertz@ctbto.org no later than 20 August 2007

Personal Data

1. **Name:**

(family name) (first name)
2. **Place and date of birth:**
3. **Nationality:**
4. **Passport Number:**
5. **Permanent office address (if different from your organization's headquarters):**

Telephone:

Fax:

e-mail:

Data on the organization you represent

6. **Name of organization:**
7. **Contact person and title:**
8. **Headquarters' mailing address:**

Telephone:

Fax:
10. **Working language(s) of your organization:**
11. **Your main news topic(s) of field(s) of coverage (if applicable):**