

**THIRD 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 third session of the PrepCom on the web site of the Office for Disarmament Affairs website prior to, and during, the session, at:
<http://www.un.org/disarmament/WMD/Nuclear/NPT2010Prepcom/PrepCom2009/index.html>*

Date: 4 to 15 May 2009
Opening plenary meeting: Monday, 4 May at 10:00 am

Place: Conference room #1
United Nations Headquarters
New York

Secretariat: Office for Disarmament Affairs
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New York – NY 10017
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I. Provisions for the attendance of non-governmental organizations (NGOs)

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 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 NGOs 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 third 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 includes 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.

3. The written application for attendance should be received no later than **31 March 2009** by 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, Fax: +1 917 367 5369, E-mail: UNODA.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 that, due to enhanced security procedures, 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 of the Committee. NGO representatives will be notified by e-mail on **8 April 2009** 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.

Registration and issuance of identification badges

5. All NGO representatives must be pre-registered and should present themselves to the Registration Desk (lobby entrance after security) in order to have their registration form validated for issuance of a security identification badge. A valid photo identification, **passport or driver's license only**, together with the provisional accreditation request that has been authorized by the Secretariat of the NPT Preparatory Commission, 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 Preparatory Committee, 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. Silvia Mercogliano, E-mail: mercogliano@un.org.

6. **The NPT NGO Registration Desk in the Visitor's lobby will be open from 8 to 12 a.m. and from 3 to 5 p.m.** on Monday 4 May and Tuesday 5 May. 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 their meetings on time.

Special arrangements have been made to have the registration desk and security badge issuance officials available from 8.00 a.m. the first two mornings of the conference. Representatives arriving after 5 May must contact Ms. Silvia Mercogliano, E-mail: mercogliano@un.org, Tel.+1 917 367 4123, 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 located on the corner of First Avenue and 45th Street.

III. Facilities for NGOs

7. In order to facilitate the participation of NGOs in the PrepCom, a conference room with a capacity of approximately 50 seats, will be made available for use by all accredited NGOs to be used 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. The NGO Coordinator will be responsible for the allocation of time and availability of the room for NGO briefings and meetings. NGO side events that can be accommodated within this room capacity will also be scheduled accordingly.

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.

9. NGOs may display their documents and other information materials on a table located outside conference room #1. 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.

V. NGO presentations

10. 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 5 May from 3.00 to 6.00 p.m. 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), **not later than 5.00 p.m. on 4 May.**

VI. NGO side events and exhibits

11. Due to the heavy Preparatory Committee calendar, 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. 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 be for the account of the requesting NGO. The information should be transmitted to the Secretariat by the NGO Coordinator Ms. Ray Acheson, by 30 March. Due to construction work, only very limited space will be available for side events. The Secretariat cannot guarantee that all requests for side events will be accommodated.

12. In the past, a number of NGOs have chosen to provide refreshments for participants. Catering services are available through Aramark. Kindly contact Ms. Gamez Mimi, Catering Sales Manager, United Nations, Tel. +(212) 963-2799, Fax + (212) 963-2025, e-mail: gamez-mimi@aramark.com.

13. Limited space is available for exhibits. Please, contact Ms. Silvia Mercogliano, E-mail: mercogliano@un.org for requests for exhibits and to enquire about the relevant details.

VII. NGO contact persons

14. The Secretariat has been informed that the designated NGO Coordinator in connection with NGO participation in the PrepCom 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

15. 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 the United States 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.

NGO Representatives Check List	Deadline
Requests for NGO accreditation sent to NPT Secretariat	From 23 February to 31 March 2009
Submission of requests for rooms for side events and for exhibits by the NGO Coordinator to the NPT Secretariat	30 March 2009
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.	8 April 2009
Submission of confirmed list of speakers to the NPT Secretariat	4 May 2009