

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

### **The 2012 Conference to Review Progress Made in the Implementation of the Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects**

*The United Nations Office for Disarmament Affairs will post information and documents related to the Review Conference at <http://www.poa-iss.org/RevCon2/>*

**Date:** 27 August to 7 September 2012<sup>1</sup>  
Opening plenary meeting: Monday, 27 August at 10:00 am

**Place:** Conference Room 1, North Lawn Building  
United Nations Headquarters  
New York

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

The 2012 Conference to Review Progress Made in the Implementation of the Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects (PoA RevCon) is part of the follow-up process to the 2001 Conference on the same issue. Accordingly, attendance of NGOs shall be provisionally governed, until adoption of the rules of procedure for the RevCon, by Rule 63 of the Rules of Procedure which were adopted at the 2001 Conference (A/CONF.192/L.1). Similarly, Rule 63 was adopted at the previous Review Conference and its PrepCom in 2006.

Rule 63 (Modalities of attendance of non-governmental organizations) contained in document A/CONF.192/L.1 is reproduced below:

“With respect to the attendance of non-governmental organizations at the Conference, attendance 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. These non-governmental organizations should inform the President of the Conference about their interest to attend;
- (b) Other interested non-governmental organizations relevant and competent to the scope and the purpose of the Conference provided that requests to do so are submitted to the President of the Conference and are accompanied by information on the organization’s purpose, programmes and activities in areas relevant to the scope of the Conference. The President of the Conference will subsequently provide the

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<sup>1</sup> There will be no meetings on 3 September 2012 (official UN holiday).

Conference with a list of these non-governmental organizations for consideration on a no-objection basis;

(c) Non-governmental organizations accredited through the process specified above may attend meetings of the Conference, other than those designated as closed;

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

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

(f) Arrangements concerning the accreditation and attendance of nongovernmental organizations at the Conference shall in no way create a precedent for other United Nations conferences.”

## **2. Accreditation (only required for those NGOs that were not accredited to the 2012 PoA Preparatory Committee held in March)**

**NGOs that were accredited to the 2012 PoA PrepCom should go directly to the registration process (see section 3).**

All those NGOs who were accredited to the 2012 PoA PrepCom held in March are automatically accredited to the Review Conference as well, and therefore there is no need to repeat this process.

All **NEW** requests for accreditation by those who were not accredited to the PrepCom, under paragraphs (a) and (b) of rule 63, reproduced above, must be received by the United Nations Office for Disarmament Affairs before **30 June 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/?page=viewContent&nr=502&type=22&section=15>

Please follow the instructions on the above-mentioned website. It is advised 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 part of CSO Net please create your organizational profile at <http://esango.un.org/civilsociety/showNewProfile.do?method=addNewProfile&sessionCheck=false>.

In so doing, 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.

Those NGOs that have requested accreditation as stated above will be informed by the United Nations Office for Disarmament Affairs by e-mail before **6 July 2012**, as to whether their request for accreditation has met the requirements and whether such request will be forwarded to Member States for consideration on a no-objection basis. Upon receiving confirmation from the President-designate of the RevCon, it is envisioned that NGOs will be notified by e-mail by **27 July 2012** on the outcome of their request for accreditation to the RevCon. 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 (for ALL NGOs)**

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 2012 PoA PrepCom, must pre-register their NGO representatives who expect to attend the meeting via CSO Net by **17 August 2012** at <http://esango.un.org/irene/index.html?page=viewContent&nr=19682&type=8&section=8>

Upon completion of pre-registration, you will be able to download a confirmation letter via CSO Net. 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 RevCon 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 RevCon. NGO representatives accredited and registered may attend meetings of the RevCon, except those designated as closed, as per Rule 63, paragraphs (c) and (d). For matters related to registration and issuance of identification passes, kindly contact Ms. Soo Hyun Kim.

**On-site registration will take place only during the first two days of the RevCon: Monday, 27 August, and Tuesday, 28 August 2012, from 9:00 a.m. to 12:30 p.m. and from 2:00 p.m. to 4:00 p.m.** Representatives arriving after 28 August must contact Ms. Soo Hyun Kim, E-mail: [kim12@un.org](mailto:kim12@un.org), Tel.+1 (917) 367- 3596, or Ms.

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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.

Jenny Fuchs, E-mail: [fuchs@un.org](mailto:fuchs@un.org), Tel. +1 (212) 963-2386 to arrange for issuance of a security identification badge.

#### **4. Documentation**

Official documents and statements of the RevCon will be posted via <http://www.poa-iss.org/RevCon2/>.

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

Pending a decision taken by the RevCon, NGOs may be allowed to display their documents and other information materials on a designated table.

#### **6. NGO presentations**

Without prejudice to a final decision by participating States regarding the Agenda of the RevCon, it is anticipated that (part of) one session may be allocated for NGO presentations. As in the past, NGOs would be requested to coordinate and decide among themselves which representatives would address the RevCon. The NGO presentations will be coordinated via NGO point of contact, Ms. Michèle Poliacof of IANSA. Ms. Poliacof's contact details are provided below.

#### **7. 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 directly. Availability of facilities is not guaranteed and applications will be considered taking into account the needs and requirements of the applicant.

#### **8. 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 RevCon. It is the responsibility of NGO representatives to make their arrangements for visas, travel and related costs.

## 9. NGO point of contact

In order to facilitate coordination for NGO-related matters including possible speakers to address the RevCon, all NGO information provided to the Secretariat will be shared with the NGO point of contact:

Ms. Michèle Poliacof  
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  
Tel.: +1 646 257 4130

<b>NGO Representatives Check List</b>	<b>Deadline</b>
Request for NGO accreditation ( <u>for those who were not accredited to PrepCom</u> )	<b>30 June 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 ( <u>for those who were not accredited to PrepCom</u> )	<b>6 July 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 ( <u>for those who were not accredited to PrepCom</u> )	<b>27 July 2012</b>
Request for NGO representative pre-registration ( <u>for ALL NGOs</u> )	<b>17 August 2012</b>
On-site registration ( <u>for ALL NGOs</u> )	<b>27 and 28 August 2012</b> <b>9:00 a.m. - 12:30 p.m.</b> <b>2:00 p.m. - 4:00 p.m.</b>