

# 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons

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English only

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## Information for participation by non-governmental organizations

### *Summary*

The present document contains preliminary information for non-governmental organization participants in the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons. Additional information will be provided closer to the date of the Review Conference. Documentation and other information, as it becomes available, will be posted on the website of the Review Conference (<https://www.un.org/en/conf/npt/2020/>).



## **I. Dates and venue**

1. In accordance with a decision taken at the third session of the Preparatory Committee for the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons, the Review Conference will be held in New York from 27 April to 22 May 2020.
2. The general debate will begin at 10.30 a.m. on Monday, 27 April, in the General Assembly Hall at United Nations Headquarters.

## **II. Attendance**

3. Based on the practice of the previous review conferences, as well as on the draft rules of procedure of the Conference, recommended by the Preparatory Committee, which will apply provisionally for the session of the 2020 Review Conference until a final decision on this matter is taken, representatives of non-governmental organizations will be allowed, upon request, to attend the meetings of the Review Conference other than those designated closed, to be seated in the public gallery, to receive documents of the Review Conference and, at their own expense, to make written material available to the participants. Consistent with the Final Document of the 2000 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons, a meeting will be allocated for non-governmental organizations to address the Review Conference.

## **III. Practical arrangements for accreditation, registration and issuance of grounds passes**

### **Accreditation**

4. All requests for accreditation must be submitted to the Secretariat no later than 6 March 2020 using the online form available at <https://forms.gle/Vng5cZF57ZJBrcGz7>. Non-governmental organizations must also submit to Diane Barnes ([diane.barnes@un.org](mailto:diane.barnes@un.org)) a written accreditation request on the official letterhead of the organization listing the representatives who will attend, including their full names and titles. Additional representatives may be included in a revised accreditation request letter, which should be submitted by 14 April 2020. To facilitate communications concerning accreditation and registration, the letter must include the personal email address and direct telephone number of a point of contact in the organization.
5. Non-governmental organizations that have not attended a previous Review Conference or Preparatory Committee meeting of the Treaty on the Non-Proliferation of Nuclear Weapons should indicate previous interactions between the organization and the United Nations in relation to nuclear disarmament and non-proliferation issues. A mission statement or summary of work of the organization should be provided.
6. Those non-governmental organizations that have requested accreditation as stated above will be informed by the Secretariat by email by 11 March 2020 of the outcome of their request. Please bear in mind that individuals requesting accreditation, as well as those planning to attend side events, must be at least 18 years of age. For questions relating to accreditation, please contact Diane Barnes ([diane.barnes@un.org](mailto:diane.barnes@un.org)).

### **Registration and issuance of grounds passes**

7. Incomplete registrations and registrations received after the deadline will not be processed. The Secretariat can no longer grant last-minute requests from non-governmental organizations for guest or visitor passes.
8. Online registration will be available from 16 March to 14 April 2020 to representatives of non-governmental organizations whose accreditation has been provisionally approved.
9. Attendees without a valid grounds pass for Headquarters must complete a registration form on the online Indico system at <https://reg.unog.ch/event/31591/registration/> and follow the process described. Once a participant is registered in the system, the profile will remain and will only have to be updated if needed. Online registrations must include a scanned copy of the participant's passport or national identification card as well as the accreditation request letter, including the name of the participant. If the requested documents are not attached, the system will reject the application.
10. Once their registrations have been approved in Indico, representatives of non-governmental organizations will receive a confirmation email. Grounds passes valid for the duration of the Review Conference will be available for collection from the Pass and Identification Unit at 320 East 45th Street. Participants are advised to come to the Pass and Identification Unit well in advance to allow enough time for security checks.
11. The Pass and Identification Unit is open from 9 a.m. to 4 p.m., Monday to Friday. Representatives will need to have their passport and a printed copy of the confirmation email with them to collect a grounds pass. For matters related to registration and issuance of grounds passes, kindly contact Diane Barnes ([diane.barnes@un.org](mailto:diane.barnes@un.org)).

## **IV. Facilities**

12. In order to facilitate the participation of non-governmental organizations in the Review Conference, a conference room will be made available for use by all accredited non-governmental organizations for their meetings, briefings, side events and for the distribution of official conference documents to their representatives. The non-governmental organization point of contact, Allison Pytlak, will be responsible for the allocation of time and availability of the room for non-governmental organization briefings and meetings. Her contact details are provided in section IX.
13. Non-governmental organizations are solely responsible for delivering, storing, distributing and removing their materials (including documents), as well as for all related costs. The Secretariat does not receive or store any materials on behalf of non-governmental organizations. Non-governmental organizations are advised to ensure that boxes or other containers can be easily opened for security inspection, if requested. The Secretariat will authorize the removal of materials judged to be inappropriate.

## **V. Documentation**

14. Official documents and statements of the Review Conference will be posted on its website (<https://www.un.org/en/conf/npt/2020/>).

15. Non-governmental organizations will be allowed to display documents and other information materials on designated tables in the respective conference rooms. A copy of each document should be provided to the Secretariat through the non-governmental organization point of contact before public display.

## **VI. Presentations**

16. 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 meeting for non-governmental organization presentations will be held on Friday, 1 May 2020, from 3 to 6 p.m. As in the past, non-governmental organizations are requested to coordinate among themselves in deciding which representatives will address the Review Conference during the session allocated for presentations by non-governmental organizations. The designated non-governmental organization point of contact will provide the Secretariat with a confirmed list of speakers, as well as a set of 25 copies of each presentation (for interpretation purposes), no later than 1 p.m. on 30 April 2020.

## **VII. Side events and exhibits**

17. The availability of space for side events during the session is limited. Side events that can be accommodated within the room allocated to non-governmental organizations will also be scheduled by the non-governmental organization point of contact. To coordinate the calendar of events held in the margins of the Review Conference, the Secretariat would be grateful to receive advance information on events planned by non-governmental organizations. It is important that this information be relayed as soon as possible, in particular should assistance be needed from the Secretariat to facilitate the arrangements.

18. Any request for side events must specify the list of all necessary technical equipment and services. The provision of certain technical equipment and services will need to be paid for by the requesting non-governmental organization. Non-governmental organizations must ensure that lecturers, presenters, speakers or any other invitees to their side events have valid security identification badges or otherwise register them as members of their own delegations to the Conference. The information should be transmitted to the Secretariat by the non-governmental organization point of contact by 27 March 2020.

19. Limited space is available for exhibits. All exhibits at United Nations facilities require sponsorship by a Member State willing to assume responsibility for their placement and content as well as the submission of associated costs. Please submit sponsorship requests directly to the relevant permanent mission points of contact. Member States may contact Gabiden Laumulin ([gabiden.laumulin@un.org](mailto:gabiden.laumulin@un.org)) as soon as possible and no later than 27 March 2020.

## **VIII. Taking action on harassment, including sexual harassment**

20. The organizations of the United Nations system are committed to enabling events at which everyone can participate in an inclusive, respectful and safe environment. All conferences and events taking place on United Nations system premises are guided by the highest ethical and professional standards, and all participants are expected to behave with integrity and respect towards all participants attending or involved with any United Nations system event. To that end, the Code of Conduct to Prevent

Harassment, including Sexual Harassment will apply to all persons involved in this Review Conference. The text of the Code of Conduct and further information on it are available at <https://www.un.org/en/content/codeofconduct/>.

21. If you feel you have been a victim of or a witness to harassment, including sexual harassment at the United Nations Secretariat during the Review Conference, you are encouraged to contact the non-governmental organization point of contact. The “Speak up” helpline and email address (1 917 367 8910 and [speakup@un.org](mailto:speakup@un.org)) are available to provide confidential support on what to do and where to go for help.

## IX. Point of contact

22. The Secretariat has been informed that the designated non-governmental organization point of contact in connection with participation by non-governmental organizations in the Review Conference is as follows:

**Allison Pytlak**  
 Reaching Critical Will  
 777 UN Plaza, 6th floor  
 New York, NY 10017, United States of America  
 Tel: 1 212 682 1265  
 Fax: 1 212 286 8211  
 Email: [allison.pytlak@wilpf.org](mailto:allison.pytlak@wilpf.org)

## X. Letters of invitation and visas

23. The United Nations is not in a position to provide letters of invitation or letters to consulates requesting that representatives of non-governmental organizations be provided visas for travelling to New York in order to attend the Review Conference. It is the responsibility of such representatives to make their own arrangements for visas, travel and related costs. Organizations with delegates requiring host country visas are therefore encouraged to complete, as soon as possible, the steps described in paragraphs 4, 5 and 9, respectively.

<i>Checklist for representatives of non-governmental organizations</i>	<i>Deadline</i>
Requests for accreditation sent to the Secretariat	6 March 2020
Notification by email from the Secretariat to representatives informing them of the status of their request	11 March 2020
Request for representative registration	14 April 2020

## XI. Accessibility services for persons with disabilities

24. The United Nations has established an Accessibility Centre located on level 1B of the Conference Building, reachable by the Secretariat escalators, as a part of the conference-servicing facilities of the Department for General Assembly and Conference Management. The Centre offers assistive information and communications technology to support those with auditory, visual or physical impairments. Assistive devices are available on site or as a loan to participants with disabilities. For more information, please visit [www.un.org/accessibilitycentre/](http://www.un.org/accessibilitycentre/).