

Second Meeting of States Parties to the Treaty on the Prohibition of Nuclear Weapons

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English only

New York, 27 November–1 December 2023

Information for States parties, observer States and intergovernmental organizations

The present document contains preliminary information for participants in the second Meeting of States Parties to the Treaty on the Prohibition of Nuclear Weapons. Any necessary additional information will be provided closer to the date of the session. Documentation and other information will be posted, as it becomes available, on the website of the Meeting of States Parties (<https://meetings.unoda.org/tpnw/tpnw-msp-2023>).



I. Dates and venue

1. The second Meeting of States Parties to the Treaty on the Prohibition of Nuclear Weapons will be held at United Nations Headquarters in New York from 27 November to 1 December 2023.
2. The Meeting will open at 10 a.m. on Monday, 27 November, in the Trusteeship Council Chamber at United Nation Headquarters.

II. List of speakers and general debate

3. The list of speakers for the general debate will be open from 10 a.m. (New York time) on 6 November 2023. States parties and observer States wishing to add the names of their representatives to the list of speakers for the general debate are invited to do so through the eSpeakers module of the e-deleGATE portal (<https://edelegate.un.int>). Representatives of international organizations without access to the portal who wish to be inscribed on the list of speakers are invited to contact the secretariat (tpnw@un.org).
4. Given the number of States parties expected to take part in the general debate, national statements should be limited to six minutes and statements on behalf of groups of States parties to eight minutes. Similarly, statements in the exercise of the right of reply should not exceed three minutes for the first intervention and two minutes for the second. Longer statements, submitted in writing, will be available on the eStatements portal and on the website of the Meeting.
5. Delegations are kindly requested to submit electronic versions of their statements in PDF format to estatemnts@un.org and to tpnw@un.org no later than two hours in advance of delivery. The date, the name of the meeting and the speaker, as well as the agenda item, should be clearly indicated in the subject line of the email and in the heading of the statement. The statements will remain embargoed until delivery. The statements will be uploaded to the digital *Journal of the United Nations* and to the website of the Meeting after delivery.

III. List of participants

6. States parties, observer States and intergovernmental organizations are requested to inform the Secretary-General of the Meeting of States Parties of the composition of their delegations in writing, as soon as possible and by no later than 20 November 2023, through the e-deleGATE portal (<https://edelegate.un.int>). While delegations may, if they wish, attach a note verbale to the online form, they are still requested to complete the form. For any questions, please contact tpnw@un.org.

IV. Credentials

7. Rule 3 of the rules of procedure of the Meeting of States Parties to the Treaty on the Prohibition of Nuclear Weapons (TPNW/MSP/2022/3) reads as follows: “The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Secretary-General of the Meeting of States Parties, if possible, not less than one week before the date fixed for the opening of the Meeting. The credentials shall be issued either by the Head of State or Government or by the Minister for Foreign Affairs”. In that connection, States parties are kindly requested to deliver the original hard copy of the credentials to the Secretary-General of the Meeting of States Parties, Christopher King, Office for Disarmament Affairs, room

S-3039, by 20 November 2023. Scanned copies of the credentials, as well as of other communications containing the names of representatives to the second Meeting of States Parties (such as letters and notes verbales from the permanent missions), should be submitted through the online e-Credentials platform, under the tab entitled “TPNW 2nd Meeting of States Parties”, which can be accessed through the e-deleGATE portal (<https://edelegate.un.int>). Email submissions of scanned copies of the credentials will not be accepted.

V. Registration procedures

8. Permanent missions and liaison offices in New York are required to submit their registration requests using the online eRegistration system, which is available through the e-deleGATE portal (<https://edelegate.un.int>). Information on the system may be found in the guidelines on eRegistration and the frequently asked questions posted on the Protocol and Liaison Service website (www.un.org/dgacm/en/content/protocol/meetings). It should be noted that all registration requests must be submitted through the eRegistration system. The deadline for the submission of online registration requests is Monday, 13 November 2023.

9. Intergovernmental organizations accredited with the General Assembly, specialized agencies and related organizations that have not registered in the eRegistration system must apply for an eRegistration account in advance (no later than 20 October 2023) in order to register for the Meeting. Please follow the instructions in the “Guidelines to apply for eRegistration account” (https://www.un.org/dgacm/sites/www.un.org.dgacm/files/guidelines_to_apply_for_eregistration_account_7_august_2023.pdf) on the Protocol website.

10. Registration must be in accordance with the names provided in the information on the composition of the delegation provided through the e-deleGATE portal (see para. 6).

VI. Documentation

11. No hard copies of documents will be available during the Meeting of States Parties. All documents and statements will be available on the website of the Meeting.

12. Pursuant to the guidelines of the General Assembly on the submission of documents (in particular Assembly resolutions [52/214](#), [53/208](#) and [59/265](#)), documents submitted by States parties must not exceed 20 pages (10,700 words). However, it is strongly recommended that documents not exceed five single-spaced pages (2,675 words) so as to reduce costs, facilitate translation and ensure timely issuance. States parties may submit pre-session documents, including working papers, to the secretariat at least six weeks before the start of the second Meeting and by no later than 16 October 2023 in order to facilitate their issuance prior to the session. Working papers will not be translated but will be edited and issued in the language of submission only. States parties submitting working papers in a language other than English are encouraged to provide an informal translation into English. States parties are requested to email documents in Microsoft Word format to tpnw@un.org. It should be noted that email submissions only become valid upon acknowledgement of receipt.

VII. Side events and exhibitions

13. There is a limited number of rooms available for lunchtime side events during the Meeting of States Parties. However, States and organizations that plan to hold a side event utilizing United Nations facilities can apply for consideration by completing the side event request form that is annexed to the present document (see annex I) and emailing it to tpnw@un.org by 27 October 2023. The availability of facilities is not guaranteed, and applications will be considered with attention to the needs and requirements of the applicant. It should be noted that email submissions become valid only upon acknowledgement of receipt by the secretariat. Please also note that, depending on the services requested, the nature of the event or the identity of participants, speakers or audience, the United Nations may request that you provide additional information or undertake additional obligations before the request is approved. Side events may involve additional costs to be borne by the requester. The secretariat will compile a calendar of side events to be held on the margins of the Meeting of States Parties.

14. Limited space is available for exhibitions. To request the use of such space, applicants should complete the exhibition request form annexed to the present document (see annex II) and email it to tpnw@un.org as soon as possible and by no later than 27 October 2023. An agreement on conditions for the use of premises for exhibitions in non-public spaces at United Nations Headquarters must be signed by the exhibitor and the United Nations. The availability of facilities is not guaranteed, and applications will be considered with attention to the needs and requirements of the applicant. It should be noted that email submissions become valid only upon acknowledgement of receipt by the Secretariat. Exhibits may involve additional costs to be borne by the requester.

VIII. Taking action on harassment, including sexual harassment

15. 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, at United Nations System Events will apply to all persons involved in the Meeting of States Parties. The text of the Code of Conduct and further information thereon are available online (www.un.org/en/content/codeofconduct).

16. If you feel you have been a victim of, or a witness to, harassment, including sexual harassment, at the United Nations Headquarters during the Meeting of States Parties, you are encouraged to contact the United Nations Secretariat. The “Speak up” helpline and email address (+1 917 367 8910 and speakup@un.org) are available to provide confidential support about what to do and where to go for help.

IX. Secretariat

17. The secretariat of the Meeting of States Parties can be contacted at tpnw@un.org.

18. A provisional list of secretariat officials is provided below.

<i>Area of responsibility</i>	<i>Name</i>
Secretary-General	Mr. Christopher King
Credentials/Participants list	Ms. Lucia Andaya
Non-governmental organizations	Ms. Diane Barnes
Documentation	Mr. René Holbach
Side events	Ms. Erika Kawahara
List of speakers	Mr. René Holbach
Exhibitions	Mr. Hyoung Rark Cho

X. Accessibility services for persons with disabilities

19. The United Nations has established an Accessibility Centre, which is located on level 1B (first basement) of the Conference Building, reachable by the Secretariat escalators, as 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 persons with auditory, visual or physical impairments. Assistive devices are available on site or as loans to participants with disabilities. Please contact the Centre at accessibilitycentre@un.org for enquiries regarding available assistive tools. For more information, please visit www.un.org/dgacm/en/content/accessibility.

20. For any other arrangements related to accessibility and reasonable accommodation, delegations are advised to inform the secretariat in advance of the Meeting for further assistance.

Annex I

Side event request form

(States parties/intergovernmental organizations only)

Second Meeting of States Parties to the Treaty on the Prohibition of Nuclear Weapons

New York, 27 November–1 December 2023

Please fill in all fields. This form must be returned by email to the Office for Disarmament Affairs (tpnw@un.org) by 27 October 2023. Late and/or incomplete applications will not be considered under any circumstances.

<i>Profile of the organizer</i>			
1. Submission date (DD/MM/YYYY)			
2. Organizer(s)			
<i>Profile of the event</i>			
3. Title of the event			
4. Brief description of the event			
5. Sponsors (if any)			
<i>Planning requirements</i>			
6. Proposed date and time All side events shall be held at lunch hour, beginning at 1.15 p.m. and finishing at 2.30 p.m.	<i>First preference</i>		<i>Second preference</i>
	From:	To:	From: To:
7. Details of the intended audience and expected number of participants			
8. Equipment and services requested Please include details of requested technical equipment and services here. Please note that technical services in rooms other than alphabet rooms will incur a charge. The secretariat will facilitate a cost estimate.	Please be advised that the Broadcast and Conference Support Section offers managed self-service. Each alphabet room is equipped with one 75 inch monitor, a remote control and a 15-foot long HDMI cable. This is a self-service feature, so there is no cost for its use. For presentations, please bring your own laptop with the PowerPoint or video file already saved on the hard drive. Participants who plan to use a Mac will have to bring an HDMI adapter.		
9. Name of speaker	Title	Affiliation	
(1)			
(2)			
(3)			
<i>Contact information</i>			
10. Main contact person	Name: Address:	Tel.: Email:	
11. Alternate contact person	Name: Address:	Tel.: Email:	

<p>By submitting this request form, you shall be deemed to have accepted the following terms and conditions:</p> <p>(a) Side event must be open to all participants in the second Meeting of States Parties to the Treaty on the Prohibition of Nuclear Weapons;</p> <p>(b) Side event organizers shall be responsible for ensuring access to the United Nations premises by their event participants. The Office for Disarmament Affairs will not facilitate these arrangements;</p> <p>(c) Side event organizers shall be responsible for delivering, storing, distributing and removing their materials for their events. The United Nations will not receive or store any materials on behalf of side event organizers;</p> <p>(d) United Nations interpretation services are not available for side events;</p> <p>(e) Side event organizers shall be responsible for publicizing their events;</p> <p>(f) Catering services must be arranged directly with CulinArt Group (please contact Lee Hayden, tel.: 1 212 963 7029, email: lhayden@culinartinc.com; and Rudy Lasher, tel.: 1 212 963 8897, email: rlasher@culinartinc.com);</p> <p>(g) Confirmation of the programme of side events for the second Meeting of States Parties to the Treaty on the Prohibition of Nuclear Weapons will take place after the deadline for the submission of request forms. The United Nations will not respond to any request for earlier confirmation. All communication will be directed to the designated contact persons only;</p> <p>(h) Side event organizers shall assume full financial responsibility for event-related costs, risks and damages;</p> <p>(i) The United Nations may withdraw its confirmation of side events at any time and without incurring any liability in the event of extraordinary unforeseen circumstances.</p>	<p>(</p>
<p>Signed by: (Authorized representative of the requester)</p>	<p>Date:</p>

Note: Food and drinks are strictly prohibited in the conference rooms. Activities involving food and drinks are allowed only in the areas designated for that purpose. The United Nations will not facilitate such arrangements. Please note that your event must be adjourned in a timely manner and the participants must vacate the room at the stipulated time (no exceptions). A delayed start time, regardless of the reason (e.g. delayed ending of a prior meeting), will not permit an extension of the end time of your event. The audio feed for your event will be terminated promptly at the end of the stipulated time period, and service providers will begin preparing the room for the meeting to follow; no exceptions will be made.

Annex II

Exhibition application form

(States parties/intergovernmental organizations only)

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Please complete clearly and fill in all fields. This form must be returned by email to the Office for Disarmament Affairs (tpnw@un.org) by 27 October 2023. Late and/or incomplete applications will not be considered under any circumstances.

(Official use only) Received on (DD/MM/YYYY) Rejected:		
Late application		
Incomplete (#)		
Other (...)		
1. Date of application (DD/MM/YYYY)		
<i>Profile of the organizer</i>		
2. Exhibitor(s) (e.g. name of photographer/ artist)		
3. Organizer(s) (e.g. name of organization presenting the exhibit)		
4. Endorsed by (name of Permanent Mission)		
<i>Profile of the exhibition and planning requirements</i>		
5. Title of the exhibition		
6. Request for support (e.g. panels, hanging materials)		
7. Brief description of the size and physical content of the exhibition	Size (H × W × D in centimetres)	Medium (photo, sculpture, etc.)
8. Proposed date and time of set-up and breakdown		
9. Attach a full, non-returnable portfolio in electronic format, including all exhibition items and all texts or captions to be displayed, plus audio or video if applicable. <input type="checkbox"/> Portfolio attached		
<i>Delivery and installation</i>		
The United Nations Secretariat does not receive or store any materials on behalf of the organizers. The Secretariat refuses to take any delivery of exhibition items and shall be not responsible for such items.		

<i>Contact information</i>	
10. Main contact person	Name:
Mailing address:	
Email:	Tel.:
11. Alternate contact person	Name:
Mailing address:	
Email:	Tel.:
<p>We agree to assume full responsibility for delivering, insuring, storing, installing, maintaining, dismantling, crating, shipping and publicizing our exhibition, for the storage of shipping and packing cases during the exhibition, as well as for all related costs, including all costs incurred for the requested equipment and services.</p> <p>We agree to the following terms and conditions:</p> <p>(a) All materials must be submitted for review at least four weeks prior to the proposed date of the exhibition. If that timeline is not observed, the intended time slot may have to be changed. A PowerPoint template through which the material should be submitted will be provided by the Secretariat;</p> <p>(b) All exhibition applications must be reviewed and approved by the Secretariat;</p> <p>(c) The size of each exhibition will need to be determined based on the total number of accepted exhibitions. An exhibition request may be accepted subject to adaptation;</p> <p>(d) Confirmation of exhibitions will be sent out by email as soon as an indicative schedule of exhibitions is finalized. The United Nations will not respond to any request for earlier confirmation;</p> <p>(e) The United Nations reserves the right to determine the exact location and display of each exhibition. The United Nations may withdraw its confirmation of exhibitions at any time and without incurring any liability in the event of extraordinary unforeseen circumstances.</p>	
Signed by: (Authorized representative of the requester)	Date: