

# 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 participation by non-governmental organizations

The present document contains preliminary information for non-governmental organization 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 Nations Headquarters.

## II. Modalities of participation of non-governmental organizations

3. Rule 1, paragraphs 2 to 4, 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:

2. The United Nations, its specialized agencies and related organizations, the International Committee of the Red Cross, the International Federation of Red Cross and Red Crescent Societies, representatives selected by the States parties of treaties establishing nuclear-weapon-free zones and the International Campaign to Abolish Nuclear Weapons may attend the Meeting of States Parties as observers without the right to vote.

3. Other relevant international organizations or institutions, regional organizations and relevant non-governmental organizations whose purpose and activities are consistent with the object and purpose of the Treaty may attend the Meeting of States Parties as observers. Such organizations or institutions shall inform the President of the Meeting of their interest to participate in the Meeting no later than 30 days prior to the beginning of the Meeting or 15 days prior to the beginning of an extraordinary Meeting. Said interest shall be accompanied by information on the organization's purpose, programmes and activities in areas relevant to the scope of the Meeting.

4. Any of the organizations or institutions referred to in rule 1, paragraph 3, that are in consultative status with the Economic and Social Council in accordance with the provisions of Council resolution 1996/31 of 25 July 1996 may attend the meetings as observers. For any organizations that do not have consultative status with the Council, the President of the Meeting will circulate to all States parties a list of new applications received from relevant organizations or institutions referred to in rule 1, paragraph 3, that have expressed an interest in participating in the Meeting pursuant to rule 45, taking into consideration criteria such as whether the purpose, programmes and activities of the organizations or institutions are consistent with the object and purpose of the Treaty, no less than 10 days before the Meeting on a non-objection basis. The participation of these organizations or institutions is ultimately subject to the final approval of the Meeting.

4. The information below applies only to those organizations referred to rule 1, paragraph 3, and not to the International Campaign to Abolish Nuclear Weapons.

5. Rule 53, paragraph 2, of the rules of procedure concerns the rights of observers and reads as follows:

2. The observers that are not signatory States or organizations and entities referred to in rule 1, paragraph 2:

- (a) May make oral statements in accordance with rule 20;

(b) May submit written statements and documents, which shall be distributed electronically by the secretariat to all delegations in the quantities and in the language in which the statements are made available to it, provided that a statement submitted is related to the work of the Meeting of States Parties. Written statements and documents shall not be made available at the expense of the Meeting and shall not be issued as official documents;

(c) May receive official documents;

(d) May not participate in decision-making;

(e) May not make, or be among the speakers called on to speak in favour of or against, any procedural motion or request, raise points of order or appeal against a ruling of the President.

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

#### **Accreditation**

6. All requests for accreditation by organizations must be submitted to the secretariat no later than 28 October 2023 using the online form available at <https://bit.ly/TPNW23>. Non-governmental organizations (NGOs) must also send to the secretariat ([tpnw@un.org](mailto:tpnw@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 17 November 2023. 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.

7. Interested NGOs whose purpose and activities are consistent with the object and purpose of the Treaty that are not in consultative status with the Economic and Social Council in accordance with the provisions of Council resolution 1996/31 must provide additional information on the organization's purpose, programmes and activities, and their consistency with the object and purpose of the Treaty.

8. Those NGOs that have requested accreditation as stated above will be informed by the secretariat by email by 10 November 2023 of the outcome of their request. NGOs with consultative status will be accredited to the Meeting. The accreditation of all other NGOs will be decided upon by the Meeting through its intersessional decision-making process. It should be borne 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 the secretariat ([tpnw@un.org](mailto:tpnw@un.org)).

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

9. Incomplete registrations and registrations received after the deadline will not be processed.

10. Online registration will be available from 10 to 20 November 2023 to representatives of NGOs whose accreditation has been approved.

11. Attendees without a valid grounds pass for United Nations Headquarters must complete the registration form on the online Indico system at <https://indico.un.org/event/1007635/registrations> and follow the process described therein. Once a participant is registered in the system, the profile will remain valid and will only have

to be updated if needed. Online registrations must include: (a) the accreditation request letter, including the name of the participant; and (b) the email address of the participant. If the requested documents are not attached, the system will reject the application.

12. Once their registrations have been approved in Indico, representatives of NGOs will receive a confirmation email. Grounds passes valid for the duration of the Meeting of States Parties will be available for collection at a time and location to be announced in due course.

13. Representatives of NGOs will need to have their passport and a printed copy of the confirmation email with them to collect a grounds pass. For questions related to registration and the issuance of grounds passes, please contact the secretariat ([tpnw@un.org](mailto:tpnw@un.org)).

## IV. General debate

14. Representatives of NGOs interested in addressing the general debate are invited to contact the NGO point of contact, Annette Willi, who will coordinate the list of NGO speakers. Ms. Willi's contact details are provided in section X.

15. NGO representatives are kindly requested to submit electronic versions of their statements in PDF format to [estatements@un.org](mailto:estatements@un.org) and to [tpnw@un.org](mailto:tpnw@un.org) no later than two hours in advance of delivery. The name of the NGO and the title of the meeting should be indicated in the subject line of the email and in the heading of the statement. The statements will be uploaded to the digital *Journal of the United Nations* and to the website of the Meeting after delivery.

## V. Facilities

16. In order to facilitate the participation of NGOs in the Meeting, a conference room will be made available for use by all accredited NGOs for their meetings, briefings and side events and for the distribution of official conference documents to their representatives. The NGO point of contact, Annette Willi, will be responsible for the allocation of time and availability of the room for NGO briefings and meetings. Ms. Willi's contact details are provided in section X.

17. NGOs 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 NGOs. NGOs are advised to ensure that boxes or other containers can easily be opened for security inspection, if requested. The secretariat will authorize the removal of materials judged to be inappropriate.

## VI. Documentation

18. 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.

19. NGOs may submit material in writing, which will be circulated in its original language. NGOs are kindly requested to limit such submissions to five single-spaced pages (2,675 words) and to utilize the template for NGO working papers available from the NGO point of contact. Submissions should be emailed to [tpnw-msp@icanw.org](mailto:tpnw-msp@icanw.org).

20. NGOs may be allowed to display documents and other information materials on a designated table. One copy of each document should be provided to the Meeting secretariat through the NGO point of contact, prior to public display.

## **VII. Side events and exhibitions**

21. There is limited space available for side events during the Meeting of States Parties. Side events that can be accommodated within the room allocated to NGOs will also be coordinated by the NGO point of contact.

22. 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 incur costs to be borne by the requesting NGO. NGOs must ensure that lecturers, presenters, speakers or any other invitees to their side events have valid grounds passes or otherwise register them as members of their own delegations to the Meeting of States Parties. The information should be transmitted to the secretariat by the NGO point of contact by 27 October 2023.

23. 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 point of contact in the relevant permanent mission. Member States should contact the secretariat ([tpnw@un.org](mailto:tpnw@un.org)) as soon as possible and by no later than 27 October 2023.

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

24. 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](http://www.un.org/en/content/codeofconduct)).

25. If you feel you have been a victim of, or a witness to, harassment, including sexual harassment, at 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](mailto:speakup@un.org)) are available to provide confidential support about what to do and where to go for help.

## **IX. Letters of invitation and visas**

26. 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 of America in order to attend the Meeting of States Parties. It is the full responsibility of NGO representatives to make arrangements for visas, travel and related costs. It is advisable that NGO representatives make visa and travel arrangements at their earliest possible convenience.

## X. Point of contact

27. The secretariat has been informed that the designated NGO point of contact in connection with participation by NGOs in the Meeting of States Parties is as follows:

**Annette Willi**

Civil Society Coordinator

International Campaign to Abolish Nuclear Weapons

Email: [tpnw-msp@icanw.org](mailto:tpnw-msp@icanw.org)

Telephone: +41 22 788 20 63

<i>Checklist for representatives of non-governmental organizations</i>	<i>Deadline</i>
Request for hosting of side events or exhibits	27 October 2023
Requests for accreditation sent to the secretariat	28 October 2023
Notification by email from the secretariat to representatives informing them of the status of their request	10 November 2023
Request for representative registration	20 November 2023