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

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English only

New York, 27 April–22 May 2020

Information for States parties, observer States and intergovernmental organizations

Summary

The present document contains preliminary information for 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 will be posted, as it becomes available, on the website of the Review Conference (www.un.org/en/conf/npt/2020).



I. Dates and venue

1. In accordance with a decision taken at the second 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. 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 April 2020. States parties 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. Representatives of international organizations without access to the portal who wish to be inscribed on the list of speakers are invited to contact Rene Holbach of the Secretariat (holbach@un.org, tel.: 1 212 963 3322). Speakers' lists for the main committees will be opened at a later stage during the Review Conference.
4. Given that a large number of States parties are expected to take part in the general debate, the President-designate has indicated that it would be highly desirable for statements not to exceed five minutes so that the general debate can be completed within the envisaged time frame. Representatives speaking on behalf of a group of States are encouraged to deliver statements that do not exceed eight minutes.
5. Delegations are kindly requested to submit electronic versions of their statements in PDF to papersmart6@un.org as early as possible for posting on the PaperSmart portal. The title and the date of the meeting should be indicated in the subject line of the email. Statements will be made available for viewing and downloading from the portal upon delivery. The Secretariat kindly requests that delegations provide only 25 hard copies of official statements for the technical services. The United Nations does not provide photocopying services.

III. List of participants

6. States parties, observer States and intergovernmental organizations are requested to inform the Secretary-General of the Review Conference of the composition of their delegations in writing, as soon as possible and by no later than 6 April 2020, through the e-deleGATE portal (<https://delegate.un.int>). While delegations may, if they wish, attach a note verbale to the online form, they are in any case requested to complete the form. In case of questions, please contact Lucia Andaya (andaya@un.org) or Rene Holbach (holbach@un.org).

IV. Credentials

7. In rule 2 of the draft rules of procedure of the Conference, recommended by the Preparatory Committee, it is stipulated that the credentials of representatives and the names of alternate representatives and advisers must be submitted to the Secretary-General of the Conference, if possible, not less than one week before the date fixed for the opening of the Conference. Credentials must 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 Conference, Ioan Tudor, Office for Disarmament Affairs, room S-3039. In addition, a scanned copy of the credentials, as well as other communications containing the names of representatives to the Review Conference (such as letters and notes verbale from the permanent missions), should be submitted through the new online e-Credentials platform, which can be accessed through the e-deleGATE portal (<https://delegate.un.int>).

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://delegate.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 (<http://protocol.un.org>). 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 Friday, 10 April 2020.

9. Intergovernmental organizations, specialized agencies and related organizations that have not registered in the eRegistration system are required to follow the instructions provided in the registration guidelines for accredited intergovernmental organizations away from New York, posted under “Meetings” on the Protocol and Liaison Service 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. The Review Conference will be a paper-smart session, meaning that a limited number of hard copies of documents will be available. No hard copies of pre-session documents will be available. All documents and statements for the Review Conference will be available on its website (www.un.org/en/conf/npt/2020/).

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 pages (2,650 words), to reduce costs, facilitate translation and ensure timely issuance.

13. Given the special circumstances under which the Review Conference and its Preparatory Committee work, States parties may submit pre-session documentation, including reports and working papers, to the Secretariat up to seven weeks before the start of the Review Conference and by no later than 9 March 2020 to facilitate translation into the official languages and issuance two weeks prior to the Conference. In order to comply with these requirements, delegations are encouraged to provide only new information when submitting reports. States parties are requested to submit documents in Microsoft Word format to Gunther Pointner (pointner@un.org), with a copy to Rene Holbach (holbach@un.org) and Lucia Andaya (andaya@un.org). It should be noted that email submissions become valid only upon acknowledgement of receipt by the Secretariat.

VII. Side events

14. There is a very limited number of rooms available for lunchtime side events during the Review Conference. 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 annexed to the present document (annex I) and submitting it to Claudia Garcia (claudia.garcia-guiza@un.org) by 27 March 2020. 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.

VIII. Exhibitions

15. 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 (annex II) and submit it to Gabiden Laumulin (gabiden.laumulin@un.org) as soon as possible and by no later than 27 March 2020. 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.

IX. Taking action on harassment, including sexual harassment

16. 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 Review Conference. The text of the Code of Conduct and further information on it are available online (www.un.org/en/content/codeofconduct/).

17. If you feel you have been a victim of, or a witness to, harassment, including sexual harassment at United Nations Headquarters during the Review Conference, you are encouraged to contact the 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.

X. Secretariat

18. The Secretariat can be contacted by telephone at 1 212 963 0386.

19. A provisional list of Secretariat officials is provided below.

<i>Area of responsibility</i>	<i>Name</i>	<i>Telephone No.</i>	<i>Email address</i>
Overall management and coordination, support for the President of the Review Conference	Ioan Tudor Secretary-General	1 917 367 9479	tudori@un.org
Organizational aspects of conference servicing, room allocations, liaison with the Department for General Assembly and Conference Management, the Department of Safety and Security and the Protocol and Liaison Service	Chris King Deputy Secretary-General	1 212 963 5537	king6@un.org
Non-governmental organizations	Diane Barnes	1 212 963 9169	diane.barnes@un.org
Side events	Claudia Garcia	1 917 367 4484	claudia.garcia-guiza@un.org
Exhibitions	Gabiden Laumulin	1 917 367 97 49	gabiden.laumulin@un.org
Documentation	Gunther Pointner	1 212 963 0604	pointner@un.org
List of participants	Lucia Andaya Rene Holbach	1 212 963 0386 1 212 963 3322	andaya@un.org holbach@un.org
List of speakers	Rene Holbach	1 212 963 3322	holbach@un.org

XI. Accessibility services for persons with disabilities

20. The United Nations has established an Accessibility Centre, which is located on level 1B 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. For more information, please visit www.un.org/accessibilitycentre/.

Annex I

Side event request form

(State parties/intergovernmental organisations only)

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Please fill in all fields. This form must be returned by email to Claudia Garcia of the United Nations Office for Disarmament Affairs (claudia.garcia-guiza@un.org) by **27 March 2020**. Late and/or incomplete applications will not be considered under any circumstances.

Profile of the organizer		
1. Submission date (DD/MM/YYYY)		
2. Organizer(s)		
3. Has the applicant organized an NPT side event in the past?	<input type="checkbox"/> Yes (please indicate year of most recent event)	<input type="checkbox"/> No
Profile of the event		
4. Title of the event		
5. Brief description of the event		
6. Sponsors (if any)		
Planning requirements		
7. Proposed date	<i>First preference</i>	<i>Second preference</i>
	All side events will be held at lunch hour, beginning at 1.15 p.m. and finishing at 2.30 p.m.	
8. Details on the intended audience and expected number of participants		
9. Equipment and services request Please note that for managed self-service, participants must notify the Broadcast and Conference Support Section by sending an email to its booking desk (request-for-services@un.org).	Please be advised that the Broadcast and Conference Support Section offers managed self-service. Each alphabet room is equipped with one 75" monitor and a powered speaker. The equipment may be used at no cost between 8 a.m. and 6 p.m. Outside of those hours, participants may expect overtime charges. The Section provides a small case with one remote control and two wireless microphones. Participants also have the option of taking one or two tabletop microphone stands with them. For the presentation, 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.	

10. Name of speaker	Title	Affiliation	
(1)			
(2)			
(3)			
Contact information			
11. Main contact person	Name:	Tel.:	
	Address:	Email:	
12. Alternate contact person	Name:	Tel.:	
	Address:	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 2020 Review Conference;</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 (lhayden@culinartinc.com, tel.: 1 212 963 7029);</p> <p>(g) Confirmation of the programme of side events will take place after the deadline. 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>			
Signed by: (Authorized representative of the requester)			Date:

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

(State parties/intergovernmental organisations only)

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Please print clearly and fill in all fields. This form must be returned by email to Gabiden Laumulin of the United Nations Office for Disarmament Affairs (gabiden.laumulin@un.org) by **27 March 2020**. 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)		
Profile of the organizer		
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)		
5. Has the applicant organized an NPT exhibition in the past?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (please specify)
Profile of the exhibition and planning requirements		
6. Title of the exhibition		
7. Request for support (e.g., panels, hanging materials)		
8. Brief description of the size and physical content of the exhibition	Size (H × W × D in centimetres)	Medium (photo, sculpture, etc.)
9. Proposed date and time of set-up and breakdown		

10. Planned reception (date and time)		
11. 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		
Delivery and installation		
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.		
Contact information		
12. Main contact person	Name:	
Mailing address:		
Email:	Tel.:	Fax:
13. Alternate contact person	Name:	
Mailing address:		
Email:	Tel.:	Fax:
<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 three 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 side events and 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: