
**Preparatory Committee for the 2020 Review
Conference of the Parties to the Treaty on the
Non-Proliferation of Nuclear Weapons**

3 January 2019

English only

Third session

New York, 29 April–10 May 2019

**Information for States parties, observer States and
intergovernmental organizations**

Summary

The present document contains preliminary information for participants in 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. 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 2019 Preparatory Committee (www.un.org/disarmament/wmd/nuclear/npt2020/prepcom2019/).



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 third session of the Preparatory Committee will be held in New York from 29 April to 10 May 2019.
2. The opening meeting will begin at 10 a.m. on Monday, 29 April, and will be held in the Trusteeship Council Chamber 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 8 April 2019. 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).
4. Given that a large number of States parties are expected to take part in the general debate, the Chair has indicated that it would be highly desirable for statements not to exceed five minutes so that the 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 download 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 of the Preparatory Committee of the composition of their delegations at the session in writing, as soon as possible and by no later than 8 April 2019, 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), who will also handle the list of participants during the session.

IV. Registration procedures

7. Permanent missions and liaison offices in New York are required to submit their registration requests using the online eAccreditation system, which is available through the e-deleGATE portal (<https://delegate.un.int>). Delegations wishing to obtain information on the system may refer to the Guidelines on eAccreditation 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 eAccreditation system. The deadline for the submission of online accreditation requests is Friday, 19 April 2019.

8. Intergovernmental organizations, specialized agencies and related organizations that have not registered in the eAccreditation system are required to follow the instructions provided in the accreditation guidelines for accredited intergovernmental organizations away from New York, posted under “Meetings” on the Protocol and Liaison Service website.

9. Registration must be in accordance with the names provided in the official letter sent to notify the Secretary of the Preparatory Committee of the composition of the delegation (see para. 6).

V. Documentation

10. The third session of the Preparatory Committee 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 session will be available on the website of the 2019 Preparatory Committee (www.un.org/disarmament/wmd/nuclear/npt2020/prepcom2019/).

11. 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 should not exceed 20 pages (10,700 words). However, it is strongly recommended that documents not exceed five pages (2,675 words) to reduce costs, facilitate translation and ensure timely issuance. Given the special circumstances under which the Review Conference and its Preparatory Committee work, States parties may submit pre-session documentation, including reports and lengthy working papers, to the Secretariat at least six weeks before the start of the third session of the Preparatory Committee and by no later than 15 March 2019 to facilitate translation into the official languages and issuance two weeks prior to the session. 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.

VI. Side events and exhibitions

12. The number of rooms available for side events during the third session of the Preparatory Committee is very limited. 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 29 March 2019. 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, performers 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.

13. 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 Claudia Garcia (claudia.garcia-guiza@un.org) as soon as possible and by no later than 29 March 2019. 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.

VII. Taking action on sexual harassment

14. If you feel you have been a victim of, or a witness to, sexual harassment at United Nations Headquarters during the session, 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.

VIII. Secretariat

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

16. 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>
Secretary	Ioan Tudor	1 917 367 9479	tudori@un.org
Non-governmental organizations	Diane Barnes	1 212 963 9169	diane.barnes@un.org
Side events, exhibitions	Claudia Garcia	1 917 367 4484	claudia.garcia-guiza@un.org
Documentation	Gunther Pointner	1 212 963 0604	pointner@un.org
Participants list	Lucia Andaya	1 212 963 0386	andaya@un.org
	Rene Holbach	1 212 963 3322	holbach@un.org
Speakers list	Rene Holbach	1 212 963 3322	holbach@un.org
Speakers and participants list during the session	Rene Holbach	1 212 963 3322	holbach@un.org

IX. Accessibility services for persons with disabilities

17. 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

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

Third session

New York, 29 April–10 May 2019

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 29 March 2019.

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 and time	First preference		Second preference
	From:	To:	From: To:
8. Details of the intended audience and expected number of participants			
9. Equipment and services request	<p>Please be advised that the Broadcast and Conference Support Section (BCSS) 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. BCSS 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.</p> <p>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).</p>		
10. Name of speaker	Title	Affiliation	Need for temporary badge
(1)			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2)			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Total number of temporary badges required: (Please notify us immediately of any change in the request.)			
Contact information			
11. Main contact person	Name: Address:	Tel.: Email:	
12. Alternate contact person	Name: Address:	Tel.: Email:	
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

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

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Please print clearly and 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 29 March 2019. 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:

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.

We agree to the following terms and conditions:

- (a) All exhibition applications must be reviewed and approved by the Secretariat;
- (b) The size of each exhibition will need to be determined based upon the total number of accepted exhibitions. An exhibition request may be accepted subject to adaptation;
- (c) 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;
- (d) 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.

Signed by:

(Authorized representative of the requester)

Date: