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

8 January 2019

English only

Third session

New York, 29 April–10 May 2019

**Information for participation by
non-governmental organizations***Summary*

The present document contains preliminary information for non-governmental organization participants. Any necessary additional information will be provided closer to the date of the session. Documentation and other information, as it becomes available, will be posted on the 2019 Preparatory Committee website (www.un.org/disarmament/wmd/nuclear/npt2020/prepcom2019).

Dates: 29 April to 10 May 2019

Opening plenary meeting: Monday, 29 April at 10 a.m.

Place: Trusteeship Council Chamber, United Nations Headquarters
New York

I. Provisions for the attendance of non-governmental organizations

1. Based on the practice of the previous preparatory committees and on the relevant rules of procedure of the 2015 Review Conference, which will apply provisionally for the session of the Preparatory Committee until a final decision on this matter is taken, representatives of non-governmental organizations (NGOs) shall be allowed, upon request, to attend the meetings of the Committee other than those designated closed, to be seated in the public gallery, to receive documents of the Committee and, at their own expense, to make written material available to the participants in the Committee. The Committee will also allocate a meeting for NGOs to address the Committee.

II. Practical arrangements for accreditation, registration and issuance of grounds passes

Accreditation

2. All requests for accreditation must be submitted to the United Nations Office for Disarmament Affairs no later than **1 March 2019** using the online form available at <https://goo.gl/forms/YTulLkmti48MtlZ2>. In addition, NGOs must submit to Diane Barnes (diane.barnes@un.org) a separate, written accreditation request on the official letterhead of the organization, listing the full names and titles of the representatives who will attend. NGOs that have not attended an NPT meeting in the past 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.

3. Those NGOs that have requested accreditation as stated above will be informed by the Office for Disarmament Affairs by email by **15 March 2019** 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).

Registration and issuance of grounds passes

4. Incomplete registrations and registrations received after the deadline will not be processed. The secretariat can no longer grant last-minute requests from NGOs for guest or visitor passes.

5. Online registration will be available from **15 March to 15 April 2019** to representatives of NGOs whose accreditation has been provisionally approved.

6. Attendees without a valid grounds pass for Headquarters must complete a registration form on the online Indico system at <https://reg.unog.ch/event/27526/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.

7. Once their registrations have been approved in Indico, NGO representatives will receive a confirmation email. Grounds passes valid for the duration of the third session of the Preparatory Committee 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.

8. 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).

III. Facilities for non-governmental organizations

9. In order to facilitate the participation of NGOs in the Committee, a conference room will be made available for use by all accredited NGOs for their meetings, briefings, side events and for the distribution of official conference documents to their representatives. Allison Pytlak, the designated NGO Coordinator, will be responsible for the allocation of time and availability of the room for NGO briefings and meetings. Ms. Pytlak's contact details are provided below.

10. NGOs are solely responsible for delivering, storing, distributing and removing their materials (including documents), as well as for all costs related thereto. The secretariat does not receive or store any materials on behalf of NGOs. NGOs are advised to ensure that boxes or other containers can be easily opened for security inspection, upon request. The secretariat will authorize the removal of materials judged to be inappropriate.

IV. Documentation

11. Official documents and statements of the Committee will be posted on the Preparatory Committee website at <https://www.un.org/disarmament/wmd/nuclear/npt2020/prepcom2019/>.

12. Pending a decision by the Committee, NGOs may be allowed to display their documents and other information materials on a designated table. One copy of each document should be provided to the secretariat through the NGO Coordinator prior to public display.

V. Presentations by non-governmental organizations

13. Without prejudice to a decision by the States parties as to the programme of work of the Committee, it is tentatively expected that a plenary meeting for NGO presentations will be held on Wednesday, 1 May 2019, from 10 a.m. to 1 p.m. As in the past, NGOs are requested to coordinate among themselves in deciding which representatives will address the Committee during the session allocated for NGO presentations. The NGO Coordinator, Allison Pytlak, 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 2019**.

VI. Side events and exhibits of non-governmental organizations

14. The availability of space for side events during the session is limited. Side events that can be accommodated within the room allocated to NGOs will be scheduled by the NGO Coordinator. In order to coordinate the calendar of events held on the margins of the meetings of the Committee, the secretariat would be grateful to receive advance information on planned NGO events. It is important that this information be relayed as soon as possible, in particular if assistance is needed from the secretariat to facilitate arrangements. 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 NGO. The information should be transmitted to the secretariat by the NGO Coordinator by **29 March 2019**. NGOs must make sure that lecturers, presenters, speakers or any other invitees for their side events have valid grounds passes or register them as members of their own delegations to the Preparatory Committee.

15. Limited space is available for exhibits. Organizations that wish to organize a temporary exhibit in the allocated NGO room should contact the NGO Coordinator. All other NGO 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 Claudia Garcia Guiza (claudia.garcia-guiza@un.org) as soon as possible and no later than 29 March 2019.

VII. Taking action on sexual harassment

16. If you feel you have been a victim of, or a witness to, sexual harassment at the United Nations Secretariat during the session, you are encouraged to contact the NGO Coordinator. The Speak up helpline (1 917 367 8910 and speakup@un.org) is available to provide confidential support on what to do and where to go for help.

VIII. Contact person for non-governmental organizations

Allison Pytlak
NGO Coordinator
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

IX. Letters of invitation and visas

17. 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 New York in order to attend the meetings of the Committee. It is the responsibility of NGO 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 2 and 6, respectively.

<i>NGO representatives checklist</i>	<i>Deadline</i>
Requests for NGO accreditation sent to the NPT secretariat	1 March 2019
Notification by email from the secretariat confirming to NGO representatives whether accreditation documentation was received in order and whether the name of their organization will be included in the list of submissions to States parties	15 March 2019
Request for NGO representative registration	15 April 2019

X. Accessibility services for persons with disabilities

18. 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/.