

AIDE MEMOIRE FOR NON-GOVERNMENTAL ORGANIZATIONS

Open-ended Meeting of Governmental Experts of the Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons and All Its Aspects

The United Nations Office for Disarmament Affairs will post information and documents related to the Meeting of Governmental Experts via <http://www.poa-iss.org/MGE/>

Date: 9 – 13 May 2011
Opening plenary meeting: Monday, 9 May at 10:00 am

Place: Conference Room 1, North Lawn Building
United Nations Headquarters
New York

1. Modalities of NGO Attendance

NGO attendance at the Open-ended Meeting of Governmental Experts of the Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons and All Its Aspects (MGE) shall be governed, mutatis mutandis, by Rule 63 of the Rules of Procedure which was adopted at the 2001 UN Conference on the Illicit Trade in SALW in All Its Aspects (A/CONF.192/L.1). This arrangement shall be considered provisional until final language is adopted at the MGE.

Attendance of non-governmental organizations at the MGE will be open to relevant non-governmental organizations in consultative status with the Economic and Social Council in accordance with the provisions of Council resolution 1996/31 of 25 July 1996. These non-governmental organizations should inform the Chairman of the MGE about their interest to attend.

Attendance by other interested non-governmental organizations relevant and competent to the scope and the purpose of the MGE may be considered provided that requests to do so are submitted to the Chairman of the MGE and are accompanied by information on the organization's purpose, programmes and activities.

Details for attendance and accreditation are provided below.

2. Accreditation

All communication informing the Chairman of an NGO's interest to attend the MGE by those with ECOSOC consultative status, or requests for accreditation by NGOs which are relevant and competent to the MGE, must be received by the United Nations Office for Disarmament Affairs no later than **18 April 2011**. Such requests should be written in one of the six official languages of the United Nations, should be on the requesting organization's letterhead, should be no longer than two pages, should be signed by the Head of the Organization and should include the names of the NGO representatives planning to attend the MGE. These letters should indicate whether the organization already has consultative status with ECOSOC or is associated with the Department of Public Information (DPI) and also provide information on the organization's purpose, programmes, website address (if applicable), and activities in areas relevant to the scope of the MGE.

Please bear in mind that, due to enhanced security protocols at the United Nations, the names submitted of those NGO representatives planning to attend the meeting may not be amended at a later date. Therefore, it is advised that organizations submit the composition of their delegation only after careful consideration.

NGOs should address their requests for accreditation to Ms. Soo Hyun Kim (e-mail: kim12@un.org). Requests received by e-mail will be considered provisional until the signed originals are received by mail. However, scanned copies sent by e-mail of the original request for accreditation will be accepted, provided they contain the required information outlined above.

Those NGOs which have requested accreditation will be notified by e-mail by **29 April 2011** on the status of their request for attendance at the MGE.

For matters related to accreditation, kindly contact Ms. Soo Hyun Kim (e-mail: kim12@un.org).

3. Issuance of identification badges

NGO representatives accredited and registered should enter the United Nations Headquarters through the visitors' entrance located on First Avenue at 46th Street. They should present themselves to the meeting registration table, in the middle of the visitors' lobby. NGO representatives carrying valid United Nations Headquarters ID cards will be registered upon arrival. All other NGO representatives will be required to present valid photo identification (e.g. passport) at the table. Once an identification pass is issued, NGO representatives will be granted access to designated rooms assigned for the MGE. NGO representatives accredited and registered may attend the sessions of the MGE, except those designated as closed. For matters related to registration and issuance of identification passes, kindly contact Ms. Soo Hyun Kim (e-mail: kim12@un.org).

Issuance of badges will take place on the first day of the meeting, Monday

9 May 2011 from 9:00 a.m. to 10:00 a.m. only.

4. Documentation

Official documents and statements of the meeting will be posted at <http://www.poa-iss.org/MGE/>

5. Availability of NGO documents and material to delegations

Pending a decision taken by the MGE, 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 joint MGE Secretariat through the NGO point of contact, Ms. Michèle Poliacof of IANSA, prior to public display. Ms. Poliacof's contact details are provided below.

6. NGO presentations

Without prejudice to the final decision by participating States regarding the agenda of the MGE, it is anticipated that the representative(s) of accredited non-governmental organization(s) will be allowed to address the MGE. The NGO presentations will be coordinated via Ms. Michèle Poliacof of IANSA. Ms. Poliacof's contact details are provided below.

7. NGO side events

Due to the heavy conference calendar and the ongoing refurbishment of the United Nations complex, the availability of room space for side events is limited.

Organizations that plan to hold side event utilizing United Nations facilities should contact Ms. Soo Hyun Kim (e-mail: kim12@un.org) directly. Availability of facilities is not guaranteed and applications will be considered taking into account the needs and requirements of the applicant. Please note that submission by e-mail only becomes valid upon the acknowledgement of receipt from the Secretariat.

8. Additional information from the Secretariat

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 in order to attend the MGE. Visas, travel arrangements and related costs are the full responsibility of the NGO representatives. It is advised that NGO representatives make visa and travel arrangements at their earliest possible convenience.

9. NGO point of contact

Ms. Michèle Poliacof

IANSA United Nations Liaison Officer

777 United Nations Plaza

C/O Hague Appeal for Peace, #3E

New York, NY 10017, USA

E-mail: newyork@iansa.org

Tel. (mobile): +1 917 435-7409

NGO Representatives Check List	Deadline
Requests for NGO accreditation	18 April 2011
Notification by e-mail from the United Nations Office for Disarmament Affairs to NGO representatives informing them on the status of their request for accreditation	29 April 2011
The NGO Point of Contact will provide the United Nations with a confirmed list of speakers and a set of 15 copies of each presentation	6 May 2011