



## AIDE MEMOIRE FOR NON-GOVERNMENTAL ORGANIZATIONS

### Third Biennial Meeting of States to consider the implementation of the Programme of Action to prevent, combat and eradicate the illicit trade in small arms and light weapons in all its aspects

*The United Nations Office for Disarmament Affairs will post all information and documents related to the Third Biennial Meeting of States on <http://disarmament.un.org/cab/thirdBMS.html>*

Date: 14 to 18 July 2008  
Opening plenary meeting: Monday, 14 July at 10:00 am

Place: United Nations, New York  
Conference Room #4

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The Third Biennial Meeting of States to Consider the Implementation of the Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects, at the national, regional and global levels (**Third BMS**) is part of the follow-up process to the 2001 Conference on the same issue. Accordingly, attendance of NGOs shall be provisionally governed, until adoption by the Third BMS, by Rule 63 of the Rules of Procedure adopted by the 2001 Conference (A/CONF.192/L.1), which was also adopted *mutatis mutandis* by the First BMS in 2003, the Second BMS in 2005 and the Review Conference in 2006.

Rule 63 (Modalities of attendance of non-governmental organizations) contained in document A/CONF.192/L.1 is reproduced below:

“With respect to the attendance of non-governmental organizations at the Conference, attendance will be open to:

- (a) 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 President of the Conference about their interest to attend;
- (b) Other interested non-governmental organizations relevant and competent to the scope and the purpose of the Conference provided that requests to do so are

submitted to the President of the Conference and are accompanied by information on the organization's purpose, programmes and activities in areas relevant to the scope of the Conference. The President of the Conference will subsequently provide the Conference with a list of these non-governmental organizations for consideration on a no-objection basis;

(c) Non-governmental organizations accredited through the process specified above may attend meetings of the Conference, other than those designated as closed;

(d) Representatives of accredited non-governmental organizations will be allowed to address the Conference during one meeting specifically allocated for this purpose. These meetings will not coincide with other meetings of the Conference;

(e) Accredited non-governmental organizations will be provided, upon request, with documents related to the Conference, and they may, at their own expense, provide material to the delegations, outside the conference room, in the area of the Conference;

(f) Arrangements concerning the accreditation and attendance of non-governmental organizations at the Conference shall in no way create a precedent for other United Nations conferences."

## 1. **Accreditation**

All requests for accreditation, under paragraphs (a) and (b) of rule 63 above must be received by the United Nations Office for Disarmament Affairs by **13 April 2008**. Such requests, written in any of the six official languages of the United Nations and no longer than 2 pages, should be written on the requesting organization's letterhead, signed by the Head of the Organization and include the names of the NGO representatives planning to attend the Third BMS. These letters should indicate whether the organization 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 Meeting. NGOs should also indicate whether they have been previously accredited to small arms and light weapons (SALW) related meetings. NGOs that will request participation for the first time should so indicate in their request for accreditation.

**Please, bear in mind that due to enhanced security procedures for the United Nations the names submitted of the NGOs representatives planning to attend the meeting will not be eligible for later revision. Therefore, it is advised that the organizations submit the composition of their delegation only after careful review.**

NGOs should address their requests for accreditation to Ms. Silvia Mercogliano at the address above. **Requests received by e-mail will be considered provisional until the signed originals are received by mail. However, scanned copies of the original requests for accreditation that are sent by e-mail will be accepted provided that they contain all the information required as indicated above.**

All NGOs requesting accreditation shall be informed by the United Nations Office for Disarmament Affairs by e-mail by **28 April 2008** on whether their request for accreditation meets the requirements outlined above and will be sent to Member States for consideration on a no-objection basis. All NGOs will be notified by e-mail by 6 June 2008 on the status of their request for participation in the Third BMS.

## **2. Participation**

NGOs accredited through the process specified above may participate in the meetings, other than those sessions designated as closed, as per rule 63, paragraphs c) and d).

## **3. Issuance of identification badges**

Upon arrival at the United Nations Headquarters, NGO representatives should enter the United Nations building through the Visitor's Entrance located on First Avenue at 46th Street. At the Visitor's Lobby, they should present themselves to the Conference Registration Counter to the right of the entrance. NGO representatives carrying valid Headquarters ID Cards will be registered upon arrival. All other NGO representatives will be required to present valid photo identification, such as a passport or driver's license, at the counter before beginning the registration process. Once a pass is issued NGO representatives will be granted access to the United Nations Complex. NGO representatives accredited through this process may attend meetings of the Conference, other than those designated as closed—paragraph (c) of rule 63 of the draft rules of procedure of the Conference. Please bear in mind that applicants for accreditation to the United Nations conferences as well as individuals planning to attend side events must be at least 18 years of age.

Registration will take place on the first day of the Conference from 9:00 am to 4:00 pm. From Tuesday 15 July to Friday 18 July, the Registration Counter will be open from 9:30 am to 12:30 pm and from 2:00 to 4:00 pm.

## **4. Facilities for NGOs**

Conference Room A with a capacity of approximately 67 seats will be available for use by all accredited NGOs, in order to facilitate their participation in the SBMS. This room will serve as focal point for their meetings and briefings and for distribution of official conference documents to their representatives. *This conference room will be equipped with a photocopy machine and paper.*

## **5. Documentation**

Fifty copies of each official document will be made available to the NGO representatives attending the meeting. These documents, as well as one set of statements made by States during the plenary meetings will be transmitted, upon their issuance, to the NGO Point of Contact, Mr. Mark Marge (details below).

## **6. Availability of NGO documents and material to delegations**

NGOs may display their documents and other information materials on two tables located outside Conference Room 4. All NGOs are kindly requested to provide one copy of each of those documents and materials to Mrs. Silvia Mercogliano prior to their being placed on the tables allocated for NGOs documentation.

**7. NGO presentations**

Without prejudice to the decision by participating States as to the timetable of the Third BMS, it is expected that one session will be allocated for NGO presentations. As in the past, NGOs are requested to coordinate and decide among themselves which representatives will address the Third BMS. The designated NGO Point of Contact, Mr. Mark Marge, will provide the United Nations Secretariat with a confirmed list of speakers and a set of 15 copies of each presentation no later than **14 July 2008**.

**8. NGO side events and exhibits**

Due to the heavy conference calendar at United Nations Headquarters, the availability of conference room space for side events is very limited. In order to coordinate the calendar of events held on the margins of the Third BMS, the United Nations Office for Disarmament Affairs would be grateful to receive advance information on the planned NGO events as well as requests for room and equipment through the NGO Point of Contact, Mr. Mark Marge, no later than **13 June 2008**. It is important that this information be relayed as soon as possible, in particular if assistance is needed from the Secretariat to facilitate arrangements.

Limited space is available for exhibits. The NGOs Point of Contact should inform Mrs. Silvia Mercogliano of any requests for exhibits no later than **13 June 2008**.

**9. Additional information from the Secretariat**

**The United Nations Department for Disarmament Affairs is not in a position to provide letters of invitation and letters to consulates requesting that NGO representatives be provided visas for traveling to the United States in order to attend the Conference. The procurement of visas, travel arrangements and related costs are strictly the responsibility of the NGO representatives. It is important that NGO representatives make their visa and travel arrangements at their earliest possible convenience.**

Further inquiries regarding NGO attendance can be directed to the UNODA Information and Outreach Branch, Ms. Silvia Mercogliano (coordinates above).

**10. NGO point of contact**

**Mr. Mark Marge**

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<b>NGO Representatives Check List</b>	<b>Deadline</b>
Requests for NGO accreditation	To be received by the United Nations Office for Disarmament Affairs by <b>13 April 2008</b>
Submission of requests for rooms for side events and for exhibits by the NGO Point of Contact to the United Nations Office for Disarmament Affairs	To be received by the United Nations Office for Disarmament Affairs by <b>13 June 2008</b>
Notification by e-mail from the United Nations Office for Disarmament Affairs to NGO representatives to inform them whether the name of their organization will be included in the list of submission to Member States	<b>28 April 2008</b>
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	<b>6 June 2008</b>
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	<b>14 July 2008</b>