

AIDE MEMOIRE FOR NON-GOVERNMENTAL ORGANIZATIONS

Fifth 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 information and documents related to the Fifth Biennial Meeting of States at www.poa-iss.org/bms5

Date: 16 to 20 June 2014
Opening plenary meeting: Monday, 16 June at 10:00 am

Place: Trusteeship Chamber
United Nations Headquarters
New York

1. Modalities of NGO Attendance

The Fifth 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 (BMS5) 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 of the rules of procedure at BMS5, by Rule 63 of the rules of procedure which were adopted at the 2001 Conference (A/CONF.192/L.1). Similarly, Rule 63 was adopted at the previous BMS meetings and Review Conferences.

Rule 63 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 nongovernmental organizations at the Conference shall in no way create a precedent for other United Nations conferences.”

2. Accreditation

All requests for accreditation, under paragraphs (a) and (b) of rule 63, reproduced above, must be received by the United Nations Office for Disarmament Affairs by **7 April 2014**. Such requests should be entered via the United Nations Civil Society Network (CSO Net) by filling out an online accreditation form available at <http://esango.un.org/irene/?page=viewContent&nr=822&type=22§ion=15>

Please follow the instructions on the above-mentioned website. It is advisable to first check if your organization already has a profile in CSO Net by searching the profile database at <http://esango.un.org/civilsociety>

If your organization is not part of CSO Net please create your organizational profile at <http://esango.un.org/civilsociety/showNewProfile.do?method=addNewProfile&sessionCheck=false>

In so doing, make sure that you select *ECOSOC Consultative Status** at *Main Objective* regardless of your status with the United Nations to ensure that the information is transmitted to the CSO administrator. This is for database management purposes only.

Those NGOs that have requested accreditation as stated above will be informed by the United Nations Office for Disarmament Affairs by **9 April 2014**, as to whether their request for accreditation has met the requirements and whether such request will be forwarded to Member States for consideration on a no-objection basis. Upon receiving confirmation from the Chair-designate of the BMS5, it is envisioned that NGOs will be notified by **28 April 2014** on the outcome of their request for accreditation to the BMS5. For questions related to accreditation, please contact Ms. Soohyun Kim (e-mail: kim12@un.org).

* The consultative relationship with ECOSOC is governed by ECOSOC resolution 1996/31, which outlines the eligibility requirements for consultative status, rights and obligations of NGOs in consultative status, procedures for the withdrawal or suspension of consultative status, the role and functions of the ECOSOC Committee on NGOs, and the responsibilities of the UN Secretariat in supporting the consultative relationship. Consultative status is granted by ECOSOC upon recommendation of the ECOSOC Committee on NGOs, which is comprised of 19 Member States.

3. Registration and issuance of identification badges

The registration process involves two steps: (1) pre-registration of NGO representatives on-line; (2) registration of NGO representatives on site at the United Nations Headquarters, New York. Instructions for pre-registration of NGO representatives on-line will be provided once the participation of NGOs is approved.

NGOs that are provisionally accredited to the meeting must pre-register their representatives who expect to attend the meeting via CSO Net by **6 June 2014**.

Online pre-registration will be available from **28 April to 6 June 2014** to organizations whose accreditation has been provisionally approved. Upon completion of pre-registration, you will be able to download a confirmation letter and a registration form via CSO Net. Please note that a personal registration form is required for on-site registration.

Due to on-going renovation of the United Nations Headquarters, information regarding on-site registration will be provided at a later date, closer to the BMS5, under the section "Information for NGOs" at www.poa-iss.org/bms5. For questions related to registration, please contact Ms. Soohyun Kim (e-mail: kim12@un.org).

4. Facilities for NGOs

In order to facilitate the participation of NGOs in the BMS5, Conference Room D will be made available for use by all accredited NGOs for their meetings, briefings and side events. The NGO point of contact, Ms. Michèle Poliacof of IANSA, will be responsible for the allocation of time and availability of Conference Room D for NGO briefings, meetings and side events. Ms. Poliacof's contact details are provided below.

5. Documentation

Official documents and statements of the BMS5 will be posted via www.poa-iss.org/bms5

6. Availability of NGO documents and materials to delegations

Pending a decision taken by the BMS5, NGOs may be allowed to display their documents and other information materials on a designated table.

7. NGO presentations

Without prejudice to a final decision by participating States regarding the Agenda of the BMS5, it is anticipated that (part of) one session may be allocated for NGO presentations. As in the past, NGOs would be requested to coordinate and decide among themselves which representatives would address the BMS5 during the given time slot. Communication on this will be channeled through the NGO point of contact, Ms. Michèle Poliacof of IANSA. Ms. Poliacof's contact details are provided below.

8. NGO side events

The availability of room space for side events during the BMS5 is limited. Side events that can be accommodated within the room allocated to NGOs will also be scheduled by the NGO point of contact. In order to coordinate the calendar of events held in the margins of the BMS5, 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. NGOs must make sure that lecturers, presenters, speakers or any other invitees of their side events have valid security identification badges or otherwise register them as members of their own delegations to the BMS5. The information should be transmitted to the Secretariat by the NGO point of contact by **16 May 2014**.

9. 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 BMS5. It is the responsibility of NGO representatives to make their arrangements for visas, travel and related costs.

10. NGO point of contact

In order to facilitate coordination for NGO-related matters including possible speakers to address the BMS5, all NGO information provided to the Secretariat will be shared with the NGO point of contact:

Ms. Michèle Poliacof
IANSA United Nations Liaison Officer
E-mail: newyork@iansa.org
Tel.: +1 917 435 7409

NGO Representatives Check List	Deadline
Request for NGO accreditation	7 April 2014
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 for submission to Member States for consideration	9 April 2014
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	28 April 2014
Request for NGO representative pre-registration	6 June 2014

Accessibility services for persons with disabilities

The New York Secretariat has established an Accessibility Centre located at 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. It is aimed to enable greater participation of persons with disabilities in intergovernmental processes and meetings at the UN. State-of-the-art assistive technologies for persons with visual, audio and mobility impairments are available at the Centre. The devices include desktop magnifiers, screen readers, braille and other assistive keyboards, portable DAISY players, hearing aids, bone conduction headsets, specialized mouse, braille note takers, etc. Wheelchair charging provisions at various locations in the conference facilities will also be available. Trained staff will be available to provide assistance on using the devices at the Centre.

As measures of making the UN more accessible for persons with disabilities, the Journal of the United Nations has been made accessible via screen-readers for persons with visual impairments. Of recent, the Security Council and General Assembly verbatim records are being made screen-reader friendly too. Many parliamentary documents are made accessible upon request. To identify these documents, each of them bears the 'Accessibility logo.'