

AIDE MEMOIRE FOR NON-GOVERNMENTAL ORGANIZATIONS

The Second 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.un.org/disarmament/convarms/salw/mge2/>

Date: 1 – 5 June 2015
Opening plenary meeting: Monday, 1 June at 10:00 am

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

For matters related to **accreditation, registration and issuance of identification badges contact Ms. Soohyun Kim** (e-mail: kim12@un.org).

NGO point of contact: Ms. Michèle Poliacof, IANSA United Nations Liaison Officer (e-mail: newyork@iansa.org; tel. (mobile): +1 917 435-7409)

1. Modalities of NGO Attendance

NGO attendance at the Second 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 (MGE2) 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).

Attendance of non-governmental organizations at the MGE2 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 Chair of the MGE2 about their interest to attend.

Attendance by other interested non-governmental organizations relevant and competent to the scope and the purpose of the MGE2 may be considered provided that requests to do so are submitted to the Chair of the MGE2 and are accompanied by information on the organization's purpose, programmes and activities.

2. Accreditation

All communication informing the Chair of an NGO's interest to attend the MGE2 by those with ECOSOC consultative status, or requests for accreditation by NGOs which are relevant and competent to the MGE2, must be received by the United Nations Office for Disarmament Affairs (UNODA) no later than **1 May 2015**. Such requests should:

- be written in English or French,
- be on the requesting organization's letterhead,
- be no longer than two pages,
- be signed by the Head of the Organization,
- include the names of the NGO representatives planning to attend the MGE2,
- indicate whether the organization already has consultative status with ECOSOC or is associated with the Department of Public Information (DPI),
- provide information on the organization's purpose, programmes, website address), and activities in areas relevant to the scope of the MGE2.

NGOs should send scanned copies of their requests for accreditation containing the required information to Ms. Soohyun Kim (e-mail: kim12@un.org) no later than **1 May 2015**. Due to enhanced security protocols, 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.

Those NGOs which have requested accreditation will be notified by e-mail by **11 May 2015** on the status of their request for attendance at MGE2.

3. Issuance of identification badges

NGO representatives accredited and registered should enter the United Nations Headquarters through the visitors' entrance on First Avenue at 46th Street. They should present themselves to the MGE2 registration **desk located on the left side of the lobby of the General Assembly Building**.

NGO representatives who already have valid United Nations Headquarters ID cards may proceed directly to MGE2. Other NGO representatives will be required to present a valid photo identification issued by a Government (e.g. passport). Once an identification badge is issued, NGO representatives will be granted access to designated rooms assigned for MGE2. Registered NGO representatives may attend the sessions of the MGE2, except those designated as closed.

Issuance of badges will take place on the first day of the meeting, Monday 1 June 2015 from 9:00 a.m. to 10:00 a.m. only.

4. Documentation

Official documents and statements of the meeting will be posted at www.un.org/disarmament/convarms/salw/mge2/

5. Facilities for NGOs

In order to facilitate the participation of NGOs in MGE2, Conference Room A will be made available for use by all accredited NGOs for their meetings, briefings and side events. The NGO point of contact will be responsible for the allocation of time and availability of Conference Room A for NGO briefings, meetings and side events.

6. Availability of NGO documents and material to delegations

Pending a decision taken by the MGE2, 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 MGE2 Secretariat through the NGO point of contact, prior to public display.

7. NGO presentations

Possible NGO presentations to MGE2 will be coordinated through the NGO point of contact.

8. NGO side events

Side events that can be accommodated within the room allocated to NGOs will be scheduled by the NGO point of contact. In order to coordinate the full calendar of side events of MGE2, the Secretariat will need to receive information on planned NGO events as far in advance as possible. Any request for side events must specify necessary technical equipment and services. The cost of equipment and services will be charged to the requesting NGO. NGOs must make sure that participants in their side events have valid security identification badges or register them as members of their own delegations to MGE2. The information should be transmitted to the Secretariat by the NGO point of contact by

11 May 2014.

9. Invitation, travel

The relevant GA resolution is the standing invitation for open UN meetings. The United Nations does not provide letters of invitation or letters to consulates requesting that NGO representatives be provided visas. It is the responsibility of NGO representatives to make arrangements for visas, travel and related costs.

NGO Representatives Check List	Deadline
Requests for NGO accreditation	1 May 2015
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	11 May 2015

Accessibility services for persons with disabilities

Accessibility Centre: level 1B of the Conference Building, reachable by the Secretariat escalators. It offers state-of-the-art assistive technologies for persons with visual, audio and mobility impairments, including desktop magnifiers, screen readers, braille and other assistive keyboards, portable DAISY players, hearing aids, bone conduction headsets, specialized mouse, braille note takers. Wheelchair charging provisions at various locations in the conference facilities are also be available.

The Journal of the United Nations is accessible via screen-readers. The Security Council and General Assembly verbatim records are being made screen-reader-friendly. Many parliamentary documents are made accessible upon request. To identify these documents, each of them bears the 'Accessibility logo.' The PaperSmart meetings servicing portal is compliant with WCAG 2.0 (Web Content Accessibility Guidelines). Braille prints are made available on request in all six official languages.