AIDE MEMOIRE FOR NON-GOVERNMENTAL ORGANIZATIONS
United Nations open-ended working group on developments in the field of information and telecommunications in the context of international security
(Revised: 17 January 2020)

Second substantive session

**Date:** 10 to 14 February 2020  
**Place:** Conference Room 3  
United Nations Headquarters  
New York

Final substantive session

**Date:** 6 to 10 July 2020  
**Place:** United Nations Headquarters, New York

Quick Guide

START
Complete [this online form](#) AND submit to diane.barnes@un.org a separate, written accreditation request. (See paragraph 4 for details.)

DEADLINE: 10-14 February 2020 meeting: **23 January 2020**

Does your organization have ECOSOC Consultative Status?

Yes
Your organization will receive an e-mail on or around **24 January 2020** indicating whether or not Member States will consider your organization for possible accreditation.

If your NGO is considered...

No
Your organization will receive an e-mail on or around **3 February 2020** indicating whether or not it has received accreditation.

If your NGO receives accreditation...

Use the provided form to request temporary UNHQ passes for delegates who will need them (separate form required for each meeting).

DEADLINE: 4 February 2020

FINISH
Delegates can pick up temporary passes by presenting government ID to UN staff at a designated time and location.
I. Provisions for the attendance of non-governmental organizations

1. The participation of non-governmental organizations (NGOs) in the open-ended working group on developments in the field of information and telecommunications in the context of international security will be governed by the rules of procedure of the General Assembly.

2. Accordingly, representatives of NGOs will be allowed, upon request, to attend the meetings of the conference other than those designated closed, to be seated in the public gallery and to receive documents of the conference.

II. Accreditation of organizations

3. Complete the accreditation request form: https://forms.gle/1AYZCUQg1SgBdoQ79. The deadline to request accreditation to the 10-14 February 2020 meeting is 23 January 2020. An additional accreditation period for the final substantive session may be announced at a later date.

4. In addition, NGOs must submit to Diane Barnes (diane.barnes@un.org) a separate, written accreditation request, on official organization letterhead, containing (1) information on the organization's purpose; (2) information on the organization's programmes and (3) an overview of past interactions, if any, between the organization and the United Nations, particularly in relation to developments in the field of information and telecommunications in the context of international security.

5. Organizations without ECOSOC Consultative Status will receive an email indicating whether the United Nations Office for Disarmament Affairs will submit their information to Member States to consider for accreditation on a non-objection basis. Each organization receiving consideration will then be informed by email of the outcome of its request. For the estimated dates of these notifications, see the “quick guide” in this document.

6. Organizations with ECOSOC Consultative Status will be informed by email of the outcome of their accreditation request upon confirmation of that status.

7. 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).
III. Registration by delegates of accredited organizations

8. **Incomplete registrations and registrations received after the deadline will not be processed.** The Secretariat cannot grant last-minute requests from NGOs for guest or visitor passes.

9. Organizations whose accreditation has been provisionally approved will receive a form for providing the first and last names of representatives who will require a temporary United Nations grounds pass to attend. **A separate form must be completed for this meeting.** Send completed forms to diane.barnes@un.org by 4 February 2020 for the second substantive session. NGO representatives who already have valid United Nations Headquarters grounds passes may proceed directly to the conference.

10. Once their registrations have been approved, organizations will receive a confirmation email. Confirmed registrants who require a temporary pass should present a valid government-issued photo identification (e.g., a passport) to the Secretariat. For arrangements to pick up temporary passes, and for other matters related to registration and issuance of grounds passes, kindly contact Diane Barnes (diane.barnes@un.org).

    NGO representatives will have access only to designated rooms within United Nations premises.

11. For matters related to registration and issuance of grounds passes, kindly contact Diane Barnes (diane.barnes@un.org).

IV. Documentation

V. Additional information from the Secretariat

13. 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 open-ended working group. It is the responsibility of NGO representatives to make arrangements for visas, travel and related costs. The Secretariat cannot provide funding or financial advice to facilitate NGO participation.

VI. Taking action on harassment, including sexual harassment

14. The organizations of the United Nations system are committed to enabling events at which everyone can participate in an inclusive, respectful and safe environment. All conferences and events taking place on United Nations system premises are guided by the highest ethical and professional standards, and all participants are expected to behave with integrity and respect towards all participants attending or involved with any United Nations system event. To that end, the Code of Conduct to Prevent Harassment, Including Sexual Harassment, at United Nations System Events will apply to all persons involved in the session. The text of the Code of Conduct and further information on it are available online (www.un.org/en/content/codeofconduct/).

15. 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.

VII. Contact person for non-governmental organizations

Allison Pytlak
NGO Coordinator
Reaching Critical Will
777 UN Plaza, 6th Floor
New York, NY 10017, USA
Tel: (1-212) 682-1265
Fax: (1-212) 286-8211
E-mail: allison.pytlak@wilpf.org