AIDE MEMOIRE FOR NON-GOVERNMENTAL ORGANIZATIONS

Seventh 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 Seventh Biennial Meeting of States at www.un.org/disarmament/bms7.

Date: 15 to 19 June 2020
Opening plenary meeting: Monday, 15 June at 10:00 am

Place: Conference Room 4,
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 page 4 for details.)

DEADLINE: 13 March 2020

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Does your organization have ECOSOC Consultative Status?

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Yes

Your organization’s accreditation will be confirmed by email upon confirmation of its ECOSOC status.

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No

Your organization will receive an e-mail on or around **16 March 2020** indicating whether Member States will consider your organization for possible accreditation.

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If your NGO is considered...

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If your NGO receives accreditation...

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Use the provided form to request temporary UNHQ passes for delegates who will need them.

DEADLINE: 8 June 2020

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FINISH
Delegates can pick up temporary passes by presenting government ID to UN staff at a designated time and location.
1. **Modalities of NGO attendance**

The Seventh 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 (BMS7) is part of the follow-up process to the 2001 Conference on the same issue. Accordingly, attendance of non-governmental organizations (NGOs) at BMS7 shall be provisionally governed, until adoption of the rules of procedure for BMS7, 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 of organizations

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 13 March 2020. Such requests should be submitted through the accreditation request form available at: https://forms.gle/hkNm3QxXYdgp1kXa9.

In addition, NGOs must submit to Diane Barnes (diane.barnes@un.org) a 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 the scope of the meeting. You can find a sample letter here.

Requests must be submitted in English. For language assistance, please contact Ms. Rose Welsch (rose.welsch@iansa.org) of the International Action Network on Small Arms (IANSA), the United Nations-designated NGO point of contact.

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.

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

Please bear in mind that individuals requesting accreditation, as well as those planning to attend, must be at least 18 years of age. For questions relating to accreditation, please contact Diane Barnes (diane.barnes@un.org).

3. Registration procedures and grounds passes

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.

Organizations whose accreditation has been provisionally approved will receive instructions for requesting temporary UN grounds passes for their representatives to attend the meeting. All names must be provided by 8 June 2020. Representatives who already have valid United Nations Headquarters grounds passes may proceed directly to the meeting.

Representatives registered to receive a temporary pass should present a valid government-issued photo identification (e.g., a passport) to UN staff. 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).
available during the first two days of BMS7—Monday, 15 June, and Tuesday, 16 June—from 8:30 a.m. to 10:30 a.m. at the IANSA office (777 United Nations Plaza, 3E on the corner of East 44th St and 1st Avenue). Representatives arriving later in the week must contact Diane Barnes (diane.barnes@un.org) for arrangements to pick up a temporary pass.

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

4. **Documentation**

Official documents and statements of BMS7 will be posted via [www.un.org/disarmament/bms7](http://www.un.org/disarmament/bms7).

5. **Availability of NGO documents and materials to delegations**

Pending a decision taken by Member States, NGOs may be allowed to display their documents and other information materials on a designated table. One copy of each document intended for public display should first be provided to the United Nations Secretariat through Ms. Rose Welsch (rose.welsch@iansa.org) of IANSA.

6. **NGO presentations**

Without prejudice to a final decision by participating States regarding the Agenda of BMS7, it is anticipated that (part of) one session of each event may be allocated for NGO presentations. As in the past, registered NGOs are expected to coordinate presentations through Ms. Rose Welsch (rose.welsch@iansa.org) of IANSA.

7. **NGO side events and exhibitions**

Organizations that plan to organize a side event or exhibition in United Nations facilities should contact Ms. Rose Welsch (rose.welsch@iansa.org) of IANSA no later than four weeks before the start of each meeting. Availability of room space / facilities is limited. NGO exhibitions require sponsorship from one or more Member States.

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 BMS7. It is the responsibility of NGO representatives to
make arrangements for visas, travel and related costs. Neither the Secretariat nor IANSA can provide funding or financial advice to facilitate NGO participation.

9. Taking action on harassment, including sexual harassment

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/).

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.

10. NGO point of contact

IANSA United Nations Liaison Officer
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