

**AIDE MEMOIRE FOR NON-GOVERNMENTAL ORGANIZATIONS
(Revised)**

**Third Conference to Review Progress Made in 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**

Preparatory Committee

Date: 19 to 23 March 2018
Opening plenary meeting: Monday, 19 March at 10:00 am

Place: Conference Room 2,
United Nations Headquarters
New York

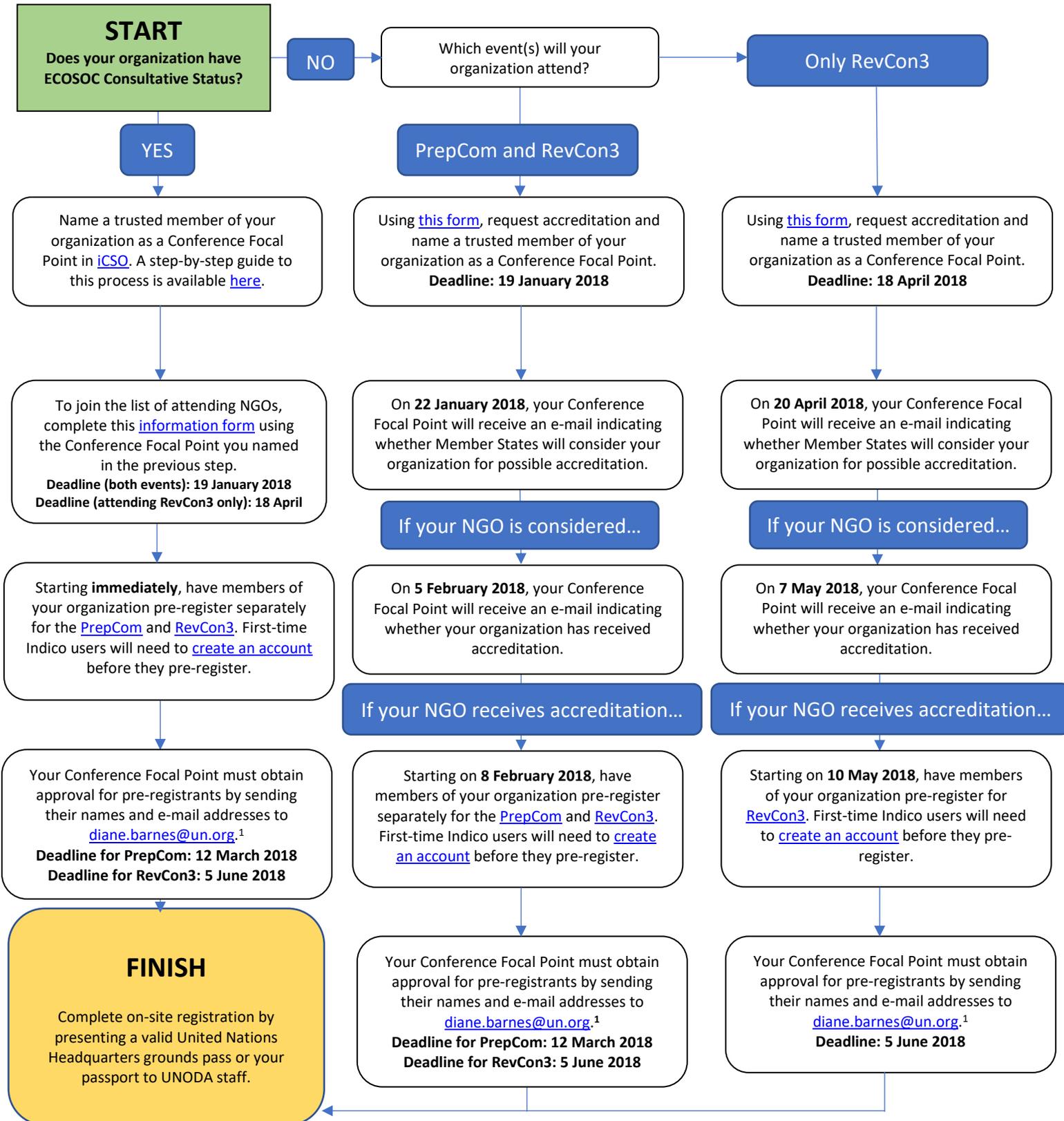
Review Conference

Date: 18 to 29 June 2018
Opening plenary meeting: Monday, 18 June at 10:00 am

Place: Conference Room 4,
United Nations Headquarters
New York

The United Nations Office for Disarmament Affairs will post information and documents related to the Preparatory Committee and the Review Conference via www.un.org/disarmament/revcon3

NGO Quick Guide



¹ This change has been made to facilitate pre-registration in response to technical problems reported by Conference Focal Points.

1. Modalities of NGO attendance

The 2018 Conference to Review Progress Made in 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 (RevCon3) is part of the follow-up process to the 2001 Conference on the same issue. Accordingly, attendance of non-governmental organizations (NGOs) at RevCon3 and its Preparatory Committee (PrepCom) shall be provisionally governed, until adoption of the rules of procedure for the PrepCom, 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 Review Conference and its PrepCom in 2012.

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

2. Accreditation

a. Steps for groups without ECOSOC accreditation²

1. Complete the accreditation request form for RevCon3 and its PrepCom at bit.ly/2hu5hyQ by **18 January 2018**.

The form requires each organization to designate a trusted member as its “Conference Focal Point”. This individual will receive communications concerning accreditation and, if the organization’s request is granted, approve pre-registration forms completed by its representatives in the new Indico system.

2. On **22 January 2018**, your Conference Focal Point will receive an e-mail indicating whether the United Nations Office for Disarmament Affairs (UNODA) will submit the organization’s information to Member States to consider for accreditation on a non-objection basis.
3. On **5 February 2018**, UNODA will send your Conference Focal Point an e-mail indicating whether your organization received accreditation to attend.

If your organization wants to attend **RevCon3 but not its PrepCom**, it can submit an accreditation request as late as **18 April 2018**. NGOs that meet this later deadline will learn on 20 April whether their requests will be forwarded to Member States for consideration, and organizations whose names are submitted will receive notification on the outcome of their requests on 7 May.

b. Steps for groups with ECOSOC accreditation

1. Use the iCSO system (esango.un.org/civilsociety) to name a trusted member of your organization as a “Conference Focal Point”. A step-by-step guide to this process is available at bit.ly/2kksybg.

Within a few business days, the information you entered in iCSO will be used to create an account in the Indico registration system. If the information you entered in iCSO is already associated with an Indico account, the existing account will be assigned Conference Focal Point privileges for your organization.

2. Complete the information form at bit.ly/2Ao07QX using the Conference Focal Point you named in the previous step.

² The consultative relationship with ECOSOC is governed by Council 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 United Nations Secretariat in supporting the consultative relationship. Consultative status is granted by the Council upon recommendation of the ECOSOC Committee on NGOs, which is comprised of 19 Member States.

For your NGO to be included on the list of organizations attending the PrepCom, you must complete this step by **19 January 2018**. To be included only on the list of organizations attending RevCon3, you must complete this step by 18 April 2018.

3. Starting **immediately**, have your representatives pre-register as described below.

3. Pre-registration in Indico

The registration process involves two steps: (1) pre-registration of NGO representatives online; and (2) registration of NGO representatives on site. NGOs represented at the PrepCom must pre-register and register their representatives again for RevCon3.

1. Ask your organization's representatives to pre-register separately for the PrepCom (at bit.ly/2yBdRH8) and RevCon3 (at bit.ly/2yBrTCe). First-time Indico users will need to create an account at reg.unog.ch/user/register before they pre-register.

Organizations **with** ECOSOC Consultative Status should take this step **immediately**.

For organizations **without** this status, the process will become available on **8 February 2018** if accreditation was requested by the January deadline and on **10 May 2018** if it was requested by the April deadline.

2. Your organization's Conference Focal Point must obtain approval for pre-registered representatives by sending their names and e-mail addresses to diane.barnes@un.org.³ (Alternately, they may manually approve each pre-registrant using the instructions available at bit.ly/2jvb0Ga and then send the names of approved individuals to diane.barnes@un.org.) After receiving approval, each pre-registrant will receive a confirmation letter via e-mail.

The deadline for approving PrepCom pre-registrations is **12 March 2018**, and the deadline for approving RevCon3 pre-registrations is **5 June 2018**.

To facilitate resolution of technical issues in this system, NGO representatives are requested to pre-register for both conferences as early as possible. Likewise, NGO Conference Focal Points are requested to approve pre-registered representatives as early as possible.

³ This change has been made to facilitate pre-registration in response to technical problems reported by Conference Focal Points.

4. Registration and issuance of identification badges

Confirmed registrants who require a temporary pass should present a valid government-issued photo identification (e.g. passport) and a printed copy of their approval letter to UN staff who will be available at the following times and locations:

PrepCom: 19 and 20 March, 8:30 a.m. - 10:30 a.m.
International Action Network on Small Arms
777 United Nations Plaza #3E
(Corner of 1st Avenue and East 44th Street)

RevCon3: 18 June, 8:30 a.m. to 4 p.m.
19 to 29 June, 9 a.m. to 4 p.m.
United Nations Pass and ID Office
320 E 45th Street

NGO representatives will have access only to designated rooms within United Nations premises. NGO representatives who already have valid New York United Nations Headquarters ID cards may proceed directly to the Conference.

5. Documentation

Official documents and statements of RevCon3 and its PrepCom will be posted via www.un.org/disarmament/revcon3/.

6. 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 the International Action Network on Small Arms (IANSA), the United Nations-designated NGO point of contact.

7. NGO presentations

Without prejudice to a final decision by participating States regarding the Agenda of RevCon3 or its PrepCom, 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.

8. 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 side events and exhibitions require sponsorship from one or more Member States.

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 RevCon3 or its PrepCom. 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.

10. NGO point of contact

IANSA United Nations Liaison Officer
Ms. Rose Welsch
777 United Nations Plaza #3E
New York, NY 10017, USA
E-mail: rose.welsch@iansa.org
Tel.: +1 703-474-4520