

**AIDE MEMOIRE FOR NON-GOVERNMENTAL ORGANIZATIONS**  
**United Nations open-ended working group (OEWG) on developments in the field of**  
**information and telecommunications in the context of international security**  
**(Revised: 7 October 2019)**

**OEWG Informal Multi-stakeholder Intersessional consultative meeting (2-4 December)**

Date: 2 to 4 December 2019  
Opening meeting: Monday, 2 December at 10:00 am;

Place: Conference Room 1  
United Nations Headquarters  
New York

*The United Nations Office for Disarmament Affairs will post information and documents related to the conference at [www.un.org/disarmament/ict-security/](http://www.un.org/disarmament/ict-security/).*

1. From 2 to 4 December 2019, the OEWG Chair will hold an informal intersessional consultative meeting in New York “with interested parties, namely business, non-governmental organizations and academia to share views on the issues within the OEWG’s mandate” in accordance with UN General Assembly Resolution 73/27. The meeting will be chaired by Singapore at the request of the OEWG Chair.

## **I. Accreditation of organizations**

2. Non-Governmental Organizations (NGOs), which include private sector, civil society and academia, interested in attending this informal intersessional consultative meeting should complete the accreditation request form:  
<https://forms.gle/1AYZCUQg1SgBdoQ79>.  
The deadline to request accreditation is **20 November 2019**.
3. In addition, NGOs must submit to Diane Barnes ([diane.barnes@un.org](mailto: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 developments in the field of information and telecommunications in the context of international security.
4. 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](mailto:diane.barnes@un.org)).

## **II. Registration procedures and grounds passes**

5. 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.
6. 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. Send completed forms to [diane.barnes@un.org](mailto:diane.barnes@un.org) by **25 November 2019**; NGO representatives who already have valid United Nations Headquarters grounds passes may proceed directly to the conference.
7. Once the registrations of NGO representatives have been approved, their organization points of contact will receive a confirmation email. Confirmed registrants who require a temporary pass should present a valid government-issued photo identification (e.g., a passport) and a printed copy of their approval letter to United Nations staff who will be available at the following location and times:

2 and 3 December, 9:00 a.m. to 10:30 a.m.  
United Nations Pass and ID Office  
320 E 45th Street

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

8. For matters related to registration and issuance of grounds passes, kindly contact Diane Barnes ([diane.barnes@un.org](mailto:diane.barnes@un.org)).

## **III. Documentation**

9. Official documents and statements of the conference will be posted at [www.un.org/disarmament/](http://www.un.org/disarmament/).

#### **IV. Additional information from the Secretariat**

10. 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.

#### **V. Taking action on sexual harassment**

11. 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](mailto:speakup@un.org)) is available to provide confidential support on what to do and where to go for help. For more information, please visit <https://www.un.org/codeofconduct/>.

#### **VI. Contact person for non-governmental organizations**

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**NGO Coordinator**  
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