

31 August 2011

English Only

**Conference on Facilitating the Entry into Force
of the Comprehensive Nuclear-Test-Ban Treaty**
New York, 23 September 2011

**INFORMATION FOR PARTICIPATION BY
NON-GOVERNMENTAL ORGANIZATIONS AT THE
CONFERENCE ON FACILITATING THE ENTRY INTO FORCE OF
THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY**

1. DATE AND PLACE

The Conference on Facilitating the Entry into Force of the Comprehensive Nuclear-Test-Ban Treaty (hereinafter called “the Conference”) will be held on 23 September 2011 at United Nations Headquarters in New York.

2. OPENING OF THE CONFERENCE

The opening of the Conference is planned to take place at 10.00 a.m. on Friday, 23 September 2011, in Conference Room 4 (NLB). Other details regarding the opening of the Conference will be announced in the UN Journal.

3. PROVISIONS FOR THE ATTENDANCE OF NON-GOVERNMENTAL ORGANIZATIONS

Non-governmental organizations (NGOs) that wish to attend the Conference may apply to the Secretariat of the Conference. Permission to attend will be granted on the decision of the Conference. Pursuant to rule 43 of the draft rules of procedure (CTBT-Art.XIV/2011/1), such an NGO shall be entitled to attend open meetings of the Conference, to receive upon request the documents of the Conference and to make available at its own cost written contributions on matters under consideration by the Conference. At the invitation of the President of the Conference, a representative chosen by NGOs attending the Conference from among their number would be allowed to address the Conference under the agenda item allocated for this purpose (item 10 of the draft provisional agenda, CTBT-Art.XIV/2011/2/Rev.1).

* Reissued for technical reasons.

NGOs, irrespective of whether their representatives have valid United Nations ground passes, are requested to fill out and submit the attached application form for accreditation that includes the following:

- A mission statement or summary of work that includes information on the organization's purpose, programmes and activities related to the scope of the Conference. The composition of the delegation (list of full names) and an overview of past interactions, if any, between the organization and the United Nations, particularly in relation to disarmament and non-proliferation. Such interaction may also include affiliation with the Department of Public Information (DPI), or consultative status with the Economic and Social Council (ECOSOC).

The completed application form for accreditation should be received no later than *29 August 2011* by the Secretariat of the Conference c/o Ms Soo Hyun Kim, Information and Outreach Branch, Office for Disarmament Affairs, DN 2515B, United Nations, New York, NY 10017, USA, email: kim12@un.org. Please bear in mind that, *due to enhanced security procedures, the names submitted will not be eligible for later revision*. Therefore, it is advised that organizations submit the composition of their delegation only after careful review.

On the basis of this information, the Secretariat will prepare a list of NGOs for a decision on participation by the Conference. NGOs will be notified by email on 2 September 2011 as to whether their documentation was received in order and whether the name of their organization will be included in the list for submission to the Conference. Such confirmation will be deemed as provisional accreditation and each member of the NGO's delegation must produce this confirmation letter during the registration process.

4. REGISTRATION AND ISSUANCE OF IDENTIFICATION BADGES

Security regulations in force require that all participants be registered and have a valid grounds pass plus any additional security badges that may be required in order to access the United Nations Headquarters building and the Conference rooms.

Procedures for registration and the issuance of identification badges will be provided upon NGOs' provisional accreditation to the Conference.

5. DOCUMENTATION

Copies of official documents and statements will be made available to NGO representatives attending the session and will also be posted on the websites of UNODA (<http://www.un.org/disarmament>) and the CTBTO Preparatory Commission (<http://www.ctbto.org>), as soon as available.

6. NGO PRESENTATION

Without prejudice to a decision by the States as to the timetable of the Conference, it is expected that one statement on behalf of NGOs will be made during the Conference. As in the past, NGOs are requested to coordinate among themselves in deciding which representative will address the Conference. It would be appreciated if the designated NGO point of contact would provide a set of 15 copies of the presentation to Ms Soo Hyun Kim of UNODA, no later than 21 September 2011.

7. NGO POINT OF CONTACT

The Secretariat has been informed that the following is the NGO point of contact in connection with NGO participation in the Conference:

Ms Ray Acheson
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
Email: ray@reachingcriticalwill.org

8. LETTERS OF INVITATION AND VISAS

UNODA is not in a position to provide letters of invitation and letters to consulates requesting that NGO representatives be provided visas for travelling to the United States in order to attend the Conference. *The procurement of visas, travel arrangements and related costs are strictly the responsibility of the NGO representatives.* It is important that NGO representatives make their visa and travel arrangements at their earliest possible convenience.



ACCREDITATION APPLICATION FORM

**The Conference on Facilitating the Entry into Force
of the Comprehensive Nuclear-Test-Ban Treaty
23 September 2011, New York**

1. Information of the organization.

<i>Name:</i>	
<i>Address:</i>	
<i>City:</i>	
<i>Country:</i>	
<i>Website:</i>	
<i>Head of the organization:</i>	
<i>List members of the board (if applicable):</i>	

2. Does your organization have consultative status with the Economic and Social Council (ECOSOC)?

YES NO

3. Is your organization associated with the United Nations Department of Public Information (DPI)?

YES NO

4. Provide information on your organization's purpose.