

9 August 2013

English only

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**Conference on Facilitating the Entry into Force  
of the Comprehensive Nuclear-Test-Ban Treaty**  
New York, 27 September 2013

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

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**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 27 September 2013, at the United Nations Headquarters in New York.

**2. Opening of the Conference**

The opening of the Conference will take place at 10.00 a.m. on Friday 27 September 2013 in Conference Room 3 (CB). Other details regarding the opening of the Conference venue 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/2013/1), 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/2013/2).



NGOs, irrespective of whether their representatives have valid United Nations ground passes, are requested to fill out and submit an online “Request for Accreditation” form available on the United Nations Civil Society Network (CSO-Net) at <http://bit.ly/13sdC6t>. Please upload a Microsoft Word document, either in English or French, that includes the following:

1. 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;
2. The composition of the delegation (list of full names and their email addresses); and
3. An overview of past interactions, if any, between the organization and the United Nations, particularly in relation to disarmament and non-proliferation.

The completed application form for accreditation should be submitted online no later than **30 August 2013**.

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 e-mail on **6 September 2013** 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 notification will be deemed as provisional accreditation and each member of the NGO’s delegation must produce this notification 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 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 can also be found 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 on Friday 27 September 2013 during the afternoon session from 3.00-6.00 p.m. 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 coordinator would provide a set of 10 copies of the presentation to Ms. Cecile Salcedo, Information and Outreach Branch, Office for Disarmament Affairs, Room S-3163, United Nations, New York, N.Y. 10017, USA, E-mail: [salcedoc@un.org](mailto:salcedoc@un.org), no later than **25 September 2013**.

## 7. NGO contact persons

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  
E-mail: [ray@reachingcriticalwill.org](mailto:ray@reachingcriticalwill.org)

## 8. Letters of invitation and visas

The United Nations Office for Disarmament Affairs 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.

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