

**SECOND 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**

Date: 11 to 15 July 2005  
Opening plenary meeting: Monday, 11 July at 10:00 am

Place: United Nations Headquarters, New York  
Conference Room #4

Secretariat: Department for Disarmament Affairs  
Conventional Arms Branch  
United Nations – Office S-3120  
New York – NY 10017  
Telephone no. + 1 917 367 4124  
Fax no. +1 212 963 3689

**AIDE MEMOIRE FOR NON-GOVERNMENTAL ORGANIZATIONS**

The Second 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, at the national, regional and global levels (SBMS) is part of the follow-up process to the 2001 Conference on the Illicit Trade in Small Arms and Light Weapons in All Its Aspects. Accordingly, attendance of NGOs shall be provisionally governed, until adoption by the SBMS, by Rule 63 of the Rules of Procedure adopted by the 2001 Conference (A/CONF.192/L.1), which was also adopted *mutatis mutandis* by the First Biennial Meeting of States in 2003.

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

## **1. Accreditation**

All requests for accreditation, together with a list of the NGO's representatives to the Second Biennial Meeting, under paragraphs (a) and (b) above, should be submitted by **20 May 2005** in one of the 6 official languages of the United Nations, on the official letterhead of the organization. All requests should also indicate the organization's established headquarters and should be signed by its President or Secretary-General. Requests under paragraph (b) should be no longer than two pages and should be accompanied by written information on the organization's purpose, programmes, website address, if applicable, and activities in areas relevant to the scope of the Meeting.

NGOs should address their requests for accreditation to the Secretariat of the United Nations, c/o Ms. Pamela Maponga, Officer in Charge, Conventional Arms Branch, Department for Disarmament Affairs, Room S-3120 F, United Nations, New York, NY 10017, USA. NGOs should also indicate whether they have been previously accredited to the 2001 conference and/or to the First Biennial Meeting of States (2003). NGOs that will be participating for the first time should so indicate in their request for accreditation.

Requests received by e-mail (SALW2005@un.org) or fax (+ 1 212 963 3689) will be considered provisional until the signed originals are received by mail.

## **2. Participation**

NGOs accredited through the process specified above may participate in the meetings, other than those designated as closed, as per rule 63, paragraphs c) and d).

## **3. Issuance of identification badges**

Upon arrival at the United Nations Headquarters, NGO representatives should report to the Visitor's Lobby (located on First Avenue and 46<sup>th</sup> Street). The Biennial Meeting of States Registration Counter will be located inside the lobby. NGO representatives carrying valid Headquarters ID Cards will be registered upon arrival. Representatives who do not already carry valid grounds passes will be asked to present valid photo identification, such as a passport or driver's license, at the counter before beginning the registration process.

**4. Facilities for NGOs**

Conference Room A with a capacity of approximately 67 seats will be available for use by all accredited NGOs, in order to facilitate their participation in the SBMS. This room will serve as focal point for their meetings and briefings and for distribution of official conference documents to their representatives. *This conference room will be equipped with a photocopy machine and paper.*

**5. Documentation**

Fifty copies of each official document will be made available to NGO representatives attending the meeting. These documents, as well as one set of statements made by States during the plenary meetings will be transmitted, upon their issuance, to a representative designated by the NGOs as a focal point for that purpose.

**6. Availability of NGO documents and material to delegations**

NGOs may display their documents and other information materials on two tables located outside Conference Room 4. All NGOs are kindly requested to provide one copy of each of those documents and materials to the Secretariat.

**7. NGO presentations**

Without prejudice to the decision by participating States as to the timetable of the SBMS, it is expected that one or more sessions will be allocated for NGO presentations. As in the past, NGOs are requested to coordinate and decide among themselves which representatives will address the Biennial Meeting of States. It would be appreciated if, prior to the session, the designated NGO coordinator could provide a confirmed list of speakers as well as a set of 15 copies of each presentation to the Secretariat.

**8. NGO side events**

In order to coordinate the calendar of events held on the margins of the SBMS, the Secretariat would be grateful to receive advance information on the planned NGO events. It is important that this information be relayed as soon as possible, in particular if assistance is needed from the Secretariat to facilitate arrangements. The information should be transmitted, preferably, by **3 June 2005**.

**9. Additional information from the Secretariat**

Further inquiries regarding the NGO attendance can be directed to the Conventional Arms Branch, Ms. Silvia Mercogliano, telephone no. 917 367 4124 or e-mail: [mercogliano@un.org](mailto:mercogliano@un.org)

In addition, the Secretariat will post information and documents related to the SBMS on the Department for Disarmament Affairs website prior to, and during, the session. This information may be found at: [www.un.org/events/smallarms2005](http://www.un.org/events/smallarms2005)

**10. NGO contact person**

The Secretariat has been informed that the following is the NGO point of contact:

Laura Haigh  
IANSA UN Liaison  
c/o Population Communications International  
777 United Nations Plaza, 5th Floor  
New York, New York 10017-3521  
e-mail: [newyork@iansa.org](mailto:newyork@iansa.org)  
Tel +1 212 687-3045  
Fax +1 212 661-4188