

**OPEN-ENDED WORKING GROUP TO NEGOTIATE AN INTERNATIONAL  
INSTRUMENT TO ENABLE STATES TO IDENTIFY AND TRACE, IN A TIMELY AND  
RELIABLE MANNER, ILLICIT SMALL ARMS AND LIGHT WEAPONS**

**AIDE MEMOIRE FOR NON-GOVERNMENTAL ORGANIZATIONS**

**Date:** 14 to 25 June 2004  
Opening plenary meeting: Monday, 14 June at 10:00 am

**Place:** United Nations Headquarters, New York  
Conference Room 1

**Secretariat:** Department for Disarmament Affairs  
Conventional Arms Branch  
United Nations – Office S-3170  
New York – NY 10017  
Telephone no.:  
Fax no.: (1-212) 963-1121

**Procedures for the accreditation of non-governmental organizations**

At the Organizational session of the Open-ended Working Group to Negotiate an International Instrument to Enable States to Identify and Trace, in a Timely and Reliable Manner, Illicit Small Arms and Light Weapons, 3 to 4 February 2004, States agreed to apply the Rules of Procedure of the 2001 UN Small Arms Conference, agreed upon in document A/CONF.192/L.1, to the Open-ended Working Group (OEWG) *mutatis mutandis*.

Accordingly, attendance of NGOs, as set out in paragraphs (a) and (b) of rule 63 (Modalities of attendance of non-governmental organizations) contained in UN Document A/CONF.192/L.1, will apply to the OEWG on Tracing *mutatis mutandis*.

Relevant non-governmental organizations (NGOs) that were accredited to the 2001 UN Small Arms Conference on SALW and/or the First Biennial of States, should inform the Chairperson of the OEWG on Tracing (c/o Mr. Joao Honwana, Chief, Conventional Arms Branch, Department for Disarmament Affairs) of their interest to attend and the composition of their delegations.

Attendance of NGOs that did not participate in the 2001 Conference and the 2003 First Biennial Meeting of States shall be governed by the principles contained in the Rules of Procedure adopted by the 2001 Conference. The concerned NGOs shall make their applications to the Chairperson of the OEWG on Tracing, c/o Mr. Joao Honwana, Chief, Conventional Arms Branch, Department for Disarmament Affairs (see the last two

paragraphs of Section 1. “Accreditation and issuance of identification badges”, for full details on where to send applications). The Secretariat will subsequently provide the OEWG with a list of the NGOs for consideration on a non-objection basis. Rule 63 (Modalities of Attendance of non-governmental organizations) contained in document A/CONF.192/L.1 is reproduced below<sup>1</sup>:

“(a) Relevant non-governmental organizations in consultative status with the Economic and Social Council in accordance with the provisions of resolution 1996/31 of 25 July 1996. These non-governmental organizations should inform the Chairman of the Preparatory Committee 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 Chairman of the Committee and are accompanied by information on the organization’s purpose, programmes and activities in areas relevant to the scope of the Conference. The Chairman of the Preparatory Committee will subsequently provide the Committee 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 Preparatory Committee and the Conference, other than those designated as closed;

(d) Representatives of accredited non-governmental organizations will be allowed to address the Preparatory Committee and the Conference during one meeting specifically allocated for this purpose. These meetings will not coincide with other meetings of the Preparatory Committee and the Conference;

(e) Accredited non-governmental organizations will be provided, upon request, with documents related to the Preparatory Committee and to the Conference, and they may, at their own expense, provide material to the delegations, outside the conference room, in the area of the Preparatory Committee and the Conference;

(f) Arrangements concerning the accreditation and attendance of non-governmental organizations at the Preparatory Committee and the Conference shall in no way create a precedent for other United Nations conferences.”

## **1. Accreditation and issuance of identification badges**

All requests for accreditation, together with a list of the NGO’s representatives to the OEWG on Tracing, under both paragraphs (a) and (b) above, should be submitted by 1 April 2004 in one of the 6 official languages of the United Nations, on the official letterhead of the organization, signed by its President or Secretary-General. Requests

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<sup>1</sup> Since the rules of Procedure will be apply *mutatis mutandis*, where it reads “Chairman of the Preparatory Committee” or “Chairman of the Committee”, please read “Chairperson of the OEWG on Tracing”; and where it reads “Preparatory Committee” or “Conference” please read “OEWG on Tracing”.

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 OEWG on Tracing.

Furthermore, the NGO should have an established headquarters and the requests for accreditation should be addressed to Chairperson of the OEWG on Tracing, c/o Mr. João Honwana, Chief, Conventional Arms Branch, Department for Disarmament Affairs, Room S-3170 I, United Nations, New York, NY 10017, USA.

Requests for accreditation received by electronic mail (SALW2003@un.org) or facsimile (1 212 963 1121) by 1 April 2004 will be considered provisional until the signed originals are received by mail.

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 OEWG on Tracing 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.

## **2. Facilities for NGOs**

In order to facilitate the participation of NGOs in the OEWG on Tracing, Conference Room D with a capacity of approximately 67 seats, will be made available for use by all accredited NGOs. 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.]*

## **3. Documentation**

A set of 50 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.

## **4. Availability of NGO documents and material to delegations**

NGOs may display their documents and other information materials on two tables located outside Conference Room 1. All NGOs are kindly requested to provide one copy of each of those documents and materials to the Secretariat.

## **5. NGO presentations**

Without prejudice to a decision by participating States as to the timetable of the OEWG on Tracing, it is expected that a session will be allocated for NGO presentations.

As in the past, NGOs are requested to coordinate among themselves in deciding which representatives will address the OEWG on Tracing. 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.

**6. NGO side events**

In order to coordinate the calendar of events held in the margins of the OEWG, 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 May 2004**.

**7. Additional information from the Secretariat**

Further inquiries regarding the NGO attendance can be directed to the Conventional Arms Branch, Mr. Herbert J. Loret, telephone no. 1 212 963 0049 or electronic mail: [loret@un.org](mailto:loret@un.org)

In addition, the Secretariat will post information and documents related to the OEWG on Tracing at the Department for Disarmament Affairs website prior to, and during, the session. This information may be found at:

<http://disarmament2.un.org/cab/salw-owg.html>

**8. NGO contact persons**

The Secretariat has been informed that the following is the NGO point of contact to facilitate NGO networking in connection with participation in the OEWG on Tracing:

Ms. Sarah Clark  
UN Representative  
Quaker UN Office  
UN Plaza  
New York, NY, 10017  
USA

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