

3 September 2019

English only

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**Eleventh Conference on Facilitating the Entry into Force of  
the Comprehensive Nuclear-Test-Ban Treaty**  
New York, 25 September 2019

**Information for non-governmental organizations**  
**Note by the Secretariat**

Participants are strongly encouraged to consult the latest issue of the *Journal of the United Nations* and the official website of the Conference (<https://www.ctbto.org/the-treaty/article-xiv-conferences/afc2019/>) for the latest updates on the organizational arrangements of the Conference.



## **I. Date and venue of the Conference**

1. The Secretary-General, in his capacity as the depositary of the Comprehensive Nuclear-Test-Ban Treaty, will convene the Eleventh Conference on Facilitating the Entry into Force of the Comprehensive Nuclear-Test-Ban Treaty (hereinafter called “the Conference”) on 25 September 2019, at 10:00 a.m. in Conference Room 2, United Nations Headquarters, New York.<sup>1</sup>
2. The provisional agenda and proposed timetable for the work of the Conference is contained in document CTBT-Art.XIV/2019/2.

## **II. Provisions for the attendance of non-governmental organizations**

3. Based on Rule 43 of the draft rules of procedure of the Eleventh Conference, which will apply provisionally until a final decision on this matter is taken, any non-governmental organization (NGO) that wishes to attend the Conference may apply to the Secretariat of the Conference to attend. Permission to attend will be granted on the decision of the Conference. 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.

## **III. Practical arrangements for accreditation, registration and issuance of grounds passes**

4. All requests for accreditation must be submitted to the United Nations Office for Disarmament Affairs no later than **18 September 2019** using the online form available at <https://reg.unog.ch/event/31592/registration/>. NGOs should indicate previous interactions between the organization and the United Nations in relation to nuclear disarmament and non-proliferation issues. A mission statement or summary of work of the organization should be provided.
5. Those NGOs that have requested accreditation as stated above will be informed by the Office for Disarmament Affairs by email by 20 September 2019 of the outcome of their request. Please bear in mind that individuals requesting accreditation, as well as those planning to attend side events, 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)).

### **Issuance of grounds passes**

6. Once their registrations have been approved in Indico, NGO representatives will receive a confirmation email. Grounds passes valid for the duration of the Conference will be distributed from 9:00 to 9:10 a.m. on the northwest corner of East 46th Street and 2nd Avenue. Due to special security procedures in place during the high level period of the General Assembly, no alternative arrangements will be made for the distribution of grounds passes.

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<sup>1</sup> The designation of the conference room is tentative. The Journal of the United Nations will contain the most up to date information on the conference room for the Conference.

7. Representatives will need to have their passport or other government-issued identification with them to collect a grounds pass. For matters related to registration and issuance of grounds passes, kindly contact Diane Barnes ([diane.barnes@un.org](mailto:diane.barnes@un.org)).

#### **IV. Documentation**

8. Official documents and statements of the Conference will be posted on the Conference website at <https://www.ctbto.org/the-treaty/article-xiv-conferences/afc2019/>).
9. Pending a decision by the Conference, NGOs may be allowed to display their documents and other information materials on a designated table. One copy of each document should be provided to the secretariat through the NGO Coordinator prior to public display.

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

10. 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**

**Allison Pytlak**  
**NGO Coordinator**  
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#### **VII. Letters of invitation and visas**

11. 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 New York in order to attend the meetings of the Conference. It is the responsibility of NGO representatives to make their own arrangements for visas, travel and related costs. Organizations with delegates requiring host country visas are therefore encouraged to complete, as soon as possible, the steps described in paragraph 4.

#### **VIII. Accessibility services for persons with disabilities**

12. The United Nations has established an Accessibility Centre located on level 1B of the Conference Building, reachable by the Secretariat escalators, as a part of the conference servicing facilities of the Department for General Assembly and Conference Management. The Centre offers information and communications technology to support those with auditory, visual or physical impairments. Assistive devices are available on site or as a loan to participants with disabilities. For more information, please visit [www.un.org/accessibilitycentre/](http://www.un.org/accessibilitycentre/).