

Apply for accreditation for BMS5

16-20 June 2014, New York



Fifth Biennial Meeting of States 2014

Dear IANSA members and friends,

The Fifth Biennial Meeting of States on small arms (BMS5) will be held at the UN Headquarters in New York, 16-20 June 2014. Civil society representatives interested in attending the meeting must first obtain accreditation from the United Nations.

The accreditation process is now open – **until 7 April 2014.**

IANSA is the official coordinator of civil society participation in the UN small arms meetings and we are encouraging our members to apply for accreditation.

The instructions for accreditation are in the UN's Aide Mémoire for NGOs [here](#). However, this email contains the most important points.

The deadline to apply for accreditation for BMS5 is **7 April 2014**. Click [here](#) to go to the CSO Net application system and follow these steps:

- First check to see if your organization already has a profile on the CSO Net. Click [here](#) to find out if your organization is in their database.
- If your organization does not have a profile, you must create one. Click [here](#) and then click on 'Create a new profile'.
- The application will take about 10 minutes. There are 5 steps in the online application process, starting with general information. In the last step of the process, titled 'Main Objective and Login Details,' please select **ECOSOC Consultative Status**, regardless of your status with the United Nations, to ensure that the information is transmitted to the CSO administrator. This is for database management purposes only.
- The UN Office for Disarmament Affairs will notify you by email by **9 April 2014** if your accreditation request meets their requirements. Your request will then be sent to Member States for consideration.
- You will be notified by email before **28 April 2014** on whether your accreditation application to the BMS5 has been approved.
- Once approved, organizations must pre-register their representatives to BMS5 through CSO Net before **6 June 2014**. Instructions on how to pre-

register your representatives will be available [here](#), under the 'Information for NGOs' section, closer to the beginning of the BMS5.

It would be helpful to IANSA to know how many organizations are applying for accreditation. **So, please notify our UN Liaison Officer Ms. Michèle Poliacof** after you apply. She can also answer questions about the BMS5:

Ms. Michèle Poliacof
IANSA United Nations Liaison Officer
E-mail: newyork@iansa.org
Tel.: +1 917 435 7409

Funding: We are looking for funding to bring IANSA members to the BMS, but it will be very limited – so **we urge you to look for your own funding** if you would like to attend.

To Summarize:

1. All organizations are required to apply for accreditation through CSO Net **by 7 April 2014**
2. UNODA will let you know if your request for accreditation meets the requirements **by 9 April 2014**
3. UNODA will notify you by email on the outcome of your application **by 28 April 2014**
4. Once registration is approved, preregistration of representatives must be done **by 6 June 2014** via CSO Net according to instructions which will be provided