

## **AIDE MEMOIRE FOR NON-GOVERNMENTAL ORGANIZATIONS**

### **Open-ended Working Group to elaborate a set of political commitments as a new global framework that will address existing gaps in through-life ammunition management (OEWG on Conventional Ammunition)**

#### **Second substantive session**

**Geneva, 15-19 August 2022**

#### **1. Date and venue**

The second substantive session of the open-ended working group will be held on 15-19 August 2022 in Conference Room XX at the Palais des Nations ([map](#)), Geneva Switzerland.

The session is scheduled to be held in person, with plenary meetings from 10.00 a.m. to 1.00 p.m. and from 3.00 p.m. to 6.00 p.m. Informal meetings may be held in a hybrid format.

Meeting documents are available on: <https://meetings.unoda.org/meeting/oewg-conamm-2022/>.

United Nations Web TV coverage will be provided for the duration of the session (open, formal meetings only). Web TV allows for live streaming in all six official languages of the UN but cannot be used to take the floor to deliver statements. UN Web TV is available on <https://media.un.org/en/webtv>.

#### **2. Modalities of NGO attendance**

The OEWG has decided to apply, mutatis mutandis, the rules of procedure of the United Nations Conference on the Illicit Trade in Small Arms and Light Weapons in All Its Aspects held in 2001, as contained in document [A/CONF.192/16](#), to the work of the Open-ended Working Group on Conventional Ammunition. Accordingly, rule 63<sup>1</sup>

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<sup>1</sup> Rule 63 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

concerning the participation of non-governmental organizations will be applied taking into account the following understandings:

1. All open formal sessions of the OEWG will be broadcasted through the UN Web TV.
2. Observers. NGOs with ECOSOC Consultative Status are granted an observer status in the OEWG open sessions. According to rule 63 b, other interested non-governmental organizations relevant and competent to the scope and purpose of the OEWG can submit a written accreditation request with information on the organization's purpose, programmes and activities in areas relevant to the scope of the group. The Chair will subsequently provide Member States, through the Secretariat, with a list of relevant NGOs for consideration on a no-objection basis.
3. To achieve meaningful participation of accredited NGOs, a half-day dedicated informal meeting with NGOs will be convened during the timeframe of the first substantive session. At the discretion of the Chair, one additional informal meeting with accredited NGOs could be convened in each of the subsequent sessions of the OEWG, if needed.
4. Accredited NGOs are invited to make written contributions to be published on the OEWG website.
5. In addition, the Chair may decide to convene informal meetings with accredited NGOs during the intersessional period as needed.

In addition, in accordance with past practice at his discretion, the Chair may wish to invite briefers on subject matters directly relevant to the mandate of the OEWG to present their views to the Group. These briefings will be conducted in an informal setting.

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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 nongovernmental organizations at the Conference shall in no way create a precedent for other United Nations conferences."

### 3. Accreditation

The list of NGOs accredited to attend the open meetings of the OEWG is contained in document [A/CONF.239/2022/INF/1](#).

### 4. Registration

All participants who will be physically present at the Palais des Nations for the meeting, including those who already have the UN grounds pass for the Palais des Nations, are required to **register on Indico by 8 August 2022 at <https://indico.un.org/event/1000908/>**.

User guides on Indico registration can be found [here](#). For technical questions, such as the non-receipt of confirmation of the account creation or non-receipt of the QR code, please contact directly [support.accreditation@un.org](mailto:support.accreditation@un.org).

Participants who already have an Indico account can register directly for the meeting after logging in.

Participants who do not yet have an Indico account, need to first create a new account. An automated message confirming the account creation will be sent to the registrant by the system.

Once the account is created, the participant needs to register for the OEWG on conventional ammunition in a second step.

The list of participants will be produced automatically by Indico based on the information entered onto the system by the registrants.

Once the registration is received, it will be reviewed by UNODA. When a registration is approved, an automated response is emailed to the registrant, including an e-ticket / QR code.

### 5. Access to the Palais des Nations

Grounds passes valid for the duration of the OEWG sessions to enter the Palais des Nations will be available for collection from the Pass and Identification Unit at the Pregny Gate of the Palais des Nations. Participants are advised to come to the Pregny Gate well in advance to allow enough time for security checks. Grounds passes for the session of the OEWG can be collected as of Friday, 12 August 2022. A valid passport or national identification card will have to be produced along with the e-ticket / QR code from Indico.

For security reasons, the identification badge must be worn and visible to UN Security staff at all times while visiting the Palais des Nations.

## 6. NGO statements

Without prejudice to a final decision by participating States regarding the Programme of Work of the second substantive session of the OEWG, it is anticipated that a hybrid (virtual and in-person) informal meeting will be held on Wednesday, 17 August 2022, from 3-5pm Geneva time for statements by international and regional organizations, followed by non-governmental organizations and civil society.

As in the past, accredited NGOs are expected to coordinate statements through IANSA by contacting Ms. Amélie Namuroy ([amelie.namuroy@iansa.org](mailto:amelie.namuroy@iansa.org)), also specifying whether statements will be delivered virtually (via the Zoom platform) or in person. Requirements and procedures for virtual statements including the Zoom link will be made available in advance of the Meeting. All statements must be delivered live and should not exceed 3 minutes.

As the above-mentioned meeting will be held in an informal mode, it **will not be broadcasted through the UN Web TV**, in accordance with the understandings reached on the modalities for NGO participation (see section 2). A separate link to view the meeting will be provided to all NGO representatives who register by the process described in section 4 above.

## 7. NGO written contributions

Accredited NGOs are invited to make written contributions. These can be send to [conventionalarms-unoda@un.org](mailto:conventionalarms-unoda@un.org) for publication on the [OEWG website](#).

## 8. NGO side events

NGOs accredited to the OEWG on Conventional Ammunition that plan to organize a Member State-sponsored side event may request that event to be added to the [calendar of side events](#) of the OEWG. To do so, please contact [conventionalarms-unoda@un.org](mailto:conventionalarms-unoda@un.org).

## 9. COVID-19 Measures

Participants are encouraged to read carefully information on the UNOG response to COVID-19, available at <https://www.ungeneva.org/en/covid-19>.

Access to the Palais des Nations premises is not authorized for any person who has tested positive for COVID-19 within the last five days. It is also not permitted to come to the UN premises if you have any cold-, flu- or COVID-19 like symptoms, however mild (even after a negative COVID-19 test result).

Masks remain required in conference rooms until further notice. Furthermore, all persons at the UN premises continue to be encouraged to observe

safety and hygiene measures, such as regular hand washing, cough/sneeze etiquette and keeping safe distances.

## **10. Transportation**

Many hotels in Geneva provide guests with free public transport passes. The Palais des Nations is served by several tram and bus lines: Buses F, 8, 20 and 28 serve Pregny Gate (“Appia” stop) where the Pass and Identification Unit is located. Tram 15, as well as buses 5, 8, 11 and 28 serve the Nations stop where the Nations Gate is located, around 500 meters away from the Pregny Gate. Bus 28 serves “Geneva Cointrin Airport” from the “Nations” and the “Appia” stops at the Pregny Gate and Bus 5 serves the airport from the “Nations” stop. Further information such as itineraries, timetables, fares, etc. can be found on the website of the Transports Publics Genevois (see: [www.tpg.ch](http://www.tpg.ch)).

## **11. Travel and visas**

UNODA cannot offer financial or logistical support to assist with travel to, accommodation during, or other costs related to attending the meeting. It is the responsibility of all delegates to make arrangements for visas, travel and related costs in compliance with [host country measures for entry](#) into Switzerland.

## **Taking action on harassment, including sexual harassment**

The organizations of the United Nations system are committed to enabling events at which everyone can participate in an inclusive, respectful and safe environment. All United Nations conferences and events are guided by the highest ethical and professional standards, and all participants are expected to behave with integrity and respect towards all participants attending or involved with any United Nations system event. To that end, the Code of Conduct to Prevent Harassment, Including Sexual Harassment, at United Nations System Events will apply to all persons involved in the session. The text of the Code of Conduct and further information on it are available online ([www.un.org/en/content/codeofconduct/](http://www.un.org/en/content/codeofconduct/)).

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 ([speakup@un.org](mailto:speakup@un.org)) is available to provide confidential support on what to do and where to go for help.

## **12. NGO point of contact**

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