

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)

Third substantive session

New York, 13-17 February 2023

1. Date and venue

The third substantive session of the open-ended working group will be held from 13-17 February 2023 in Conference Room 1 at the United Nations Headquarters in New York.

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.

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 63¹

¹ 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 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;

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.

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](#).

(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.”

4. Registration

Accredited organizations should ask their representatives to register as participants at the following address:
<https://indico.un.org/event/1003864/registrations/9782/> on or before **6 February 2023**.

Confirmed registrants who require a temporary pass should present a valid government-issued photo identification (e.g. passport) and a printed copy of their approval letter to the UNODA staff who will be available at the following time and location: **13 February, 9-11 a.m. United Nations Pass and ID Office 320 E 45th Street**. For alternate arrangements to pick up temporary passes, and for other matters related to registration and issuance of grounds passes, kindly contact Diane Barnes (diane.barnes@un.org).

5. Documentation

Meeting documents are available:
<https://meetings.unoda.org/meeting/62086/documents>. The provisional agenda is contained in document [A/CONF.239/2022/1/Rev.1](#).

6. NGO statements

Without prejudice to a final decision by participating States regarding the Programme of Work of the third substantive session of the OEWG, it is anticipated that a hybrid (virtual and in-person) informal meeting will be held on Tuesday, 14 February 2023, from 10.00 a.m. to 12.00 p.m. New York 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), 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 sent to 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.

9. 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/).

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) is available to provide confidential support on what to do and where to go for help.

10. NGO point of contact

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