

Dist. GENERAL

15 August 2023

English only

**Conference on Facilitating the Entry into Force of the
Comprehensive Nuclear-Test-Ban Treaty**
New York, 22 September 2023

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/our-mission/article-xiv-conferences>) 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 Thirteenth Conference on Facilitating the Entry into Force of the Comprehensive Nuclear-Test-Ban Treaty (hereinafter called ‘the Conference’) on 22 September 2023 at 10:00 a.m. in Conference Room 4, United Nations Headquarters, New York¹.
2. The provisional agenda and proposed timetable for the work of the Conference is contained in document CTBT-Art.XIV/2023/2.

II. Provisions for the attendance of non-governmental organizations

3. Based on rule 43 of the draft rules of procedure of the Thirteenth 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.

II. 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 **8 September 2023** using the online form available at <https://bit.ly/3YfGFOa>. In addition, NGOs must submit to Diane Barnes (diane.barnes@un.org) a separate, written accreditation request on the official letterhead of the organization, indicating 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 12 September 2023 of the outcome of their request. Please bear in mind that individuals requesting accreditation must be at least 18 years of age.

Registration and issuance of grounds passes

6. Incomplete registrations and registrations received after the deadline will not be processed.
7. Online registration will be available from 13 to 19 September 2023 to representatives of NGOs whose accreditation has been approved.

¹ 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.

8. Attendees must complete the registration form on the online Indico system at <https://indico.un.org/e/2023AFC> and follow the process described therein. Once a participant is registered in the system, the profile will remain valid and will only have to be updated if needed. Online registrations must include the original accreditation request letter.
9. Once their registrations have been approved, 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 southeast 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.
10. 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).

IV. Documentation

11. Official documents and statements of the Conference will be posted on the Conference website at <https://www.ctbto.org/our-mission/article-xiv-conferences>.
12. Pending a decision by the Conference, NGOs may be allowed to display their documents and other information materials on a designated table. Prior to public display, one copy of each document should be provided to the secretariat through Emma Bjerten, the designated NGO Coordinator, whose contact details are provided below.

V. Taking action on sexual harassment

13. 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/).
14. 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 United Nations Secretariat. The 'Speak up' helpline and email address (+1 917 367 8910 and speakup@un.org) are available to provide confidential support on what to do and where to go for help.

VI. Contact person for non-governmental organizations

Emma Bjerten
Women's International League for Peace and Freedom
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New York, New York 10017
United States of America
Email: emma.bjerten@wilpf.org

VII. Letters of invitation and visas

15. 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

16. 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 <https://www.un.org/dgacm/en/content/accessibility>.