

AIDE MEMOIRE FOR NON-GOVERNMENTAL ORGANIZATIONS
Revised: 11 May 2022

**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 (Open-ended Working Group on Conventional Ammunition)**

First substantive session

Date: 23 to 27 May 2022

Place: United Nations Headquarters
New York

Second substantive session

Date: 15 to 19 August 2022 (tentative)

Place: Geneva

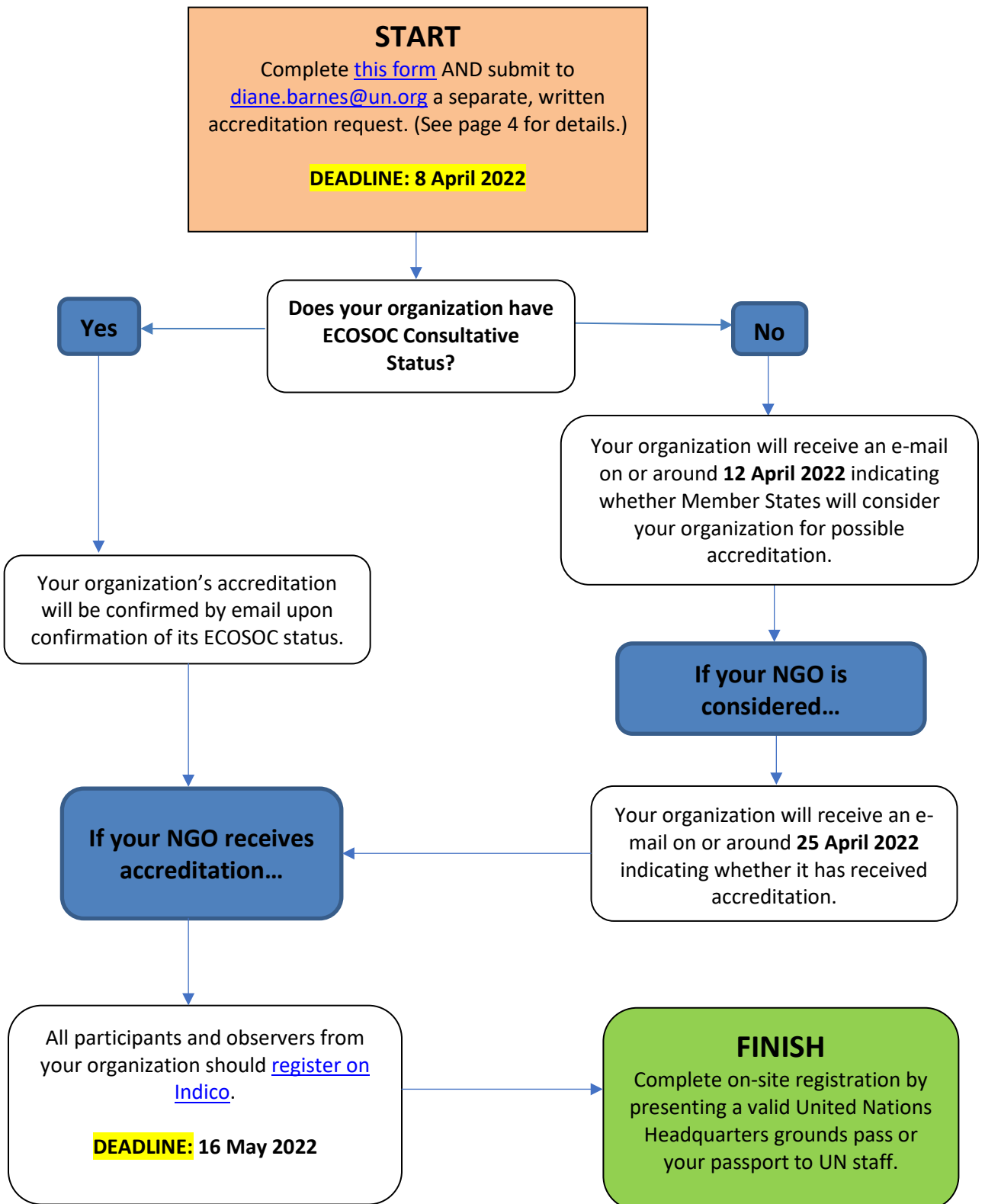
Third substantive session

Date: 13 to 17 February 2023

Place: New York

*The United Nations Office for Disarmament Affairs will post information and documents
related to the Open-ended Working Group at
<https://meetings.unoda.org/meeting/oewg-conamm-2022/>.*

Quick Guide



1. Modalities of NGO attendance

Agreement has been reached 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 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.

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;
- (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. 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.

The decision regarding the rules of procedure will be formally adopted during the first substantive session to be convened from 23 to 27 May 2022 at the United Nations Headquarters, where the above understandings regarding the application of rule 63 and expert briefings will be read out for the formal record of the OEWG.

2. Accreditation of organizations

All requests for accreditation, under paragraphs (a) and (b) of rule 63, reproduced above, must be received by the United Nations Office for Disarmament Affairs by **8 April 2022**. Such requests should be submitted through the accreditation request form available at: <https://bit.ly/ammoewg>.

In addition, NGOs must submit to Diane Barnes (diane.barnes@un.org) a written accreditation request, on official organization letterhead, containing (1) information on the organization's purpose; (2) information on the organization's programmes; and (3) an overview of past interactions, if any, between the organization and the United Nations, particularly in relation to the scope of the meeting. You can find a sample letter [here](#).

Requests must be submitted in English. For language assistance, please contact Ms. Amélie Namuroy (amelie.namuroy@iansa.org) of the International Action Network on Small Arms (IANSA), the United Nations-designated NGO point of contact.

Organizations **without** ECOSOC Consultative Status will receive an email indicating whether the United Nations Office for Disarmament Affairs will submit their information to Member States to consider for accreditation on a non-objection basis. Each organization receiving consideration will then be informed by email of the outcome of its request. For the estimated dates of these notifications, see the “quick guide” in this document.

Organizations **with** ECOSOC Consultative Status will be informed by email of the outcome of their accreditation request upon confirmation of that status. For questions relating to accreditation, please contact Diane Barnes (diane.barnes@un.org).

3. Registration procedures

Organizations whose accreditation has been provisionally approved should ask their representatives to register as participants at the following address:

<https://indico.un.org/event/1000919/registrations/7567/> on or before **16 May 2022**.

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 Secretariat. For 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).

4. Documentation

Official documents and statements of the Open-ended Working Group will be posted at <https://meetings.unoda.org/meeting/owwg-conamm-2022/>.

5. NGO presentations

Without prejudice to a final decision by participating States regarding the Programme of Work of the Open-ended Working Group, it is anticipated that a hybrid (virtual and in-person) informal meeting will be held on Wednesday, 25 May 2022, from 10 a.m. to 12 p.m. 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 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 1). A separate link to view the meeting will be provided to all NGO representatives who register by the process described in section 3 above.

In order to facilitate the provision of interpretation, speakers are requested to submit their statements (in both PDF and Microsoft Word formats) by email to estatemnts@un.org. The name of the meeting and of the speaker should be indicated in the subject line of the email and in the heading of the statement. The statement should be submitted well in advance of the meeting, but no later than two hours before delivery, and not in hard copy. The statements will remain embargoed until their delivery.

6. NGO side events

NGOs accredited to the Open-ended Working Group 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 maintained by the Office for Disarmament Affairs. To do so, please contact conventionalarms-unoda@un.org.

7. 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.

8. NGO point of contact

IANSA United Nations Liaison Officer
Ms. Amélie Namuroy
777 United Nations Plaza #3E
New York, NY 10017, USA
E-mail: amelie.namuroy@iansa.org
Mobile: +1 (917) 402-0473 (WhatsApp)