

**AIDE MEMOIRE FOR NON-GOVERNMENTAL ORGANIZATIONS AND  
OTHER NON-GOVERNMENTAL ENTITIES (“STAKEHOLDERS”)**

**Open-ended Working Group on security of and in the use of information and  
communications technologies 2021-2025 established pursuant to General Assembly  
resolution 75/240**

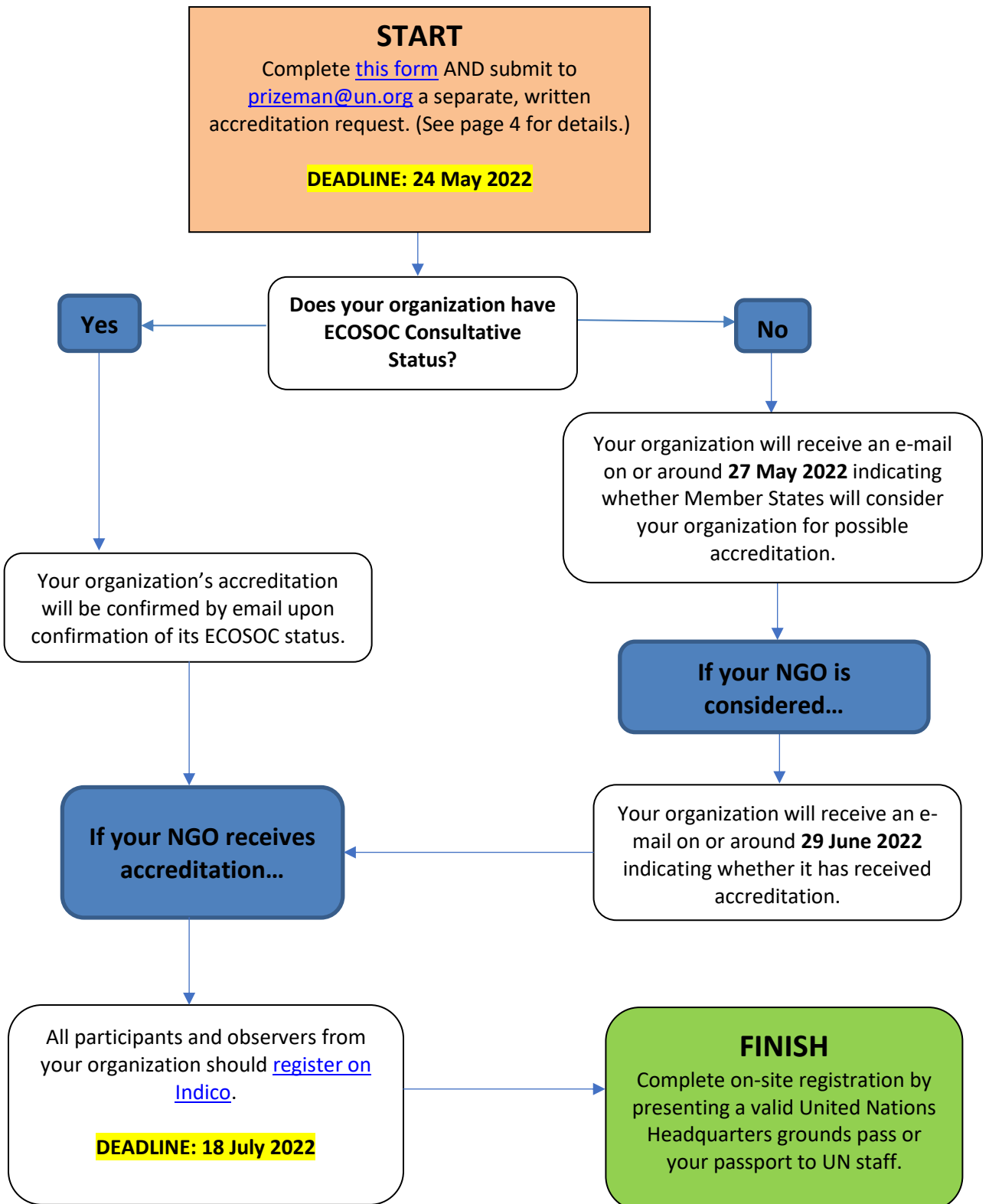
**Third substantive session**

Date: 25 to 29 July 2022  
Opening plenary meeting: Monday, 25 July at 10:00 am

Place: United Nations Headquarters  
New York

*The United Nations Office for Disarmament Affairs will post all information and  
documents of the Open-ended Working Group at  
<https://meetings.unoda.org/meeting/oewg-ict-2021/>*

## Quick Guide



## **1. Modalities of stakeholder participation**

Agreement has been reached to apply the following modalities for the participation of stakeholders in the Open-Ended Working Group (OEWG) on security of and in the use of information and communications technologies 2021-2025:

- Member States of the OEWG are committed to engaging with stakeholders in a systematic, sustained, and substantive manner.
- Relevant non-governmental organizations in consultative status with the Economic and Social Council in accordance with resolution 1996/31 would inform the Secretariat of the OEWG of their interest to participate in the work of the OEWG.
- Other interested non-governmental organizations relevant and competent to the scope and purpose of the OEWG should also inform the Secretariat of their interest in participating by submitting information on the organization's purpose, programmes and activities in areas relevant to the scope of the OEWG. These organizations would accordingly be invited to participate, on a non-objection basis, as observers in the formal sessions of the OEWG.
- Accredited stakeholders will be able to attend formal meetings of the OEWG, make oral statements during a dedicated stakeholder session, and submit written inputs to be posted on the webpage of the OEWG.
- Encourage Member States to utilize the non-objection mechanism judiciously, bearing in mind the spirit of inclusivity.
- Where there is an objection to a non-governmental organization, the objecting Member State will make known its objection to the Chair of the OEWG and, on a voluntary basis, make known to the Chair of the OEWG the general basis of its objections. The Chair will share any information received with any Member State upon its request.
- The Chair of the OEWG will organize informal consultative meetings with stakeholders during the inter-sessional period, building on the practice of the previous OEWG.
- The OEWG is an inter-governmental process in which negotiation and decision-making are exclusive prerogatives of Member States.
- The modalities for this OEWG shall in no way create a precedent for any other UN process.

## 2. Accreditation of stakeholders

All requests for accreditation, under the modalities reproduced above, must be received by the United Nations Office for Disarmament Affairs by **24 May 2022**. Such requests should be submitted through the accreditation request form available at: <https://bit.ly/ICTOEWG22>.

In addition, stakeholders must submit to Ms. Katherine Prizeman ([prizeman@un.org](mailto:prizeman@un.org)) of the United Nations Office for Disarmament Affairs 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.

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 Ms. Katherine Prizeman ([prizeman@un.org](mailto:prizeman@un.org)).

Organizations that receive accreditation will be considered accredited for the remainder of the OEWG’s mandate. For each substantive session, a new round of accreditation will be launched for interested stakeholders to apply. Information for registering for a temporary United Nations grounds pass will also be communicated ahead of each substantive session.

## 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/1001028/registrations/7714/> on or before **18 July 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. Arrangements to pick up temporary passes will be communicated to accredited organizations in due course. In the interim, questions may be directed to Ms. Diane Barnes ([diane.barnes@un.org](mailto:diane.barnes@un.org)).

## 4. Documentation

Official documents and statements of the OEWG will be posted at <https://meetings.unoda.org/meeting/oewg-ict-2021/> Written inputs from stakeholders

should address issues of relevance to the scope and mandate of the OEWG and may be sent in PDF format to Ms. Katherine Prizeman ([prizeman@un.org](mailto:prizeman@un.org)) for posting to the webpage.

## **5. Stakeholder oral statements**

In accordance with the agreed modalities, there will be a dedicated stakeholder session during the third substantive session at which time accredited stakeholders may make oral statements. Registered stakeholders are expected to coordinate statements through the Women's International League for Peace and Freedom, by contacting Ms. Allison Pytlak ([allison.pytlak@wilpf.org](mailto:allison.pytlak@wilpf.org)).

## **6. Side events**

NGOs accredited to the OEWG that plan to organize a side event may request event information be posted to the OEWG webpage. To do so, please contact Ms. Katherine Prizeman ([prizeman@un.org](mailto:prizeman@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/](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 Stakeholder 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.

## **8. Stakeholder point of contact**

Allison Pytlak  
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777 UN Plaza, 6th floor  
New York, NY 10017, United States of America  
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