22 December 2023, New York

Excellency,

I am writing to you in Costa Rica’s capacity as President-designate of the Fourth Review Conference (RevCon4) of the Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects (PoA) and the International Tracing Instrument (ITI), to be held in New York in June 2024.

I thank you once again for entrusting Costa Rica with the responsibility to preside over this important Conference and for the informal meeting held on 19 December 2023, which gave me valuable initial insights regarding Member States’ perspectives on RevCon4. I reiterate my commitment to working in a collaborative, inclusive, and transparent manner.

A Note Verbale from the UN Department for General Assembly & Conference Management (DGACM) is being shared with the Chairs of Regional Groups inviting nominations to Vice-Presidents.

Please note that:

- The Preparatory Committee will be held from **12 to 16 February 2024** in New York.
- The Fourth Review Conference will be held from **17 to 28 June 2024** in New York.

With this letter, I wish to communicate the preliminary organizational aspects of RevCon4 preparations and invite you to the next informal consultation. Relevant information pertaining to the Preparatory Committee will be posted on **UNODA Meetings Place**.

**Working papers and Secretariat studies**

Delegations are encouraged to submit inputs, including working papers, as these will provide valuable contributions to our meetings. Please send these to **conventionalarms-unoda@un.org**.

The Secretariat will contribute to our work through presentations and documents, in line with the requests made by States at the Eight Biennial Meeting of States.²

**Voluntary national reporting**

I would like to recall the importance of submitting voluntary national reports on the implementation of the PoA and ITI, in support of a comprehensive analysis of progress and trends. The next reporting period will open in January 2024.

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¹ 17 June 2024 has been announced as an official holiday at the UN (Eid al-Adha). Possible adjustments to dates can be discussed during the Preparatory Committee meeting.

² A/CONF.192/BMS/2022/1
**Sponsorship programme**

Past meetings on the PoA/ITI benefitted from sponsorship programmes supporting the participation of delegates from capitals and from regional/sub-regional organizations. I encourage States in a position to do so to consider contributing to such a programme.

**Preparatory Committee Meeting**

Annexed to this letter is a draft agenda and programme of work for the Preparatory Committee meeting, to be discussed at the next informal consultation. No changes are foreseen regarding the Rules of Procedure from previous preparatory meetings. The Preparatory Committee meeting should allow us to discuss the provisional agenda, and provisional programme of work for the Review Conference and in line with past practice, should include thematic debates and statements, to free up time during RevCon4 for sustained negotiations of comprehensive outcomes.

**Informal Consultations**

I have the pleasure of inviting you to two informal consultations in early 2024 which will be held in virtual format:

- **On Monday, 15 January 2024 from 3:00 – 5:00 pm (EST)** to exchange views on the Preparatory Committee meeting. In line with standing practice, this informal meeting will be conducted in English. Connection details will be shared ahead of the meeting.
- About one week before the Preparatory Meeting, in early February, the next informal consultation will be held. Dates and connection details will be communicated in due time.

I intend to continue conducting open informal consultations moving forward in 2024 and thank delegations for their active participation. I will also participate, where possible, in relevant thematic and regional consultations, meetings and conferences that are organized in the run-up to RevCon4.

I look forward to working together for a successful RevCon4 and fruitful discussions in the next months.

Excellency, please accept assurances of my highest consideration.

Maritza Chan Valverde
Ambassador and Permanent Representative of Costa Rica to the United Nations
Preparatory Committee for the Fourth United Nations Conference to Review Progress Made in the Implementation of the Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects
New York, 12-16 February 2024

Draft provisional agenda

1. Opening of the meeting.
2. Election of the Chair.
3. Election of other officers.
4. Adoption of the rules of procedure.
5. Adoption of the agenda.
6. Organization of work.
7. Thematic debate on progress made in the implementation of:
   (a) Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects:
      (i) Preventing, combating and eradicating the illicit trade in small arms and light weapons in all its aspects at the national, regional and global levels;
      (ii) Implementation, international cooperation and assistance;
      (iii) Follow-up to the United Nations Conference on the Illicit Trade in Small Arms and Light Weapons in All Its Aspects;
   (b) International Instrument to Enable States to Identify and Trace, in a Timely and Reliable Manner, Illicit Small Arms and Light Weapons.
8. Statements by intergovernmental organizations.
10. Recommendations to the Conference on all relevant matters.
11. Other matters.
12. Adoption of the report.
Preparatory Committee for the Fourth United Nations Conference to Review Progress Made in the Implementation of the Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects
New York, 12-16 February 2024

Draft provisional programme of work

Monday, 12 February

10 a.m.-1 p.m.
Opening of the meeting
Election of the Chair
Election of other officers
Adoption of the rules of procedure
Adoption of the agenda
Organization of work

Thematic debate on progress made in the implementation of the Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects:

Preventing, combating and eradicating the illicit trade in small arms and light weapons in all its aspects at the national, regional and global levels

3-6 p.m. (continued)
**Tuesday, 13 February**

10 a.m.-1 p.m. 
*(continued)*

3-6 p.m. 
Thematic debate on progress made in the implementation of the Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects: 
Implementation, international cooperation and assistance

**Wednesday, 14 February**

Statements by intergovernmental organizations.

Statements by non-governmental organizations

Informal consultations

**Thursday, 15 February**

10 a.m.-1 p.m. 
Thematic debate on progress made in the implementation of the Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects:

Follow-up to the United Nations Conference on the Illicit Trade in Small Arms and Light Weapons in All Its Aspects.

3-6 p.m. 
Thematic debate on progress made in the implementation of the International Instrument to Enable States to Identify and Trace, in a Timely and Reliable Manner, Illicit Small Arms and Light Weapons.

**Friday, 16 February**

10 a.m.-1 p.m. 
*(continued)*

3-6 p.m. 
Recommendations to the Conference on all relevant matters, including the draft agenda, draft rules of procedure, draft final documents, background documentation, and nominations for President and Secretary-General of the Conference.
Other matters

Adoption of the report of the Preparatory Committee