AIDE MEMOIRE FOR NON-GOVERNMENTAL ORGANIZATIONS  
Revised: 28 February 2024

Fourth 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

Preparatory Committee

Date: 12 to 16 February 2024  
Opening plenary meeting: Monday, 12 February at 10:00 am

Place: Conference Room 3,  
United Nations Headquarters  
New York

Review Conference

Date: 18 to 28 June 2024¹  
Opening plenary meeting: Tuesday, 18 June at 10:00 am

Place: Conference Room 1,  
United Nations Headquarters  
New York

The United Nations Office for Disarmament Affairs will post relevant information and  
documents via the following webpages:

Preparatory Committee:  

Review Conference:  

¹ 17 June 2024 is an official UN holiday for Eid al-Adha (observed).
Quick Guide

START
Complete [this online form](#) AND submit to [diane.barnes@un.org](mailto:diane.barnes@un.org) a separate, written accreditation request. (See page 4 for details.)

**Deadline: 19 April 2024**

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Does your organization have ECOSOC Consultative Status?

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Yes

Your organization’s accreditation will be confirmed by email upon confirmation of its ECOSOC status.

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No

Your organization will receive an email by 26 April 2024 indicating whether Member States will consider your organization for possible accreditation.

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If your NGO is considered...

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Yes

Your organization will receive an email by 20 May 2024 indicating whether it has received accreditation.

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No

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If your NGO receives accreditation...

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All participants and observers from your organization should [register on Indico](#).

**Deadline: 5 June 2024**

*Representatives who registered for the PrepCom (12–16 February 2024) must register again to attend RevCon4.*

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FINISH

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 UN staff.

**UN Pass & ID Office**
18 to 28 June, 9 a.m. – 2 p.m.
1. Modalities of NGO attendance

The 2024 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 (RevCon4) is part of the follow-up process to the 2001 Conference on the same issue. Accordingly, attendance of non-governmental organizations (NGOs) at RevCon4 and its Preparatory Committee (PrepCom) shall be provisionally governed, until adoption of the rules of procedure for the PrepCom, by Rule 63 of the Rules of Procedure which were adopted at the 2001 Conference (A/CONF.192/L.1). Similarly, Rule 63 was adopted at the previous Review Conference and its PrepCom in 2012.

Rule 63 (Modalities of attendance of non-governmental organizations) contained in document A/CONF.192/L.1 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.”
2. Accreditation of organizations

All new requests for accreditation to RevCon4, under paragraphs (a) and (b) of rule 63, reproduced above, must be received by the United Nations Office for Disarmament Affairs by **19 April 2024**. Such requests should be submitted through the accreditation request form available at: [https://forms.microsoft.com/e/837HrTRmDG](https://forms.microsoft.com/e/837HrTRmDG).

In addition, NGOs must submit to Diane Barnes ([diane.barnes@un.org](mailto: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. Elli Kytomaki ([elli.kytomaki@iansa.org](mailto:elli.kytomaki@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](mailto:diane.barnes@un.org)).

NGOs will learn on 26 April whether their requests will be forwarded to Member States for consideration, and organizations whose names are submitted will receive notification on the outcome of their requests on 20 May.

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/1010050/registrations/](https://indico.un.org/event/1010050/registrations/). The deadline to register for RevCon4 is **5 June 2024**.

**Representatives who registered for the PrepCom (12–16 February 2024) must register again to attend RevCon4.**
4. **Registration and issuance of identification badges**

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 UN staff who will be available at the following times and locations:

- 18 to 28 June, 9 a.m. – 2 p.m.
- United Nations Pass and ID Office
- 320 E 45th Street

NGO representatives will have access only to designated rooms within United Nations premises. Representatives who already have valid New York United Nations Headquarters ID cards may proceed directly to the Conference.

5. **Documentation**


6. **Availability of NGO documents and materials to delegations**

Pending a decision taken by Member States, NGOs may be allowed to display their documents and other information materials on a designated table. One copy of each document intended for public display should first be provided to the United Nations Secretariat through Ms. Elli Kytomaki (elli.kytomaki@iansa.org) of the International Action Network on Small Arms (IANSA), the United Nations-designated NGO point of contact.

7. **NGO presentations**

Without prejudice to a final decision by participating States regarding the Agenda of RevCon4, it is anticipated that (part of) one session may be allocated for NGO presentations. As in the past, registered NGOs are expected to coordinate presentations through Ms. Elli Kytomaki (elli.kytomaki@iansa.org) of IANSA.

8. **NGO side events and exhibitions**

NGOs accredited to RevCon4 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.
9. Additional information from the Secretariat

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 the United States in order to attend RevCon4. It is the responsibility of NGO representatives to make arrangements for visas, travel and related costs. The Secretariat cannot provide funding or financial advice to facilitate NGO participation.

10. 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 Stakeholder Coordinator. The Speak up helpline (speakup@un.org) is available to provide confidential support on what to do and where to go for help.

11. NGO point of contact

IANSA Program Officer
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Mobile: +358 40 6830887 (WhatsApp)