

## AIDE MEMOIRE FOR NON-GOVERNMENTAL ORGANIZATIONS

### Seventh Biennial Meeting of States to Consider 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

*The United Nations Office for Disarmament Affairs will post information and documents related to the Seventh Biennial Meeting of States at <https://meetings.unoda.org/meeting/poa-bms7-2021/>.*

Date: 26 to 30 July 2021  
Opening plenary meeting: Monday, 26 July at 10:00 am

Place: United Nations Headquarters  
New York

**Special Note:** Civil society actors play a crucial role in advocating for progress in disarmament and arms control. The active participation of non-governmental organizations (NGOs) is critical to the political process and the implementation of the Programme of Action on small arms.

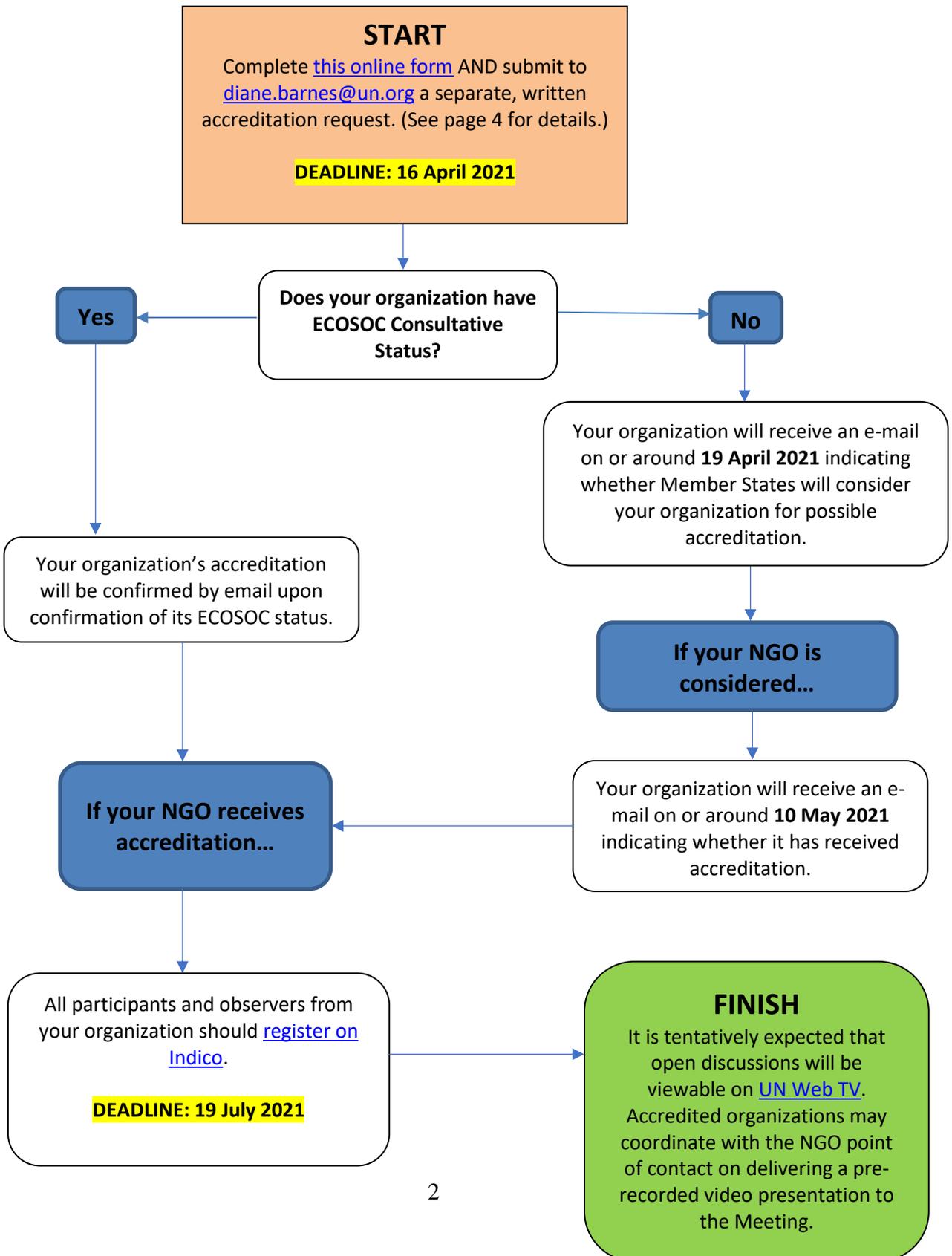
In line with the Secretary-General's Disarmament Agenda, the United Nations Office for Disarmament Affairs supports greater integration of experts, industry and civil society representatives all United Nations disarmament processes and meetings—including the Seventh Biennial Meeting of States to Consider 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 (BMS7).

**Due to the COVID-19 pandemic, civil society participation at BMS7 is taking place virtually/online, taking into account the safety and health guidelines implemented at the United Nations Headquarters. There is no expectation of travel to UNHQ in New York. All side events will take place fully virtually.**

The exact format of BMS7 will be determined by Member States in the run up to BMS7, taking into account the COVID-19 related developments. It is tentatively expected that the open discussions of BMS7 will be viewable at <http://webtv.un.org/>.

# Quick Guide

(Online participation only; no access to UN premises)



## 1. Modalities of NGO attendance

The Seventh Biennial Meeting of States to Consider 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 (BMS7) is part of the follow-up process to the 2001 Conference on the same issue. Accordingly, attendance of non-governmental organizations (NGOs) at BMS7 shall be provisionally governed, until adoption of the rules of procedure for BMS7, 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 BMS meetings and Review Conferences.

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.”

## 2. Accreditation of organizations

If your organization requested and received accreditation to BMS7 in 2020, its accreditation remains valid. **Previously accredited organizations do not need to apply again.**

Refer to the annex for a full list of NGOs already accredited to BMS7. If your organization is listed, please arrange for each participant from your organization to [register](#), per section 3 of this document.

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 **16 April 2021**. Such requests should be submitted through the accreditation request form available at: <http://bit.ly/bms7ngo>.

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. Amélie Namuroy ([amelie.namuroy@iansa.org](mailto: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](mailto: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/33266/registration/> on or before **19 July 2021**.

“Representatives” include all individual participants from your organization, including those attending as online observers

#### 4. Documentation

Official documents and statements of BMS7 will be posted at <https://meetings.unoda.org/meeting/poa-bms7-2021>.

#### 5. NGO presentations

Without prejudice to a final decision by participating States regarding the Agenda of BMS7, 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 IANSA, through Ms. Amélie Namuroy ([amelie.namuroy@iansa.org](mailto:amelie.namuroy@iansa.org)).

**Due to technical limitations associated with BMS7's virtual format, all civil society presentations must be submitted in advance as pre-recorded videos. Submission requirements and procedures will be made available in advance of the Meeting.**

#### 6. NGO side events

NGOs accredited to BMS7 that plan to organize a Member State-sponsored virtual/online 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](mailto: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/](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 NGO 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.

**9. NGO point of contact**

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

**Annex: List of non-governmental organizations accredited to the Seventh Biennial Meeting of States**

1. Acronym Institute for Disarmament Diplomacy
2. Asociación para Políticas Públicas (APP)
3. Association des Fabricants européens de Munitions de Sport (AFEMS)
4. Associazione Nazionale Produttori Armi e Munizioni Sportive e Civili (ANPAM)
5. Bethesaida Association
6. Bold Generation
7. Bonn International Center for Conversion
8. Canada's National Firearms Association
9. Canadian Coalition for Gun Control
10. Centre for Armed Violence Reduction
11. Colonie des Pionniers du Développement
12. Conflict Armament Research
13. Control Arms
14. Femmes des Médias pour la Justice au Congo
15. Femmes Unies pour la Paix dans la Région des Grands Lacs
16. Fondation des Oeuvres pour la Solidarité et le Bien Etre Social
17. Fondation pour l'étude des relations internationales et du développement
18. Food and Livestock Initiative
19. Geneva International Centre for Humanitarian Demining (GICHD)
20. HALO Trust
21. Henry L. Stimson Center
22. IM Swedish Development Partner
23. Instituto De Enseñanza Para El Desarrollo Sostenible (IEPADES)
24. International Action Network on Small Arms (IANSA)
25. International Physicians for the Prevention of Nuclear War
26. Jireh Doo Foundation
27. Keen and Care Initiative (KCI)
28. Kingston and St. Andrew Action Forum
29. Middlebury Institute of International Studies at Monterey
30. Mines Advisory Group (MAG)

31. National Rifle Association of America - Institute for Legislative Action
32. Nonviolence International
33. Organization for Peace and Development
34. Osservatorio Permanente Armi Leggere e Politiche di Sicurezza e Difesa (OPAL)
35. Parliamentarians for Global Action
36. Parliamentary Forum on Small Arms and Light Weapons
37. Pathfinders for Peaceful, Just and Inclusive Societies
38. Peace Angels Project
39. People's Federation for National Peace and Development (PEFENAP)
40. Permanent Peace Movement (PPM)
41. Red Nacional de Iniciativas Ciudadanas por la Paz y contra la Guerra (REDEPAZ)
42. Regional Centre for International Development Cooperation Limited
43. Réseau des Femmes en Action pour le Développement Social
44. Réveil Communautaire d'Assistance aux Victimes (RECOVI)
45. Sierra Leone Action Network on Small Arms
46. States United to Prevent Gun Violence
47. Stockholm International Peace Research Institute (SIPRI)
48. Vision GRAM-International
49. Vision Haïtienne des Droits de l'Homme
50. West African Action Network on Small Arms, Nigeria Chapter
51. Women for Peace and Democracy Nepal
52. Women's Institute for Alternative Development
53. Women's International League for Peace and Freedom
54. Women's Right to Education Programme (WREP)
55. World Forum on Shooting Activities