

**First Meeting of States Parties
to the Treaty on the Prohibition
of Nuclear Weapons**

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English only

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Vienna, 21 – 23 June 2022

**Information for participation by
non-governmental organizations**

The present document provides preliminary information for non-governmental organization participants in the first Meeting of States Parties to the Treaty on the Prohibition of Nuclear Weapons. Any necessary additional information will be provided closer to the date of the session. Documentation and other information will be posted, as it becomes available, on the website of the Meeting of States Parties (<https://meetings.unoda.org/meeting/tpnw-msp-1-2022/>)

I. Dates and venue

1. The first Meeting of States Parties to the Treaty on the Prohibition of Nuclear Weapons will be held in Vienna from 21 to 23 June 2022.
2. The opening meeting will begin at 10 a.m. on Tuesday, 21 June, and will be held in the “D” hall of the Austria Center Vienna. Entry into the venue will be conducted through a connection tunnel from the Vienna International Center.*

II. Modalities of participation of non-governmental organizations

3. Per Article 8.2 of the Treaty on the Prohibition of Nuclear Weapons, “the meeting of States Parties shall adopt its rules of procedure at its first session. Pending their adoption, the rules of procedure of the United Nations conference to negotiate a legally binding instrument to prohibit nuclear weapons, leading towards their total elimination, shall apply.” Accordingly, attendance by non-governmental organizations at the Meeting of States Parties shall be provisionally governed by Rule 61 of the Rules of Procedure, which were adopted at the 2017 negotiating conference, until a final decision on the matter is taken.

Rule 61 is reproduced below:

“1. With respect to non-governmental organizations participating at the Conference, participation in the public meetings of the Conference, without the right to vote, 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. Such non-governmental organizations should inform the President of the Conference of their interest in participating;

(b) Other interested non-governmental organizations relevant and competent to the scope and the purpose of the Conference, provided that requests to participate 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 draw up a list of such non-governmental organizations on a non-objection basis.

2. Accredited non-governmental organizations will be provided, upon request, with documents related to the Conference, and they may submit material in writing, which shall be circulated in its original language.”

III. Restrictions related to the COVID-19 pandemic

4. Due to the ongoing COVID-19 pandemic, a number of restrictions are in place at both the Vienna International Centre and the Austria Center Vienna to ensure the

* Due to construction work on the U1 line, the stop “Kaisermühlen/VIC” will be closed in the direction of Leopoldau from 25 April to 7 August 2022. This means trains will not stop at the VIC. As an alternative, passengers can travel one stop further to “Alte Donau” and then take the train back one stop to “Kaisermühlen/VIC”.

health of all delegates and staff. The following information was correct as of the issuance of the present document but may subsequently change. Participants are encouraged to consult the following webpage, which contains the latest COVID-19-related updates from the Vienna International Centre: <https://nucleus.iaea.org/sites/covid19/SitePages/Home.aspx>.

5. All those entering the Vienna International Centre and areas of the Austria Center Vienna allocated for the Meeting of States Parties no longer need to have proof of low epidemiological risk (i.e., proof of vaccination or recovery, or a negative PCR test). Participants are generally recommended to wear FFP2 masks when indoors in common areas at the Vienna International Centre and Austria Center Vienna, including in meeting rooms (for a list of specific facilities that require wearing of FFP2 masks please use the link above). A minimal distance of one metre must be kept to others when on the premises of the Vienna International Centre and the Austria Center Vienna. Participants are reminded to stay home if they feel ill or have respiratory symptoms, and are encouraged to continue to make use of the testing programmes provided, including the free Alles Gurgelt programme at various locations in Vienna. Participants must stay at home and may not come to the meeting venue if they have tested positive or have been placed under quarantine by the local health authorities.

6. In addition, participants are strongly encouraged to consult official Austrian sources for the restrictions currently in place in the host Country and host City, including those that apply to travellers entering Austria at the following page: <https://www.austria.info/en/service-and-facts/coronavirus-information>.

IV. Practical arrangements for accreditation, registration and issuance of grounds passes

Accreditation

7. All requests for accreditation by organizations must be submitted to the Secretariat no later than 20 May 2022 using the online form available at <https://forms.office.com/r/uDkJeuCCDA>. Non-governmental organizations must also submit to Diane Barnes (diane.barnes@un.org) a written accreditation request on the official letterhead of the organization listing the representatives who will attend, including their full names and titles. Additional representatives may be included in a revised accreditation request letter, which should be submitted by 14 June 2022. To facilitate communications concerning accreditation and registration, the letter must include the personal email address and direct telephone number of a point of contact in the organization.

8. Interested non-governmental organizations relevant and competent to the scope and the purpose of the Conference that are not in consultative status with the Economic and Social Council in accordance with the provisions of Council resolution 1996/31 of 25 July 1996, must provide additional information on the organization's purpose, programmes and activities in areas relevant to the scope of the Conference. A mission statement or summary of work of the organization should be provided.

9. Non-governmental organizations that have requested accreditation as stated above will be informed by the Secretariat by email by 30 May 2022 of the outcome of their

request. Non-governmental organizations with consultative status will be accredited to the conference. All other approved non-governmental organizations will be provisionally accredited to the conference, pending the decision of the conference on the list of such organizations. For questions relating to accreditation, please contact Diane Barnes (diane.barnes@un.org).

Registration

10. Incomplete registrations and registrations received after the deadline will not be processed.

11. Online registration will be available from 30 May to 14 June 2022 to representatives of non-governmental organizations whose accreditation has been approved.

12. All attendees must complete the registration form on the online Indico system at <https://indico.un.org/event/1000611/registrations/> and follow the process described. Once a participant is registered in the system, the profile will remain and will only have to be updated if needed. Online registrations must include (a) the accreditation request letter, including the name of the participant, and (b) the passport nationality and email address of the participant. If the requested documents are not attached, the system will reject the application.

13. Once their registrations have been approved in Indico, representatives of non-governmental organizations will receive a confirmation email. The message will contain a request to submit a photograph, which is needed to issue a pre-printed conference pass, and which will therefore shorten the time needed to issue an access pass on the day of registration.

14. Identification passes will be issued at Gate One of the Vienna International Centre. Representatives of non-governmental organizations who have uploaded their picture in advance will be able to collect their pass from the area marked “Pre-printed conference passes”. Representatives who have not uploaded their picture in advance will be able to collect their pass from the Pass Office. Both places are located to the right after the entrance to Gate One. Representatives of non-governmental organizations will be able to collect their passes on 20 June from 8 a.m. to 3:30 p.m. Passes can continue to be collected until the end of the Meeting of States Parties on 23 June. The Pass Office will be open from 8 a.m. to 3:30 p.m. from Monday to Friday. Participants will need their passport to collect their pass.

V. Documentation

15. All documents and statements for the first session will be available from the website of the Meeting of States Parties (<https://meetings.unoda.org/meeting/tpnw-msp-1-2022/>).

16. Non-governmental organizations may submit material in writing, which shall be circulated in its original language. Non-governmental organizations are kindly requested to limit such submissions to five single-spaced pages (2,650 words). Submissions should be sent to tpnw-1msp@icanw.org.

17. Non-governmental organizations may be allowed to display their documents and other information materials on a designated table. One copy of each document should be provided to the conference secretariat through the non-governmental organization point of contact and Coordinator, Ms. Christina Hawley, prior to public display. Ms. Hawley's contact details are provided below.

VI. Side events and exhibitions

18. The availability of space for side events during the session is limited. Side events that can be accommodated within the room allocated to non-governmental organizations will also be coordinated by the non-governmental organization point of contact (tpnw-lmsp@icanw.org).

19. Any request for side events must specify the list of all necessary technical equipment and services. The provision of certain technical equipment and services will need to be paid for by the requesting non-governmental organization. Non-governmental organizations must ensure that lecturers, presenters, speakers or any other invitees to their side events have valid security identification badges or otherwise register them as members of their own delegations to the Meeting of States Parties. The information should be transmitted to the Secretariat by the non-governmental organization point of contact by **20 May 2022**.

20. Limited space is available for exhibits. All exhibits at United Nations facilities require sponsorship by a Member State willing to assume responsibility for their placement and content as well as the submission of associated costs. Please submit sponsorship requests directly to the relevant permanent mission points of contact. Member States may contact the Secretariat (tpnw@un.org) as soon as possible and no later than **20 May 2022**.

21. The holding of receptions in connection to side events and exhibitions is discouraged per the restrictions related to the COVID-19 pandemic in place at the Vienna International Center.

VII. Taking action on harassment, including sexual harassment

22. 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 conferences and events taking place on United Nations system premises 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 Meeting of States Parties. The text of the Code of Conduct and further information on it are available online (www.un.org/en/content/codeofconduct/).

23. If you feel you have been a victim of, or a witness to, harassment, including sexual harassment at the United Nations Office at Vienna during the Meeting of States Parties, you are encouraged to contact the Secretariat. The "Speak up" helpline and

email address (+1 917 367 8910 and speakup@un.org) are available to provide confidential support about what to do and where to go for help.

VIII. Letters of invitation and visas

24. 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 Austria in order to attend the conference. It is the full responsibility of NGO representatives to make arrangements for visas, travel and related costs. It is advisable that NGO representatives make visa and travel arrangements at their earliest possible convenience.

IX. Point of contact

25. The Secretariat has been informed that the designated NGO point of contact in connection with participation by non-governmental organizations in the Meeting of States Parties is as follows:

Christina Hawley
Civil Society Coordinator
International Campaign to Abolish Nuclear Weapons
Email: tpnw-1msp@icanw.org
Telephone: +41 22 788 20 63

<i>Checklist for representatives of non-governmental organizations</i>	<i>Deadline</i>
Requests for accreditation sent to the Secretariat	20 May 2022
Request for hosting of side events or exhibits	20 May 2022
Notification by email from the Secretariat to representatives informing them of the status of their request	30 May 2022
Request for representative registration	14 June 2022
