



# General Assembly

Distr.: General  
8 April 2024

Original: English

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## 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, 17–28 June 2024

### Information for participants

The present document provides preliminary information for participants at the Conference. Documentation and other information, as they become available, will be posted on the Conference website (<https://meetings.unoda.org/poa-salw-revcon/programme-of-action-on-small-arms-and-light-weapons-review-conference-2024>).

### Dates and venue

1. 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 will be held from 17 to 28 June 2024 at United Nations Headquarters in New York.
2. The opening meeting will be held on Tuesday, 18 June,<sup>1</sup> at 10 a.m. in Conference Room 1. All plenary meetings will be held in this conference room.

### Agenda, timetable and rules of procedure of the Conference

3. The provisional agenda of the Conference as recommended by the preparatory committee of the Conference<sup>2</sup> has been issued as document [A/CONF.192/2024/RC/L.1](#).
4. The provisional programme of work of the Conference has been issued as document [A/CONF.192/2024/RC/L.2](#).
5. The provisional rules of procedure of the Conference as recommended by the preparatory committee for the Conference<sup>2</sup> have been issued as document [A/CONF.192/2024/RC/L.3](#).

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<sup>1</sup> Monday, 17 June, is an official holiday of the United Nations.

<sup>2</sup> See the report of the preparatory committee contained in document [A/CONF.192/2024/RC/1](#).



### **General exchange of views/list of speakers**

6. The item of the provisional agenda of the Conference entitled “General exchange of views” is scheduled for consideration on 18, 19 and 20 June.

7. The list of speakers for the general exchange of views will be opened on Monday, 3 June, and closed on Tuesday, 18 June, at 1 p.m. Delegations wishing to be inscribed on the list of speakers for the general exchange of views should register through the “eSpeakers” module on the United Nations e-deleGATE secure portal (<https://edelegate.un.int>) using the drop-down menus for the General Assembly and mandated conferences. Delegations are reminded that passwords for access to the portal are provided by focal points in respective missions accredited to the United Nations.

8. To accommodate as many speakers as possible, a five-minute limit per national statement and eight-minute limit per group statement will be observed.

9. Delegations are requested to email a copy of their statements to [estatements@un.org](mailto:estatements@un.org) in PDF and Word formats, at least one hour before the start of the meeting, indicating the title and date of the meeting, as well as the name and delegation of the speaker. These statements will be shared with the interpreters and will be available in the entry for the relevant meeting in the *Journal of the United Nations* (<https://journal.un.org>). Delegations are encouraged to also submit their statements to [conventionalarms-unoda@un.org](mailto:conventionalarms-unoda@un.org) for publishing on the “Meetings Place” website of the Office for Disarmament Affairs.

10. Interpretation in the six official languages of the United Nations will be available for all formal plenary meetings. To enable accurate interpretation, speakers should speak clearly and at a moderate pace.

11. Delegations seeking to provide their own interpreters for non-official languages for official meetings of the Review Conference are requested to inform the Meetings Management Section of the Department for General Assembly and Conference Management well in advance by email ([gmeets@un.org](mailto:gmeets@un.org)) and by filling out the form at <https://forms.office.com/e/L2Dp4c3umS>. Upon receipt of the request, the Section will provide further instructions. Member States will be provided with a spare interpretation booth for interpretation of statements from non-official languages into one of the official languages of the United Nations, in one direction only. Please submit requests as far as possible in advance of the relevant meeting.

12. In accordance with rule 63 of the provisional rules of procedure of the Review Conference, statements by non-governmental organizations will be delivered on Thursday, 20 June. Representatives of accredited non-governmental organizations should coordinate the delivery of their statements through Elli Kytomaki ([elli.kytomaki@iansa.org](mailto:elli.kytomaki@iansa.org)) of the International Action Network on Small Arms, the United Nations-designated point of contact for non-governmental organizations. Non-governmental organizations not yet accredited to the Review Conference, including those having consultative status with the Economic and Social Council, may request accreditation until 19 April 2024 by following the steps outlined in section 2 of the aide-memoire for non-governmental organizations available at <https://bit.ly/RevCon4NGO>.

### **Participation, registration and credentials procedures**

13. Rules 1 to 5 of the provisional rules of procedure of the Conference address representation, credentials and participation in the Conference.

14. Registration is required only for the purpose of requesting a grounds pass. Registration of official delegations of Member States, observers and intergovernmental organizations, as well as specialized agencies and related organizations, will be carried out by the Protocol and Liaison Service of the Secretariat. To obtain grounds passes

for delegations participating in the Review Conference, permanent missions or offices are required to submit their registration requests using the online eRegistration system, available through the e-deleGATE portal. The deadline for registration for the Conference is Friday, 7 June 2024.

15. Delegations are kindly reminded that the Protocol and Liaison Service does not handle registration of participants in side events. Access arrangements for side events are handled by the Office for Disarmament Affairs in coordination with the Security Event Planning Unit of the Security and Safety Service. Please refer to the information provided on side events in paragraph 23 below.

16. In addition, delegations and observers wishing to be included in the list of participants should be registered through the “eList of participants” module on the e-deleGATE secure portal, which will be available as of 3 June 2024.

17. Please note that registration of participants through the online registration system is distinct from providing a delegation list for inclusion in the list of participants in the Conference.

18. In accordance with rule 3 of the provisional rules of procedure of the Conference, the credentials of representatives and the names of alternate representatives and advisers should be addressed to the Secretary-General of the Conference. The credentials shall be issued either by the Head of State or Government or by the Minister for Foreign Affairs.

19. The original hard copy of the credentials should be delivered to the Office of Legal Affairs, located on the 36th floor of the Secretariat Building, preferably not later than 10 June 2024. A scanned copy of the credentials, as well as other communications containing the names of representatives to the Conference (such as letters and notes verbales from the permanent missions), should be submitted through the “eCredentials” module on the e-deleGATE portal. Email submissions of scanned copies of the credentials will not be accepted. For enquiries, please email [ecredentials@un.org](mailto:ecredentials@un.org). Copies of the credentials should also be submitted to the Protocol and Liaison Service ([unprotocol@un.org](mailto:unprotocol@un.org)) or uploaded directly in the eRegistration system.

20. Representatives of non-governmental organizations that have successfully requested accreditation by the procedure referenced in paragraph 12 should register as participants at <https://indico.un.org/event/1010050/registrations/> by 5 June 2024.

21. Once registered, representatives of delegations, observers and United Nations system entities, as well as non-governmental organizations, may check in and collect their grounds passes from the Pass and Identification Unit, located at 320 East 45th Street, from 9 a.m. to 2 p.m., Monday to Friday.

### **Webcast**

22. The official meetings of the Conference will be live-streamed (and archived) on United Nations Web TV at <http://webtv.un.org>.

### **Side events**

23. Further details on the side events to be held during the Review Conference will be made available on the Conference website.

### **Accessibility: arrangements for persons with disabilities**

24. Delegations are requested to inform the Secretariat of the accessibility requirements of delegates in order to facilitate participation in meetings. Upon request, adjustments can be made to seating arrangements with a view to enabling the participation of persons with disabilities, in accordance with paragraphs 33 and 34 of General Assembly resolution 73/341.

25. The United Nations Accessibility Centre offers a number of assistive devices for participants with disabilities. These devices are available on site and can be loaned to participants, upon request, for use on the premises. The Accessibility Centre is located on the first basement level of the Secretariat Building (room S-1B-032), near the escalators. For more information, please visit <https://www.un.org/dgacm/content/accessibility>.

26. The Meetings Support Section also offers a print-on-demand service for meeting participants requiring Braille copies of official documents. To ensure adequate time for processing, please send requests for Braille copies to [accessibilitycentre@un.org](mailto:accessibilitycentre@un.org) at least 24 hours in advance of the start of the meeting. The printouts can be collected from the Accessibility Centre. For further enquiries, please contact +1 212 963 7348/9 or [accessibilitycentre@un.org](mailto:accessibilitycentre@un.org).

### **Security**

27. Within United Nations premises, all persons are required to comply with safety and security regulations, as well as the rules and procedures of the Organization. Any act that disrupts the normal functioning of the Organization's programmatic activities, such as public displays of any form, including, but not limited to, clothing, banners, placards or other written or visual means, as well as vocal/audio sounds, gatherings or demonstrations of any kind, including passive, is not allowed.

28. All individuals present on United Nations premises are expected to cooperate fully with United Nations security officers at all times. Refusal to comply with applicable regulations may result in temporary detention or removal from or denial of access to the premises in accordance with section 10 of the United Nations Headquarters Agreement and administrative instruction [ST/AI/2019/5](#), entitled "Authority of United Nations security officers".

### **Code of conduct to prevent harassment, including sexual harassment**

29. The United Nations system is committed to upholding an inclusive, respectful and safe environment, in which participation in any event is guided by the highest ethical and professional standards, and all participants are expected to behave with integrity and respect. There is no tolerance for harassment, including sexual harassment, at United Nations system events. The Code of Conduct to Prevent Harassment, Including Sexual Harassment, at United Nations System Events applies to all meetings of the Review Conference, including side events. A copy of the Code of Conduct can be found at <https://hlpf.un.org/sites/default/files/2022-06/Code%20of%20Conduct.pdf>.