



OPCW

Conference of the States Parties

Third Review Conference
8 – 19 April 2013

RC-3/DEC.2
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DECISION

**AMENDMENT OF RULE 33 OF THE RULES OF PROCEDURE OF THE
CONFERENCE OF THE STATES PARTIES WITH RESPECT TO ATTENDANCE OF
NON-GOVERNMENTAL ORGANISATIONS AT MEETINGS OF SPECIAL SESSIONS
OF THE CONFERENCE OF THE STATES PARTIES TO REVIEW THE OPERATION
OF THE CHEMICAL WEAPONS CONVENTION**

The Conference of the States Parties,

Bearing in mind Rule 33 of the Rules of Procedure of the Conference of the States Parties (hereinafter “the Conference”),

Hereby:

Decides to adopt the “Guidelines for Future Attendance and Participation by Non-Governmental Organisations” annexed hereto and to amend Rule 33 of the Rules of Procedure of the Conference to read:

“Representatives of non-governmental organisations may attend the plenary sessions of the Conference, and participate in the activities of review conferences, in accordance with such rules or guidelines as the Conference has approved.”

Annex:

Guidelines for Future Attendance and Participation by Non-Governmental Organisations



Annex

GUIDELINES FOR FUTURE ATTENDANCE AND PARTICIPATION BY NON-GOVERNMENTAL ORGANISATIONS

1. Attendance of non-governmental organisations

- 1.1 Representatives of non-governmental organisations (NGOs), whose activities/interests are demonstrably relevant to the object and purpose of the Chemical Weapons Convention (hereinafter “the Convention”), will be allowed to:
 - (a) attend plenary sessions of the Conference of the States Parties (hereinafter “the Conference”), other than those sessions or meetings during sessions that are designated as closed;
 - (b) be seated in the public gallery;
 - (c) receive documents of the Conferences, other than those that are classified as confidential information in accordance with the Convention; and
 - (d) at their own expense, make written material available to the participants at the Conference, as provided for in paragraph 4 below.
- 1.2 In its application to the Technical Secretariat (hereinafter “the Secretariat”) to attend a session of the Conference, and in order to be eligible for such attendance, each NGO must clearly demonstrate how its activities/interests are relevant to the object and purpose of the Convention.
- 1.3 After vetting by States Parties through the General Committee, and on its recommendation, the Secretariat is to submit a list of those eligible NGOs that have not previously been approved for attendance at a review conference, for approval by the review conference and for accreditation to its future sessions. The members of the General Committee will keep the regional groups informed of the process and will keep the General Committee informed of inputs from the regional groups.
- 1.4 The Secretariat will, as appropriate, inform or inform on a tentative basis, the NGO of its eligibility to attend the Conference, once it is satisfied that:
 - (a) the NGO has been previously approved, or has been recommended for approval by the General Committee, for attendance of a session of the Conference; and
 - (b) the activities/interests of the NGO demonstrably relevant to the object and purpose of the Convention.
- 1.5 The NGO will be solely responsible for any travel arrangements, visas, expenses, and other arrangements necessary for the attendance of their representatives at sessions of the Conference.

2. Coordination between non-governmental organisations

NGOs are to designate a coordinator (“NGO Coordinator”) from amongst their own ranks, who is to be responsible for liaising with the Secretariat and the Chairperson of the Conference on issues related to NGO participation.

3. Participation by non-governmental organisations

Without prejudice to a decision by the States Parties as to the programme of work of the Conference session, a plenary meeting for presentations by NGOs will be held at each session of the Conference in the period following the general debate. NGOs will coordinate among themselves in deciding which representatives will address the Conference during such a meeting. The NGO Coordinator will provide a confirmed list of speakers, as well as a set of 15 copies of each presentation (for interpretation purposes), to the Secretariat prior to the commencement of such a meeting.

4. Facilities for non-governmental organisations

In order to facilitate their participation in the sessions of the Conference, a meeting room will be made available for use by all accredited NGOs. The need for any technical equipment and services that may be required should be communicated in advance by the NGO Coordinator to the Secretariat, and will be supplied on a reimbursable basis. In the event that a meeting room is not available at the Conference venue, a meeting room will be made available at the OPCW Headquarters building.

5. Documentation

NGOs may be allowed to display documents and other information materials that are relevant to the object and purpose of the Convention on a designated table, which will be outside the plenary room. One copy of each document should be provided in advance to the Secretariat through the NGO Coordinator.

6. Side events and exhibits of non-governmental organisations

The availability of space for side events during the session is limited. Side events held by NGOs will be accommodated, if meeting room space and any necessary technical equipment or services are available for the time requested. Limited space will also be available for exhibits. Any technical equipment and services that may be required should be communicated in advance by the NGO Coordinator to the Secretariat, and will be supplied on a reimbursable basis.