REFERENCE: ODA-2023-00012

SUBJECT: Invitation for submittal of applications to the Sponsorship Programme for the Second Meeting of the States Parties to the Treaty on the Prohibition of Nuclear Weapons

The Office for Disarmament Affairs presents its compliments to the Permanent Missions of Member States and Observer States to the United Nations and has the honour to refer to intersessional decision 3 of the second Meeting of the States Parties to the Treaty on the Prohibition of Nuclear Weapons (TPNW 2MSP) to establish a sponsorship programme, operated by the United Nations Office for Disarmament Affairs, to ensure the crucial inclusivity and broad participation in 2MSP.

As agreed by the States Parties, the sponsorship programme is financed exclusively through voluntary contributions of those States in a position to do so. Per intersessional decision 3, eligible States are: States under the category of Least Developed Countries (LDC) eligible to receive Official Development Assistance (based on the Development Assistance Committee list of the Organisation for Economic Co-operation and Development) or Small Island Developing States (SIDS). Additional criteria for the sponsorship programme are equitable regional representation and gender equity.

The agreed general guidance also states that the sponsorship programme will cover 1 (one) person per delegation from eligible States to ensure, as a priority, the participation of States Parties in 2MSP. Subject to availability of funds, the participation of delegates from Signatory States as well as States that have supported the TPNW (e.g., voted in favour of its adoption and/or voted in favour of the United Nations General Assembly resolutions on the TPNW) can also be sponsored.

Interested eligible Member States and Observer States are invited to apply for sponsorship by sending an application package to the Office for Disarmament Affairs (tpnw@un.org) no later than 4 October 2023. In order to be eligible for consideration, the application package must contain:

i) An official letter or note verbale from the Permanent Mission in New York;
ii) Travel Form for TPNW 2MSP (in Word format);
iii) Copy of passport of delegate to be sponsored;
iv) Completed and signed F.249 form (pertaining to banking details).

States Parties are advised that submissions received after 4 October 2023 may not be considered. Delegates selected for sponsorship will be informed directly after 4 October.
Mr. Christopher King, Chief of the Weapons of Mass Destruction Branch, Office for Disarmament Affairs, may be contacted in case of any questions regarding the sponsorship programme (email: king6@un.org).

The Office for Disarmament Affairs avails itself of this opportunity to renew to the Permanent Missions of Member States and Observer States to the United Nations the assurances of its highest consideration.

18 September 2023

Encl.: As stated.
1. Per intersessional decision 3 of the TPNW 2MSP, eligible States for sponsorship are those classified as Least Developed Countries (LDC) eligible to receive Official Development Assistance (based on the Development Assistance Committee list of the Organisation for Economic Co-operation and Development) or Small Island Developing States (SIDS). Additional criteria for the sponsorship programme are equitable regional representation and gender equity.

2. States Parties agreed that the sponsorship programme will cover one delegate from eligible States to ensure, as a priority, the participation of States Parties in 2MSP. Subject to availability of funds, the participation of delegates from Signatory States and States that have supported the TPNW (e.g., voted in favour of its adoption and/or voted in favour of the United Nations General Assembly resolutions on the TPNW) can also be sponsored. The selected applicants for sponsorship will be notified accordingly. The present aide mémoire provides information regarding the documentation required for application, the scope of the sponsorship and the procedure to be followed by applications selected for sponsorship.

I. Transportation and booking of air ticket

3. For applicants selected for sponsorship, the United Nations will provide a round-trip ticket on a recognized public carrier, at the most economical rate available from place of residence to New York, USA, in accordance with existing United Nations regulations and rules.

4. United Nations regulations require that all air travel paid for by the Organization be arranged through American Express Travel Related Services Company (AMEX), the travel agency contracted by the United Nations. Interested eligible Member States and Observer States are invited to apply for sponsorship by sending an application package to the Office for Disarmament Affairs (tpnw@un.org) no later than 4 October 2023. In order to be eligible for consideration, the application package must contain:

   i) An official letter or note verbale from the Permanent Mission in New York;
   ii) Travel Form for TPNW 2MSP (in Word format);
   iii) Copy of passport of delegate to be sponsored;
   iv) Completed and signed F.249 form (pertaining to banking details).

5. Applicants selected for sponsorship will receive their itineraries from American Express Travel.

6. Applicants selected for sponsorship are required to have an online profile on the AMEX GBT Portal, with your information pre-filled, in order to allow the United Nations to book your roundtrip.
airfare to the location of the activity through the contracted company—American Express (AMEX).

Please visit this website: https://portal.amexgbt.com/login/UNAT and create an account if you have yet to do so, at your earliest convenience. Complete the mandatory sections highlighted in the photo below. Please contact Ms. Lucia Andaya (andaya@un.org and tpmw@un.org) for your index number (please note index numbers will be provided once your passport details are processed in our system). Once you create your account, your account will be verified— which could take a few days. Please note that when the Travel Request is approved, AMEX will automatically issue the ticket and it cannot be changed. If you wish to request a specific airline and/or itinerary, please notify Ms. Lucia Andaya (andaya@un.org) in advance.

7. One check-in baggage fee is reimbursable, in case the air ticket issued for the participant does not provide for check-in baggage.

II. Banking information

8. Please fill in the Funds Transfer Request Form (F.249), sign, scan and return it as part of the application. Please disregard the following items. These are for internal UN use only:

   a. IMIS payee ID
   b. Exec/Admin. Office
   c. Effective from:
   d. Name and signature of Exec/Admin. Officer

IMPORTANT: Account holder must sign the form. (Signature of Payee). Please also send a voided check or a bank statement (showing the account and routing number) to verify the correctness of the info on the F.249 form.

III. Personal deviations

9. The official travel dates are the following: arrival in New York on 26 November 2023 and departure from New York on 2 December 2023. The official routes are round trip from the participant’s place of residence to New York and back. Deviations from official travel dates, routes or carrier can be arranged with Ms. Lucia Andaya (andaya@un.org and tpmw@un.org) as soon as possible and may involve cost to the traveller.

10. Any fare difference over the approved amount for the ticket cost will be charged to the traveller’s credit card. Should participants wish to upgrade their tickets, they may do so at their own expense.
IV. Self-ticketing

11. The purchase of a participant’s own air tickets is **not permitted** except in **emergency cases** when participants may be granted authorization in advance to purchase their own air or train tickets or to travel by automobile, subject to the following requirements:

- The participant must send a request to self-ticket by email to Ms. Lucia Andaya (andaya@un.org and tpmw@un.org) **no later than 6 November 2023**. The email must include the reason for purchasing his/her own ticket and a travel itinerary with the estimated cost.

- Participants who are authorized to travel by automobile will be reimbursed by the United Nations at rates and under conditions established by the Secretary-General on the basis of operating costs in the area in which the travel is undertaken.

- Participants who are authorized to travel by train will be reimbursed by the United Nations upon submission of used train tickets.

- Participants will be reimbursed for the cost of the ticket up to the maximum entitlement, or the actual cost if less than the entitlement by the United Nations Travel Unit, upon submission of the travel claim supported by the required documentation.

- **In order for reimbursement of claims to be paid** by the United Nations, the participant must e-mail the following to Ms. Lucia Andaya (andaya@un.org and tpmw@un.org) within 14 calendar days of completion of travel:
  - Scanned copy of inbound and outbound boarding passes (air ticket stubs);
  - E-ticket invoice with itinerary;
  - Proof of purchase of the air ticket with participant’s name indicated (paid invoice from airline/travel agent, credit card receipt/statement or cancelled cheque are the only acceptable forms of proof).

V. Daily subsistence allowance (DSA)

12. When the meeting is held away from a participant’s normal place of residence or duty station, DSA at a standard rate (currently USD 500 for New York) will be payable per day of attendance at the meeting in the USA. DSA is intended to cover hotel, meals and other incidentals.

13. The DSA will not be paid for the day of departure. The allowance will be paid only beginning on the day of arrival.

VI. Terminal expenses
14. Participants are entitled to reimbursement of the expenses required for transportation between the point of arrival (i.e. airport) and the place of stay (i.e. hotel) for each leg of the journey. This amounts to a maximum of USD 334.

15. No expenses are reimbursable in respect of intermediate stops or daily travel to the meeting venue.

VII. Payments

16. Please note that an advance of up to 75 percent of the estimated DSA will be paid directly through the participant’s bank account. The United Nations shall endeavor to make such payment before the arrival date.

17. Terminal expenses, the balance of the DSA and costs for specific COVID-related requirements, as applicable, will be paid after submission of scanned copies of the following to andaya@un.org and tpnw@un.org within 14 calendar days of completion of travel:

   - Scanned copy of inbound and outbound boarding passes (air ticket stubs);
   - Receipt for any check-in baggage fees incurred by those with air tickets that do not provide for check-in baggage as well as proof of payment (such as an excerpt form a credit card statement);
   - Receipt(s) for COVID-19 testing, if required for travel;
   - In the case of participants who will do self-ticketing, e-ticket invoice with itinerary and proof of purchase of the air ticket with participant’s name indicated (paid invoice from airline/travel agent, credit card receipt/statement or cancelled cheque are the only acceptable forms of proof).

VIII. Visa requirements

18. Participants must complete all formalities to visit the USA and all foreign citizens should hold a valid passport. It is the responsibility of each participant to ascertain whether they require a visa to enter the USA and to make the necessary arrangements. Participants are strongly encouraged to make the necessary visa arrangements without delay.

IX. Enquiries

19. Enquiries regarding travel arrangements should be addressed to:

   Ms. Lucia Andaya  
   Weapons of Mass Destruction Branch  
   Office for Disarmament Affairs  
   United Nations, New York  
   E-mail: andaya@un.org and tpnw@un.org
20. Enquiries regarding substantive matters should be addressed to:

TPNW Secretariat (UNODA)
E-mail: tpnw@un.org

Office for Disarmament Affairs
September 2023
**Travel Form**  
TPNW 2MSP  
New York, 27 November – 1 December 2023

<table>
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<tr>
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<tr>
<td><strong>First name (as in passport):</strong></td>
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<tr>
<td><strong>Title (Mr./Ms./Dr., etc.):</strong></td>
<td></td>
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<td><strong>Country/ Nationality:</strong></td>
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<td><strong>Professional title and/or position:</strong></td>
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<td><strong>Email:</strong></td>
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<td><strong>COVID-19 vaccination status:</strong></td>
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<td><strong>Dietary restrictions, if any:</strong></td>
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**Travel-related information (for use when UNODA is providing tickets)**

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<tr>
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<tr>
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<tr>
<td><strong>Place of Birth</strong></td>
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<tr>
<td><strong>Person to inform in case of emergency:</strong></td>
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<tr>
<td><strong>Address:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Telephone:</strong></td>
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</tbody>
</table>

Please transmit  
- a) a copy of this travel form (if possible in Word format);  
- b) a copy of the passport; and  
- c) a completed and signed F.249 form (banking form)
UNITED NATIONS  NATIONS UNIES

FUNDS TRANSFER REQUEST FORM
(for non-payroll payments)
(Please type or print)

Before completing, please read the attached instructions carefully. This form must be completed in duplicate and returned to your executive office. You may wish to attach a voided cheque (or a copy of an account statement) to enable verification of banking details. The Executive/Administrative Officer will verify the signature of the payee and forward one set to the United Nations Treasury. The payee may bring the form in person to the United Nations Treasury, Room S-2031, New York, NY 10017.

I hereby request that my payment due from the United Nations be made to my bank account.
(See instruction #1)

Payee’s name: ___________________________  (Last name)  (First name)  (Middle initial)

IMIS payee ID: ___________________________  Exec./Admin. Office: ___________________________  (Room No.)  (Tel ext.)

Effective from: ___________________________  (Day)  (Month)  (Year)

Currency of payment: ___________________________
(See instruction #2)

Name of bank: ___________________________

Address of bank: ___________________________
(City)  (State)  (Postal Code)  (Country)

Bank ID: ___________________________
(See instruction #3)

Type of account: SELECT ONE  □ Checking account  OR  □ Savings account
(must be completed for an account in the United States. See instruction #4)

Account No. or IBAN
(for banks in Europe): ___________________________
(See instruction #5)

Routing instructions: ___________________________
(See instruction #6)

Signature of payee: ___________________________  Date: __________________

Name and Signature of Exec./Admin. Officer:* ___________________________  Date: __________________

*Not required if signature witnessed at United Nations Treasury.
Instructions for completing the Funds Transfer Request form

#1. Bank Account Title

If you wish to receive payments from the United Nations, you must have an account in your name. If yours is a joint account, your name should be a part of the title of the account. Please note that the United Nations will not make a payment to another person on your behalf.

#2. Currency of Payments

Please ascertain from your office what currency you are entitled to receive. Please note that payments in currencies other than United States dollars can be made only when you have a bank account in the country of your designated currency.

A. If you are only entitled to receive payments in United States dollars in a bank account in the United States

Please read instructions #3 and #4 carefully.

B. If you are entitled to, and wish to have, payments made in United States dollars to an account outside the United States

Payments denominated in United States dollars may be transferred to bank accounts outside the United States. The United Nations Treasury currently makes United States-dollar payments from JP Morgan Chase Bank, New York. Cross-border payments are routed through an intermediary bank or intermediary banks. To avoid errors, delays or expensive bank fees, it is recommended that you contact your bank to ascertain whether there is a preferred method of sending United States-dollar payments to your bank account. Identification of your own bank’s correspondent bank in the United States is helpful in routing your payment accurately with minimum intermediary bank charges. See #5 for the routing instructions.

Currency conversion. If your bank account is not in United States dollars, payments in United States dollars may be converted automatically into local currency by receiving banks. Unfavourable exchange rates may be applied which are different from the United Nations exchange rates. Please consult your local bank regarding its procedures and charges.

Bank charges. While JP Morgan Chase Bank, New York does not deduct any bank charges, your bank or intermediary banks may deduct service fees from incoming remittances. Please note that the United Nations does not reimburse bank fees deducted by your bank or by any intermediary bank.

C. If you are entitled to, and wish to receive payments in a currency other than United States dollars

If you are so entitled (please check your entitlement with your executive/administrative office), the United Nations Treasury will make payments in currencies other than United States dollars. At present, payments made are in the currencies listed below. You must have a bank account in the country of your designated currency.

EUR (Austria, Belgium, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Netherlands, Portugal and Spain), AUD (Australia), CAD (Canada), CHF (Switzerland), DKK (Denmark), GBP (UK), INR (India), JPY (Japan), NZD (New Zealand), NOK (Norway), SEK (Sweden)

United Nations official rates of exchange will be applied to calculate your payment if you designate a currency.
other than United States dollars for payment. Please note that in exceptional cases, payments in currencies not listed above may be made through other United Nations agencies. Details may be obtained from the relevant section/unit in the Accounts Division.

#3. Bank ID number

<table>
<thead>
<tr>
<th>United States</th>
<th>ABA number (9 digits)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>You may learn from your bank the ABA (American Bankers Association) routing number of your bank. Alternatively, ABA number may be obtained from your personal cheque. It is the first nine-digit number in the lower left-hand corner of your personal cheque. <strong>You may wish to attach a copy of your voided cheque or deposit slip for verification of the ABA number.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outside the United States</th>
<th>SWIFT number (BIC code): International identification number of bank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(8 or 11 digits alpha numeric number).</td>
</tr>
</tbody>
</table>

#4. Type of Account (necessary if your account is located in the United States)

This information is necessary only if your bank account is located in the United States. All bank accounts in the United States are classified as either checking or savings accounts for the purpose of receiving direct-deposit payments (ACH payments). You may have an account of a different type, but for ACH purposes, your account is classified as either checking or savings. If you are not sure of your account type, please contact your bank to verify which account type should be used for ACH purposes.

#5. IBAN (International Bank Account Number)

The new standard format of the account number was introduced and adopted especially in euro countries to ensure the straight through processing of the cross-border payments. If you have a euro account in one of the European banks, your current bank statements would indicate IBAN as well as your account number.

IBAN always start with 2 alpha codes for a country, followed by alpha-numeric numbers of varying lengths depending on the country.

A table of IBAN formats for selected countries are listed below.
### #6. Routing Instructions (important for cross-border United States dollar payment)

If you request that a United States-dollar payment be made to your account outside the United States, the United Nations will make cross-border payments to credit your account. Complete and unambiguous payment routing information will help to enable timely payments with minimum bank charges. While this information is not a requirement to complete the form, we recommend that you supply it after obtaining guidance from your bank. It may be helpful for your bank to note that the United Nations makes payments in United States dollars from JP Morgan Chase Bank, New York. Please ascertain from your bank the name of its correspondent bank in the United States. The routing instruction should be as specific as possible to minimize fees.

<table>
<thead>
<tr>
<th>Country</th>
<th>Total Digits</th>
<th>Country Code</th>
<th>Check Digits</th>
<th>Bank Code</th>
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