



Ad Hoc Committee to Elaborate a Comprehensive International Convention on Countering the Use of Information and Communications Technologies for Criminal Purposes

Call for Applications

for financial support to participate in the fifth session of the Ad Hoc Committee to Elaborate a Comprehensive International Convention on Countering the Use of Information and Communication Technologies for Criminal Purposes

in Vienna, 11 to 21 April 2023

Member States are herewith informed that the call for applications for financial support to participate in the fifth negotiating session of the Ad Hoc Committee taking place in Vienna, from 11 to 21 April 2023 is now open.

Pursuant to operative paragraph 5 of the General Assembly resolution [74/247](#) and operative paragraph 13 of the General Assembly resolution [75/282](#) and based on the predictable availability of voluntary contributions, the call is open for developing countries, especially those that do not have resident representation in Vienna, to nominate one delegate per country to be financially supported to the meeting. Taking into consideration the requirements which may be contained in the voluntary contributions by potential donor countries, priority in the granting of financial support may be given to [least developed countries, small island developing states and landlocked developing countries](#).

Applications should be submitted through the [Indico platform](#) by **12 February 2023**, and applicants are required to create an account to proceed. Applications will be processed on a first-come, first-served basis. The delegates to be financially supported to attend the meeting will be notified by 17 February 2023. **UNODC highly encourages the application of female experts.**

The financial assistance covers flight tickets, daily subsistence allowance, visa fees as applicable, and terminals according to the applicable UN rules and regulations.

Please refer to the detailed information on the financial support before submission of applications.

1. Expressions of interest

Participants wishing to avail themselves of the financial assistance are required to submit the following documents to the Secretariat through the Indico platform:

- (a) A note verbale from the Permanent Mission in Vienna or New York, containing that
 - i. The Member State does not have physical presence in Vienna, should that be the case, and
 - ii. The name and title of the proposed delegate applying for the support;
- (b) A copy of the proposed delegate's passport;
- (c) The attached mini master form, duly filled in by the proposed delegate, including their banking details,
 - i. The form should be signed in part C and the signature must match that of the delegate's passport;
 - ii. The bank account in the Mini Master form must belong to the proposed delegate, and the "Account Title" in part B must match the delegate's name;
- (d) Proof of bank account – the following documents are acceptable:
 - i. A letter from the bank confirming the bank account;
 - ii. A copy of the bank statement header; or
 - iii. Copy of RIB cards/Bank ATM card.
- (e) The attached AX travel agency profile form duly filled in by the proposed delegate.

2. Object of financial assistance

The delegates to be financially supported to attend the fifth session of the Committee will receive the following from the Secretariat, in accordance with [ST/AI/2013/3](#):

- (a) A return ticket in economy class from the Member State's capital to Vienna, where:
 - i. Arrival in Vienna shall be the day prior to the start of the fifth session, and
 - ii. Departure from Vienna will take place either the day following the last day of the fifth session or the night of the last day of the session.
- (b) Four terminal expenses in the amount of USD 47 per journey to and from an airport;
- (c) Daily subsistence allowance (DSA) in the amount of USD 315 per night, not to exceed 12 DSA (approximately USD 3,780), where
 - i. DSA rates are subject to change without prior notice by the International Civil Service Commission, and
 - ii. Delegates will be responsible for securing their own accommodation, as the Secretariat does not process hotel reservations;

(d) Reimbursement for applicable visa fees.

The daily subsistence allowance and terminal expense fees will be paid to the traveller in cash at Bank Austria, in the Vienna International Centre, during the first day of the conference..

3. Selection for financial support

Due to the limited funding available, financial assistance will be granted on the following basis:

- (a) Order in which applications are received;
- (b) LDCs, LLDCs and SIDS if donor countries so require; and
- (c) Accuracy of the required documentation.

Selected delegates and their respective Permanent Missions will be notified of selection by 17 February 2023. Travel arrangements will be processed based on availability of funding and the date of the funding being received from prospective donor countries which allows the Secretariat to finalize all procedures in relation to financially supporting the participants.

4. Visa and travel procedures

Upon notification of their selection for financial assistance, delegates will be provided with a note verbale that should be used to request a visa for participation in the meeting, should one be required. The Austrian Federal Ministry of the Interior maintains an updated list of **visa requirements**, that can be found [here](#) in English. Delegates are required to directly obtain the relevant visa.

For travel arrangements, the Secretariat will contact the selected delegate and provide details on specific procedures, including those related to COVID-19 requirements for entry into Austria. It should be noted that COVID-19 entry requirements may change without prior notice.

5. COVID-19 eventuality

The Secretariat may reimburse the cost of extension for accommodation and meals that may be required to fulfil quarantine requirements if required by Austrian authorities. Delegates should note that this coverage is made on a reimbursement basis and that the Secretariat cannot directly pay for any type of accommodation or meals in advance. No reimbursement will be made if the period for which quarantine is required falls within the expected duration of the meeting, i.e., it will only be made for the days in excess of the period for which daily subsistence allowance is provided.

6. Submission of documents

All application documents should be submitted through the Indico platform by **12 February 2023**. Applications received after this deadline cannot be considered.