

**Logistical and procedural information for the holding of the organizational session of
the Ad Hoc Committee to Elaborate a Comprehensive International Convention on
Countering the Use of Information and Communications Technologies
for Criminal Purposes**

10 – 12 May 2021, Conference Rooms 1, 2 and 3
10:00 to 13:00 and 15:00 to 18:00
United Nations Headquarters
New York

I. INTRODUCTION

1. This note sets out the logistical and procedural aspects for the organizational session of the Ad Hoc Committee to Elaborate a Comprehensive International Convention on Countering the Use of Information and Communications Technologies for Criminal Purposes. More information can be found in the [provisional agenda](#) for the meeting and in the note on the organization of work ([A/AC.291/CRP.3](#)).
2. The organizational session will be held from 10 to 12 May 2021 from 10:00 to 13:00 and 15:00 until 18:00 in Conference Rooms 1-3 at the United Nations Headquarters in New York. On the days that the organizational session meets in hybrid format, the meeting times will be 10:00 to 12:00 and 15:00 to 17:00.

II. PRIOR TO THE MEETING

Registration

3. Member States are kindly requested to register their delegate/s by sending a Note Verbale containing the names, titles and email addresses to cybercrimeAHC@un.org by 6 May 2021, 6:00 p.m., New York time, at the latest. Member States are requested not to mail in or hand-deliver formal Note Verbales. **The Note Verbales can be issued from either the New York or Vienna-based Permanent Missions.**
4. The Interprefy platform will be used during the hybrid portions of the meeting. Member States should clearly indicate in their Note Verbales the names and email addresses of those delegates that will participate online, so that they may receive a link to join the platform. It is recommended that delegates request a maximum of three to five speakers links, in order to ensure optimal functioning of Interprefy. No listeners links will be provided, but delegates are reminded that they may follow the meeting via webcast on all six official languages. Delegates may find a guide on using Interprefy on the [website of the Ad Hoc Committee](#).
5. With regard to entry into meeting rooms, Member States are kindly reminded that if its delegate is from its Permanent Mission in New York, their existing badge to the United Nations Headquarters in New York can be used for entry into the meeting room. For delegates outside Permanent Missions in New York, their Permanent Mission in New York is requested to arrange a badge via the e-Registration Portal of the Protocol Office at UNHQ in New York. In addition to their UNHQ badges, delegations would need to carry one of the standing secondary passes that their Permanent Mission has previously been issued to cover all such meetings in the GA Hall and Conference Rooms 1-3.

These secondary passes are to ensure compliance with the COVID-19 restriction of 1 delegate per Member State in the rooms.

6. Member States are further reminded that the Protocol Office usually requires 48 hours to process the request for badges once they receive the registration.
7. Delegations are reminded to check that their United Nations grounds passes have not expired and, if necessary, send their paperwork prior to 10 May 2021 to: unprotocol@un.org. No representative will be allowed to access the United Nations Headquarters without a valid UN grounds pass.

Participation

8. In order to ensure physical distancing, only one delegate from each delegation can be present in the meeting room at any one time. Delegations can consist of more than one delegate if they alternate their presence in the meeting.
9. This restriction does not apply to delegations who have designated tellers, as these delegates will not be seated at their delegations' desks during their performance of teller functions. The Chair or the presiding Vice-Chair and Rapporteur will also not be seated at the delegation seats but will be seated at the podium. Therefore, a delegate to represent their Member States is additionally permitted to participate in the meeting.

Arrivals and seating

10. Delegations are encouraged to arrive at the meeting from 09:00 a.m., following physical distancing of at least six feet (two meters), to ensure a staggered arrival.
11. Upon arrival at Conference Rooms 1-3, UN staff will welcome delegations at a check-in desk located outside each of these rooms and will provide ballot papers for the first round of voting. Staff at the check-in desk shall be protected by Plexiglas barriers. **Delegates are kindly requested to collect their ballots at least 40 minutes before the start of the meeting.**
12. Delegates can then proceed to their allocated seating in one of the three Conference Rooms in accordance with the seating map attached as **Annex A**.
13. Seating will be arranged in alphabetical order of Member States. Delegates will assume the seat nearest to the nameplate of their country to ensure physical distancing. Once seated, delegates are to remain in their seats at all times. Established protocols will be followed for entering and existing Conference Rooms 1-3.

Access for people with disabilities

14. Representatives with disabilities who require accessible seating during the Meeting are kindly requested to bring this matter to the attention of the Secretariat (cybercrimeAHC@un.org) as soon as possible.

III. COVID-19 HEALTH RISK MITIGATION MEASURES

15. As noted above, only one representative from each Member State of the General Assembly, the Holy See, the State of Palestine and the EU will be able to be present in the meeting room at any one time (with the exception of the tellers, Chair or the presiding Vice-Chair and Rapporteur).
16. Should any attendee become unwell or be diagnosed with COVID-19 within 14 days of the meeting, they are requested to contact Secretariat medical staff through the confidential address osh@un.org. Contact tracing will take place and testing will be offered to those who have or may have been in contact with the person. The Secretariat staff will support contact tracing efforts in accordance with the list of registered participants.
17. By swiping their United Nations issued ID card on entry, all attendees and support staff declare as a condition of their entry that they:
 - a) Have not been diagnosed with COVID-19 in the last 14 days;
 - b) Have not had symptoms consistent with COVID-19 in the last 14 days;
 - c) Have not had close contact with someone with COVID-19 or symptoms consistent with COVID-19 in the last 14 days;
 - d) Have completed quarantine requirements if in the last 14 days they have arrived from a country or US state that is considered elevated risk.¹
18. All meeting attendees are required to wear a face mask at all times, including, if possible, when addressing the meeting. All UN staff are required to wear face masks at all times. Gloves are not required.
19. All attendees are kindly requested to maintain physical distancing of at least six feet (two meters) at all times and to refrain from physical contact including handshakes and other physical contact during the meetings. All attendees should exercise hand sanitizing and contact precautions. Hand-sanitizing stations are available on premises, namely by the entrance to the Secretariat Building. Note that physical distancing is the primary requirement, and the use of a face mask is an additional measure for when this distance is inadvertently breached, not a measure to allow for face-to-face discussions.
20. Cleaning will occur immediately after the adjournment of the morning meetings so that delegates can return to Conference Rooms 1-3 in the afternoon.
21. Delegates will exit Conference Rooms 1-3 through the side exits.
22. No food or drink / glassware will be provided or is allowed in the meeting rooms.
23. Delegations are kindly asked to bring their own pens and face masks.
24. Delegations will be requested to strictly adhere to the safety and health measures as set out in this document. Delegations will be informed that any non-adherence to these

¹<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>;
<https://coronavirus.health.ny.gov/covid-19-travel-advisory>;
<https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form>.

measures may lead to a reclassification of the meeting as "high risk", which would have an impact on the continuation of the proceedings and on their resumption. The Chair of the Meeting, with the assistance of the Occupational Safety and Health representatives, will oversee the implementation of these safety and health measures throughout the meeting. If at any moment it appears that the guidelines are not being strictly observed, the Chair will be requested to draw the attention of delegates to these guidelines, and suspend or adjourn the meeting as needed.

IV. MEETING FORMAT AND ORGANIZATIONAL ARRANGEMENTS

25. For information on the meeting format and organizational arrangements, please consult the note on the organization of work ([A/AC.291/CRP.3](#)).

V. ELECTION PROCEDURE

26. The present section concerns the election of the Chair, Rapporteur and Vice-Chairs of the Ad Hoc Committee to Elaborate a Comprehensive International Convention on Countering the Use of Information and Communications Technologies for Criminal Purposes.
27. Those candidates who obtain the largest number of votes and a majority of the members present and voting will be considered elected.
28. The Ad Hoc Committee will first elect the Chair and the Rapporteur, and then elect the Vice-Chairs. For Vice-Chairs, ballots will be prepared for each regional group. Where the number of candidates is equal to or fewer than the number of seats available for a particular regional group, those candidates may be elected without a secret ballot. All Member States are eligible to vote for all candidates, not only those from their regional groups.

Casting of ballots

29. Ballot boxes will be placed in front of the podium in each of the Conference Rooms where tellers will be able to observe the ballot boxes and delegates as they cast their ballots.
30. For the casting of ballots, delegates will be requested to remain in their seats until called. The Secretariat, or once elected, the Chair, will call the name of each delegation in the English alphabetical order of Member States. Each delegate should, in turn, proceed down the centre aisle (in Conference Rooms 1 and 2) or one of the side aisles (Conference Room 3). Please see the maps attached as **Annex A**.
31. For the elections of the Vice-Chairs, delegates will be able to cast their ballots for candidate from all five regional groups at the same time – i.e. they will proceed to the ballot boxes only once.
32. Delegates will be requested to maintain distancing of no less than six feet (two meters) and to proceed to cast their ballot only when the delegate in front of them has completed casting their ballot and until the last delegate has cast their ballot.

33. In order to minimize the risks posed by prolonged exposure and crowding, delegates are requested to return to their seats after casting their ballots.
34. A vote for a candidate is cast by placing a cross in the box to the left of the name or writing down the name of a representative in the additional place provided. Blank ballot papers are considered abstentions. Ballot papers with votes for more than the number of available seats will be considered invalid. If a ballot paper contains any notation other than votes in favour of a specific candidate, those notations will be disregarded.
35. Once all ballots are cast, the Secretariat Staff and the tellers will count the votes.

Election results

36. Upon receipt of the results certified by the tellers, the Secretariat or the Chair will circulate a letter to all Member States to inform them of the results of the election and to declare elected those candidates that have received the greatest number of votes and a required majority of the members present and voting.
37. The announcement will also contain information concerning any needed additional balloting. If a second round of balloting is required, it will follow the same procedure outlined above.
38. The results of the election will also be announced by the Secretariat or the Chair in the room, which will be webcast live.

VI. MEETING DOCUMENTATION

39. All meeting documentation, including the provisional agenda, is available online at: <https://www.unodc.org/unodc/en/cybercrime/cybercrime-adhoc-committee.html>
40. Pursuant to rule 120 of the Rules of procedure of the General Assembly, proposals (draft resolution and decisions) and amendments shall normally be submitted in writing to the Secretary-General, who shall circulate copies to the delegations. As a general rule, no proposal shall be discussed or put to the vote at any meeting of the committee unless copies of it have been circulated to all delegations not later than the day preceding the meeting. The Chair may, however, permit the discussion and consideration of amendments, or of motions as to procedure, even though such amendments and motions have not been circulated or have only been circulated the same day. To facilitate the editing and translation of the proposals and their circulation in the six official languages in due course, delegations would need to submit the proposals via email to cybercrimeahc@un.org by Tuesday, 4 May 2021, 6:00 p.m., New York time. The deadline was set based on the established capacity of the Secretariat to format, edit and translate into the six official languages of the United Nations approximately 1980 words between Wednesday, 5 May morning and Friday, 7 May, close of business, Vienna time. For texts exceeding these limits, the Secretariat would need more time for processing the documents and would be able to circulate the documents in the course of Monday, 10 May.

41. If submitters of proposals request the draft proposals to be open for sponsorship, delegations will have the opportunity to sponsor them in the meeting room prior to their adoption.
42. The report of the meeting will be prepared by the Rapporteur with the assistance of the Secretariat. The outline and modalities of the future work of the committee will be annexed to the report to be adopted before the meeting concludes. The report will be a procedural report and will not contain a substantive summary of deliberations, unless the committee decides otherwise.

VII. MEETING SERVICES AND OTHER ARRANGEMENTS

43. The United Nations Webcast Unit will provide live and on-demand streaming coverage of the election, including the announcement of the election results. The coverage will be available on the UN Web TV website (<http://webtv.un.org>). The UN Journal announcement regarding the elections will include a link to the webcast. Queries about webcast coverage should be directed to the United Nations Webcast Unit (telephone: 212 963 6733; email: damianou@un.org).

Interpretation

44. Simultaneous interpretation will be provided. There will be a single interpreter at a time in each enclosed room. As there will only be a single interpretation team on site, each in-person meeting will be limited to 3 hours in accordance with DGACM requirements i.e. official hours of 10:00 to 13:00 and 15:00 to 18:00.

Use of restrooms

45. Representatives should use only restrooms located in the proximity of Conference Rooms 1-3. Representatives waiting their turn outside the restroom should maintain social distancing of no less than six feet (two meters) at all times.

VIII. CONTACT INFORMATION FOR THE MEETING 10 – 12 MAY 2021

Inquiries can be sent to the Ad Hoc Committee Secretariat email address at cybercrimeahc@un.org