

## Call for Nominations

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

Vienna, 30 May to 10 June 2022

### 1. Expressions of interest

States wishing to avail themselves of the financial assistance are required to submit the following documents to the Secretariat:

- (a) A letter from the Permanent Mission in Vienna, or New York, containing information stating 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 financial support;
- (b) A copy of the proposed delegate's passport;
- (c) The [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 the signature in 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 [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 second 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 second session, and
  - ii. Departure from Vienna will take place either the day following the last day of the second 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 the airport;
- (c) Daily subsistence allowance (DSA) in the amount of USD 311 per night, not to exceed 13 days' DSA (approximately USD 4,043), 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 accommodations, as the Secretariat does not process hotel reservations;
- (d) Reimbursement of COVID-19 testing for travelling to Vienna and to return to the location of origin; and
- (e) Reimbursement for applicable visa fees.

80% of the amount referred to in section 2(c) will be paid in advance to the traveller's bank account. The remaining amounts of 2(b), 2(c) and the reimbursement for 2(d) and 2(e) will be made to the delegate's bank account upon return from the mission and provision of boarding passes and receipts/invoices for these items.

### **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 a donor country so requires; and
- (c) Accuracy of the required documentation.

Selected delegates and their respective Permanent Missions will be notified of their selection **by 15 April 2022**.

Travel arrangements will be processed based once the funds have been paid by the prospective donor countries into the UNODC bank account, which would enable 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 letter 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 delegates and provide details on specific procedures, including those related to COVID-19 requirements for entry into Austria. COVID-19 entry requirements may change without prior notice.

### **5 Consequences of testing positive for COVID-19**

If a delegate receiving financial assistance contracts COVID-19, the Secretariat may reimburse the cost of extension for accommodation and meals that may be required in accordance with Austrian regulations. Delegates should note that this coverage is made on a reimbursement basis and that the Secretariat is not in a position to directly pay for any kind of accommodation or meals in advance. No reimbursement will be paid if the period for which quarantine is required falls within the ordinary duration of the meeting, i.e., reimbursement will only be paid for the days in excess of the period for which the daily subsistence allowance is paid.

### **6. Submission of documents**

All application documents should be submitted to [cybercrimeahc@un.org](mailto:cybercrimeahc@un.org) by **12 April 2022, 11:59 p.m., New York local time**. Applications received after this deadline will not be considered.