



# 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 **reconvened concluding session** of the Ad Hoc Committee to Elaborate a Comprehensive International Convention on Countering the Use of Information and Communication Technologies for Criminal Purposes, to be held in New York, from **29 July to 9 August 2024**

Member States are hereby informed that the call for applications for financial support to participate in the reconvened concluding session of the Ad Hoc Committee to be held in New York, from 29 July to 9 August 2024, will be open from 29 April to 15 May 2024.

Pursuant to operative paragraph 5 of the General Assembly resolution [74/247](#) and operative paragraph 13 of General Assembly resolution [75/282](#), and based on the predictable availability of voluntary contributions, the call is open for delegates from developing countries, especially those that do not have resident representation in New York, 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](#) from **29 April to 15 May 2024** and applicants are required to create an account in that platform to be able to proceed. Applications will be processed on a first come, first served basis, and the ultimate number of delegates receiving this support will depend on the availability of funds donated for this purpose. The delegates to be financially supported to attend the meeting will be notified by 31 May 2024. UNODC highly encourages the application by female representatives.

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**

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

- (a) A letter from the Permanent Mission in Vienna or New York, containing the name and title of the proposed delegate applying for support. Only one delegate per State will be considered for 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 concluding 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 New York where:
  - i. Arrival in New York shall be the day prior to the start of the sixth session, and
  - ii. Departure from New York will take place either the day following the last day of the sixth session or the night of the last day of the session.
- (b) Terminal expenses in the amount of USD 334;
- (c) Daily subsistence allowance (DSA) in the amount of USD 510 per night, not to exceed 13 DSA (approximately USD 6,630), 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 for applicable visa fees.

75% of the amount referred to in section 2(c) will be paid in advance to the traveller's bank account. Please note that although the secretariat intends to pay 75% DSA in advance of the participant's travel to the United States of America, we cannot foresee any delays that may take place due to national constraints and inter-bank transfer proceedings, which may take longer depending on the country. The remaining amounts of 2(b) and 2(c) be made to the delegate's bank account upon return from the mission and provision of boarding passes.

Please note that incorrect banking details and errors in the mini master form may delay the payment of the advance and settlement of DSA and terminals.



### **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 31 May 2024. 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 that so require will be provided with a letter that should be used to request a visa for participation in the meeting. You can find information related to visas issued by the United States [here](#).

For travel arrangements, the Secretariat will contact the selected delegate and provide details on specific procedures, including entry requirements which may change without prior notice.

### **5. Submission of documents**

All application documents should be submitted through the [Indico platform](#) from **29 April to 15 May 2024**. Applications received after this deadline cannot be considered.