

INDICO- FREQUENTLY ASKED QUESTIONS

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What is INDICO and for which meetings in UNODC is it used?

INDICO is an open source platform customized by the UN Office in Geneva for the organization of conferences, workshops and meetings. In the **Division for Treaty Affairs**, INDICO will be introduced as the new registration system for intergovernmental meetings organized by the following Secretariats:

- the Secretariat to the Governing Bodies (DTA/SGB)
- the Corruption and Economic Crime Branch (DTA/CEB)
- the Organized Crime and Illicit Trafficking Branch (DTA/OCB)

Which will be the first DTA meetings where INDICO will be used?

The first meetings where INDICO will be used are:

- Joint meetings of the Implementation Review Group, the Working Group on Asset Recovery and the open-ended intergovernmental expert Meeting on international cooperation under the UN Convention against Corruption (**16-18 November 2020**)
<https://www.unodc.org/unodc/en/corruption/registration/november-2020-uncac-meetings/index.html>
- Second intersessional meeting of the Conference of the States Parties to the UN Convention against Corruption on preparations for the special session of the General Assembly against corruption (**19 and 20 November 2020**)
<https://www.unodc.org/unodc/en/corruption/registration/2nd-ism-on-ungass2021/index.html>
- Reconvened 63rd session of the Commission on Narcotic Drugs (**2-4 December 2020**)
***** Registration in INDICO is open*****
<https://v2-reg-demo.unog.ch/event/84/>
- Regular and reconvened 29th session of the Commission on Crime Prevention and Criminal Justice (**3-4 December 2020**)
***** Registration in INDICO is open*****
<https://v2-reg-demo.unog.ch/event/86/>
- 14th United Nations Congress on Crime Prevention and Criminal Justice (**7-12 March 2021**)
***** Registration details will follow*****

What is the procedure for registration of delegates in INDICO?

- Permanent Missions will receive the link to register for an event in the invitation Note Verbale from the Secretariat;
- Permanent Missions share the link to register for the event together with the Note Verbale containing the composition of their delegation to the designated delegates and ask them to register in INDICO;
- Delegates create an account in INDICO (for the first time only) and register for the event, attaching the required proof for their participation (i.e. Note Verbale from the PM).
- The Secretariat reviews and approves the registration of the delegates.

What information has to be provided in the Note Verbale?

- The Note Verbale has to be issued by the Permanent Mission accredited to the United Nations Office (Vienna);
- In line with the information provided by the organizing Secretariat regarding in-person and online participation, the Note Verbale should:
 - list the **members** of its delegation to the event;
 - indicate the **Head of Delegation**;
 - for each delegate indicate whether he/she will participate **in-person** or **online**;
 - In the case of online participation, whether the delegate will be a **‘speaker’** or an **‘observer’**.

Should the Note Verbale with the composition of the delegation also be sent to the Secretariat via email?

Notes Verbales sent to the Secretariat by email may serve for information purposes, but do not replace the requirement to register in INDICO.

***Pls. note:** Only registrations submitted in INDICO together with the corresponding Note Verbale from the Permanent Mission will be considered and approved by the Secretariat.*

How can the Permanent Mission ensure that only designated participants from its Government register in INDICO?

The Secretariat carefully reviews all applications received against the uploaded Note Verbale issued by the Permanent Mission.

In addition to that, there is an option for the Permanent Mission to nominate a ‘Focal Point’: INDICO offers the possibility for the event manager (i.e. the Secretariat) to provide a designated ‘Focal Point’ at the Permanent Mission with elevated access rights in INDICO.

A ‘Focal Point’ will be able to review and pre-approve (or reject) all persons who register for an event in INDICO as their Government participants. The Secretariat receives only the registrations that have been pre-approved by the ‘Focal Point’, checks whether all the information is correct and only then approves the registration.

Permanent Missions that would like to nominate a ‘Focal Point’ are kindly requested to submit a Note Verbale with the name, title, and contact details (email address) of the designated person to the organizing Secretariat. A ‘Focal Point’ also has to have his/her own account in INDICO.

Is it possible for the Permanent Mission to register its delegates in INDICO?

Designated ‘Focal Points’ at the Permanent Mission in principle would have the possibility to register delegates on their behalf and upload the Note Verbale, as long as delegates have already created their account in INDICO.

***Note:** A pre-requisite will be for the delegate to have an INDICO account.*

Why is there a need to change the registration system now?

Since the COVID-19 pandemic, new ways for conducting conferences had to be developed, notably by way of hybrid formats -- combining an in-person component with online participation. These new

formats bring along additional challenges, including with regard to registration systems. The INDICO registration tool will help to cope with these new challenges, making the registration process easier both for delegations as well as for the Secretariat.

What is the main difference between INDICO and the old registration system?

INDICO registration works on the basis that every participant creates his/her own (unique) INDICO ID for *self-registration*.

The registration system used so far worked on the basis that the organizing Secretariat manually entered each participant into a registration database from information provided by the Permanent Mission via Note Verbale (together with the registration form that was manually completed by the Permanent Mission) for each meeting separately.

When creating an account in INDICO, is it possible to use a generic email address for use by several participants (f.ex. the email address of a Permanent Mission)?

NO. E-mail addresses, in combination with the participant's name and surname, are used as unique identifiers for users. For this reason, every participant has to create his/her account in INDICO with a personalized email address.

What are the main advantages for participants/delegations of INDICO?

- With their INDICO ID, nominated participants can easily self-register for events organized at the United Nations Office in Vienna or in other places where INDICO is already in use (f.ex. at the United Nations Office at Geneva).
- Participants' data, such as name and email address do not run the risk of spelling mistakes.
- Participants are kept informed about the status of their registration.
- Participants can synchronize the event with their own calendar.
- Participants can be contacted quickly (f.ex. for COVID-19 related contact tracing purposes).

Where can we find more information on INDICO and how to create an account and register?

- [INDICO - United Nations Events and Conferences website for Vienna meetings](#)
- [Profile creation and register for an event \(YouTube video\)](#)
- [Step-by-Step guide for Permanent Missions Focal Points](#)

Who can be contacted in case of questions?

For questions relating to a specific event, kindly contact the respective Secretariat.

For technical issues with INDICO: support.accreditation@un.org

UNODC/DTA points of contact: katerina.pepovska@un.org (DTA/CEB)

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