

[Note: The present organizational arrangements have been endorsed by the Commission on Crime Prevention and Criminal Justice via silence procedure with deadline 16 February 2021.]

*Commission on Crime Prevention and Criminal Justice
at its thirtieth session*

**Proposed Arrangements for the
14th United Nations Congress on Crime Prevention and Criminal Justice
Revised Version - Status: 12 February 2021**

A. BACKGROUND

The General Assembly decided to hold the Fourteenth Congress on Crime Prevention and Criminal Justice in Kyoto, Japan, from 7 to 12 March 2021, with pre-Congress consultations to be held on 6 March 2021 (A/RES/74/550B). The Congress was originally scheduled to take place in Kyoto, Japan, on 20-27 April 2020, and was postponed due to the COVID-19 pandemic.

An earlier version of the organizational arrangements (status: 11 January 2021) was endorsed by the Commission on Crime Prevention and Criminal Justice on 20 January 2021 via silence procedure, as preparatory body of the Crime Congress.

Due to the recent global developments related to COVID-19, the organizational arrangements had to be further adjusted. Therefore, the current revised version is submitted for consideration and endorsement by the Commission and subsequent confirmation during the pre-Congress consultations on 6 March 2021.

The COVID-19 situation remains volatile. Should the situation change further before the Congress, there may be a need to further revise these arrangements accordingly, in close consultation and coordination with the Host Country.

B. ORGANIZATION

a. Format and languages

The Congress is envisaged to be held in a hybrid format, combining a limited in-person component in the Kyoto International Conference Centre (KICC) with a large online presence for participants worldwide on an interactive event platform.

Official meetings in the plenary (high level segment and agenda items) and the two committees (workshops) will be held with interpretation into all official United Nations languages and full interactive participation for in-person and online participants. In order to allow all stakeholders to follow, the official meetings will also be webcast.

Other events (including Special Events and Ancillary Meetings) will be held in English only.

b. Participation

As mentioned above, due to the COVID 19 pandemic, the 14th Crime Congress is envisaged to be conducted in a hybrid format, with in-person and online participation.

For the online participation, a virtual platform will be used that allows registered participants to follow all meetings. Further, the platform offers various networking opportunities. Access will be provided for registered participants after the end of the registration period.

There will be three types of participation: a) in person, b) online as speaker for plenary/committees with the possibility to request the floor in the respective meeting and c) online as observer. Online observers can speak in all special events and ancillary meetings, but only observe the plenary and committee meetings. In person participants will automatically have access to the online platform as observers.

i) In person participation

Registration limits

Member States may appoint up to a maximum of 10 delegates for in-person participation. If the delegation of a Member State has less than 10 persons participating in Kyoto in-person, it is possible to change the remaining slots of the in-person category on the registration form to “online observer” and thus add additional online observers (up to the maximum number of in-person slots that will not be used).

The number of in person participants from other entities (such as intergovernmental and non-governmental organizations), as well as the overall number of entities that may participate in person is also limited as specified on the Congress website (https://www.unodc.org/unodc/en/crimecongress/registration_2.html).

Due to the recent COVID-19 developments worldwide, all individual experts are requested to participate online.

COVID-19 prevention concept

The Government of Japan and the United Nations have jointly developed a COVID-19 prevention concept. This includes sanitary measures which all in-person participants need to adhere to. Information on the measures will be disseminated during the registration process, on the Congress website (<https://www.unodc.org/unodc/en/crimecongress/covid-19.html>) and to registered in-person participants.

All in-person participants are required to observe the COVID-19-related sanitary measures during the whole Congress. In particular participants may not attend the meeting if they show symptoms associated with COVID-19.

In line with the system used in the UN headquarters building in New York, participants automatically declare, by swiping their badge on entry to the KICC, as a condition of their entry that they:

- (1) Have not been diagnosed with COVID-19 in the last 14 days;
- (2) Have not had symptoms consistent with COVID-19 in the last 14 days; and
- (3) Have not had close contact with someone with COVID-19 or symptoms consistent with COVID-19 in the last 14 days.
- (4) Agree to assume any health risks related to their attendance.

Physical presence in the Kyoto International Conference Center

Due to COVID-19 developments worldwide (in particular caused by virus mutations), the number of participants at the KICC needs to be further restricted and floating badges will be required to access the KICC. **Only those delegates may be at the KICC who have, for the same day/meeting, a floating badge for either the Plenary Hall (max. 2 badges per delegation) or the Committees Hall (max 1 badge per delegation).**¹

Physical presence in conference rooms

Only a maximum of up to two delegates per Member State may be physically present at any given time in the Plenary Hall, and one delegate may be physically present in the Committees Hall (venue in which Committee 1 and Committee 2 meet alternately).

There will be no in-person audience for special events and ancillary meetings.²

Types of badges

The Secretariat will issue the following types of badges for those who have been registered as physically attending the Conference:

- (1) Individual badges for in-person registered participants
- (2) Floating delegation badges per conference room without individual participants names

¹ Exceptions may apply for the direct entourage of Ministerial-level participants registered well in advance of the opening of the Crime Congress (latest by 18 February 2021).

² Exceptions may apply for a very limited number of panelists reflected in the programme of such events, who are resident in Japan or able to travel from overseas as specified by the Host Country, who would then be given access to the KICC for the event only. Exceptions may also apply for Ministerial level participants and their entourage (limited to two people) and up to three additional dignitary guests. Such exceptional access needs to be applied for by the organizers well in advance of the opening of the Crime Congress (latest by 18 February 2021).

Only participants with both the individual main badge and the floating badge are allowed into the KICC and the respective conference room. Floating badges do not show individual participants' names and can be exchanged within the same delegation. The floating badges will be provided to the Head of Delegation or designated delegate (upon presentation of designation in written format). Redistribution of floating badges within the delegation will need to happen outside the KICC.

Travelling from overseas

In-person participants from abroad will be subject to regulations on the entry to and during their stay in Japan, as specified by the host country. Special measures will apply to delegates of ministerial rank and their entourage and delegates of Member States that do not have an Embassy or representative office in Japan. For inquiries involving the Host Country, the following email address can be used: kyoto-congress2020@mofa.go.jp. Participants are encouraged to keep any travel arrangements flexible and remain alert to a dynamic situation that may require further adaptations.

ii) Online participation

Each delegation may further consist of delegates as speakers and observers joining online. Considering the capacity for speaker and observer links on the crime congress event platform, the number of online participants is limited.

Member States may appoint up to 15 online participants (max 5 online speakers for the plenary meetings, max 5 online speakers for the committees and 5 observers). The maximum number of online participants from other entities (such as intergovernmental and non-governmental organizations) will be specified in the registration information.

As outlined above, in case a Member State does not make use of all in-person slots (10 per Member State), the remaining slots may be used as additional “online observer” slots. For example, in case the delegation will consist of 6 in-person participants (out of the maximum of 10 in-person slots), this would result in 4 additional online observer slots to be added to the regular online component (5 online observers), i.e. a total of 9 online observer slots. It is compulsory to indicate in the registration form, if in-person slots are used for in-person participation or online observer roles.

Switching of roles after confirmation of registration and receipt of the link to the event platform will not be possible.

All registered online participants can join all events of the Congress on the event platform. Those registered as “online speakers” for plenary or committees can take the floor in the respective meetings.

In addition, all registered online participants can take the floor in the special events and ancillary meetings without prior designation, by raising their hand.

Beyond those registered for participating on the event platform, it is possible for an unlimited number of people to follow the webcast of all official segments of the Congress (plenary and committees) on the crime congress website.

c. Meeting times

The meetings will be held on Kyoto time. As the consecutive working time of interpreters using a virtual platform is limited, each meeting will last for two hours maximum.

The **pre-session consultations** will be held on **Saturday, 6 March 2021, 15.00 – 17.00 hrs.**

The **meeting hours of the first day of the congress – Sunday, 7 March 2021**, will be as follows:

	Plenary and Committees	Ancillary meetings
Morning session 1	10.00 – 12.00 hrs.	
Afternoon session 1	13.30 – 15.30 hrs.	14.00 – 15.30 hrs.
Afternoon session 2	16.30 – 18.30 hrs.	16.30 – 18.00 hrs.

The **meeting hours for the remaining days of the Congress (Monday, 8 March through Friday 12 March 2021)** will be as follows:

	Plenary and Committees	Ancillary meetings
Morning session 1	9.00 – 11.00 hrs.	9.00 – 10.30 hrs.
Morning session 2	-	11.20 – 13.00 hrs.
Afternoon session 1	13.00 – 15.00 hrs.	14.00 – 15.30 hrs.
Afternoon session 2	16.00 – 18.00 hrs.	16.30 – 18.00 hrs.

d. Registration

In order to participate in the conference, all participants attending in-person or online must register in INDICO within the registration period from 20 January to 18 February 2021 [Note: The deadline has meanwhile been extended to 24 February]. Detailed information on registration is available on the congress website (https://www.unodc.org/unodc/en/crimecongress/registration_2.html).

Late registration and switching of roles will not be possible. Delegations are urged to register as early as possible.

e. Credentials

The credentials for the representative, alternate representative and advisers, should be issued by the Head of State or Government or by the Minister for Foreign Affairs. The original credentials in hard copy of its delegation will need to reach the Secretariat as soon as possible. Member States are invited to submit an advance scanned copy of the credentials as soon as possible via e-mail.

On 22 January 2021, the CCPCJ recommended to the Credentials Committee, in line with past practice and in light of the extraordinary pandemic situation, to allow the provisional participation of delegations who have only submitted advanced scanned copies of their Credentials.

f. Documentation and submission of papers

Pre-session documents of the Congress will only be issued electronically and will be posted in all six official languages on the website of the Congress. In-session documentation (i.e. the parts of the report for adoption) will be made available in paper form to delegates who are physically present. In addition, it will be made available electronically and will be shared through the Official Documentation System (ODS), with the link provided in the interpretation platform during the meeting.

Written statements (prepared specifically for the Congress) on substantive Congress topics, including national position papers, should be submitted to the Secretariat Fourteenth Congress by latest 18 February 2021, indicating which agenda item the written statement relates to.

g. Statements

In order to accommodate all speakers, statements during the Congress need to be generally limited to three minutes (approximately 300 words). Chairs of regional groups will be allotted a speaking time of maximum five minutes (500 words).

i) High-level segment

The establishment of the initial list of speakers for the high-level segment by means of drawing of lots will take place at an intersessional meeting of the Commission on 17 February 2021.

Statements by Member States made during the high-level segment are preferably three minutes (approximately 300 words) but can exceptionally be up to five minutes (approximately 500 words). In case the high number of registered speakers for the high-level segment makes it necessary to reduce the statements during the high-level segment to three minutes this will be communicated closer to the Congress.

Member States have the option to submit a pre-recorded video-statements for the high-level segment (the same time limitations apply). The video statements need to be transmitted to the Secretariat by latest 26 February 2021.

Heads of United Nations entities and intergovernmental organizations may make statements after Member States, if time permits.

The Alliance of NGOs on Crime Prevention and Criminal Justice may deliver a joined group statement on behalf of the NGO community during the high-level segment.

All statements, delivered during the high-level segment, will be made available on the website of the Fourteenth Crime Congress, unless the Secretariat is informed otherwise by the Member State in question.

ii) Regular segment

Speakers may register in advance for speaking slots in plenary meetings of the regular segment by forwarding to the Secretariat the name and title of their speaker and country or organization and with the agenda item under which they wish to address the Congress.

As there is no advance registration for Committee I and Committee II, speakers are kindly asked to indicate their intention to take the floor during the meetings of the Committees.

Under each agenda item, up to three non-governmental organizations may make statements. These statements are to be coordinated by the Alliance of NGOs on Crime Prevention and Criminal Justice.

h. Special events, ancillary meetings and exhibitions

Special events will take place in an online format on the Congress event platform. The schedule of events is available on the website of the Congress. https://www.unodc.org/unodc/en/crimecongress/special_events.html.

Ancillary meetings will also be carried out in an online format. More information can be obtained from the coordinator of the ancillary meetings, Mr. Gary Hill (Garyhill@cegaservices.com).

Most exhibitions will be also carried out in an online format. More information on exhibitions, which are all coordinated by the Host Country, can be obtained on the following website: www.moj.go.jp/KYOTOCONGRESS2020/en.

C. RULES OF PROCEDURE AND ADOPTION OF THE DECLARATION AND ANY OTHER DECISIONS

The CCPCJ has recommended that the **rules of procedure of the congress**, to be formally adopted at the beginning of the Congress **will be interpreted bearing in mind the specific circumstances of the 14th Congress, with a view to allowing for practical solutions to the challenges arising from a hybrid meeting**. None of these practical solutions shall constitute a precedence for future Congresses.

Given that **all Member States will have the possibility to be represented, either in person or online**, the Kyoto Declaration will be adopted at the beginning of the High Level Segment (as was also the case for the 13th UN Crime Congress) and any other decisions as well as the report will be adopted in-session. In accordance with past practice, those parts of the report that reflect the last day of the Congress will be finalized post-Congress under the guidance of the Rapporteur-General.