

## **Annex I**

### **Organization of work for the eighth meeting of the Working Group on Firearms (10-12 May 2021) in view of COVID-19 restrictions**

#### **Hybrid Meeting**

In light of the continued impact of the COVID-19 pandemic, the eighth meeting of the Working Group on Firearms, scheduled from 10 to 12 May 2021, cannot be held in its usual in-person format.

Whilst the Austrian authorities have cancelled all events, essential official meetings are exempt. This means that in-person meetings should only be held if necessary to maintain official activities that cannot be postponed or held virtually. If in-person meetings are being held, a minimum of 2-meter distance between participants in the meeting room and other preventive and health measures, such as the use of FFP2 masks, will have to be strictly adhered to.

To enable the Working Group on Firearms to carry out its work in line with the above measures, the hybrid meeting format, as explained below, was proposed and approved by the extended Bureau on an exceptional basis by silence procedure on 30 March 2021.

#### **1. Physical presence and remote connections**

The largest available room in the Vienna International Centre (VIC) from 10 to 12 May 2021 is the Plenary Room, which can accommodate 176 tables/seats (without advisor seats), whilst adhering to the required 2-meter distance between all seats.

The attendance record of previous meetings of the Working Group on Firearms<sup>1</sup> shows that, on average, 87 delegations sent one or several delegates to participate in the meeting. This means that the available room size will be adequate to provide all delegations with the opportunity to decide, **on a voluntary basis**, to designate a maximum of **1 delegate per delegation to be physically present at the meeting**.

All other delegates will be connected remotely through the online interpretation platform Interprefy. **Up to 9 links/connections will be available to each Member State delegation<sup>2</sup> and up to 4 links/connections to each international organization delegation.** All links have speaking and listening functions.

#### **2. Meeting times**

As Member States will recall, the hybrid meeting format entails a reduction of each morning and afternoon meeting from 3 to 2 hours. The morning meetings will be held from 12:00 to 14:00 hrs. and the afternoon meetings from 16:00 to 18:00 hrs., local Vienna time. This scheduling takes into account participants from other time zones.

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<sup>1</sup> 2020 (virtual meeting): 54 Parties, 6 Signatories, 19 Non-signatories and 11 IGOs/UN entities; 2019 (no meeting); 2018: 51 Parties, 6 Signatories, 19 Non-signatories and 8 IGOs/UN entities; 2017: 54 Parties, 6 Signatories, 19 Non-signatories and 6 IGOs/UN entities.

<sup>2</sup> This number was updated from the original allocation due to a change in some of the meeting parameters and is meant to include all Parties and Signatories to the Firearms Protocol as well as other Member States, and up to 4 links/connections to each delegation of an international organization. All links have speaking and listening functions.

### **3. Documentation**

Pre-session documents will be issued electronically. In-session documents (i.e. the parts of the report for adoption) will also be made available electronically and in hard copy for those delegates who would be physically present during the meeting. The revised organizational arrangements and proposed schedule of work of the meetings will be reflected in the final reports of the meeting and will be posted on the webpage of the Working Group upon approval by the extended Bureau.

### **4. Preparation and adoption of the summary of deliberations**

The summary of deliberations will be prepared by the Secretariat after the meeting in close coordination with the Chair. **The summary of deliberations will not be subject to negotiations and adoption and will instead be a summary by the Chair.** This will be reflected accordingly in the final report on the eighth meeting of the Working Group.

The above approach follows the past practice of some Working Groups of UNTOC COP including the seventh session of the Working Group on Firearms. It accommodates the limited timeframe, leaving more time for the discussion of recommendations for consideration and endorsement by the Conference.

### **5. Preparation and adoption of the recommendations**

The hybrid meeting format will enable the Working Group to discuss the topics in the agenda and agree upon the outcome of the meeting as described in the [annotated provisional agenda](#) of the meeting.

The Working Group will also have an opportunity to adopt recommendations relating to agenda items 2, 3 and 4, as part of the final report of its meeting, with a view to bringing them to the attention of the Conference of the Parties at its eleventh session for consideration and endorsement, as per usual practice. For this purpose, also as per usual practice, the draft recommendations will be prepared by the Secretariat in consultation with the Chair and presented by the Chair to the Working Group as soon as possible after the discussion on agenda items 2, 3 and 4 of the meeting is completed.

Panellists and all speakers are requested to clearly and explicitly state that they are making a recommendation for inclusion in the report when doing so. The panellists on agenda items 2 and 3 are invited to include their recommendations in their presentations, which will be submitted in advance and published on the website of the relevant meeting, unless advised otherwise.

### **6. Statements**

Owing to time constraints, no **general statements** will be made during the meeting, in order to facilitate free flow of discussion and exchange of ideas. Instead, delegates who would like to make general statements are invited to send those in written format, which will be made available on the public website of the meeting, unless such delegations instruct otherwise.

**Other statements** made during the meeting will be subject to a maximum duration of **3 minutes**.

The maximum duration of **panellists presentations** will be communicated by the secretariat directly to the panellists.

## Annex

### Proposed organization of work

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<i>Date and time</i>	<i>Agenda item</i>	<i>Title or description</i>
<b>Monday, 10 May</b>		
12 noon – 2 p.m.	1 (a)	Opening of the meeting
	1 (b)	Adoption of the agenda and organization of work
	2	Reducing illicit financial and arms flows to achieve target 16.4 of the Sustainable Development Goals
4 – 6 p.m.	2	Reducing illicit financial and arms flows to achieve target 16.4 of the Sustainable Development Goals ( <i>continued</i> )
<b>Tuesday, 11 May</b>		
12 noon – 2 p.m.	3	From Arms Transfers to Firearms Trafficking – Application of the Firearms Protocol in the context of diversion
4 – 6 p.m.	3	From Arms Transfers to Firearms Trafficking – Application of the Firearms Protocol in the context of diversion ( <i>continued</i> )
	4	Follow up on the results of the previous meetings of the Working Group on Firearms.
<b>Wednesday, 12 May</b>		
12 noon – 2 p.m.	5	Other matters
	6	Adoption of the report

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