

**Organization of work
for the ninth session of the Working Group on Firearms (4 and 5 May 2022)
and
for the thirteenth session of the Working Group on International Cooperation as well as the
thirteenth session of the Working Group of Government Experts on Technical Assistance,
including a joint session (23 to 27 May 2022)**

Agreed by the extended Bureau by means of silence procedure, with a deadline of 29 March 2022.

I. Hybrid Meeting Format

Due to the ongoing impact of the COVID-19 pandemic with fluctuating developments across the globe, the May 2022 intergovernmental meetings of the UNTOC COP Working Groups will be held in a hybrid format to enable a broad and geographically balanced participation.¹ The hybrid meeting format will correspond to the past practice of last year.

In-person and remote participation: Based on the applicable 1-meter distance requirement, the available conference room for the meetings, Boardroom D, has the capacity to accommodate 83 participants at seats with a desk and has 90 additional seats.

In view of the overall registration numbers of past meetings, the hybrid format will therefore enable the in-person participation of one delegate per delegation, to be physically present, on a voluntary basis, in the conference room and, in addition, remote participation of delegates through the use of an online interpretation platform. Up to a maximum of 10 links/connections will be available to each Member State delegation (State and non-State parties) and up to 4 links/connections to each international organization delegation. All links have speaking and listening functions. If at the close of registration two weeks before the meetings, a balance is available, additional links could be provided.

Meeting times: The meeting times will be reduced from 3 to 2 hours.

The **Working Group on Firearms** will be held at the same meeting times as last year, with the first meeting being held from **12:00 noon to 2 PM** and the second meeting from **4 to 6 PM**, local time Vienna (see the [annotated agenda of the Working Group](#)).

The **Working Groups on International Cooperation and the Working Group of Government Experts on Technical Assistance** will be held from **11 AM to 1 PM and 3 to 5 PM**, local time Vienna, based on consultation with the chair who will chair the meeting this year from Vienna and in order to best accommodate different time zones.

Meeting documentation: Pre-session documents of the meetings will be issued electronically. In-session documentation (i.e. the parts of the report for adoption) will be made available in hard copy for delegates who participate in-person and will also be made available electronically through the Official Documentation System (ODS).

Statements: No general statements should be delivered during the meeting due to the time constraints. In case of general statements, delegations could submit them in written format prior to

¹ Other intergovernmental meetings scheduled in May, such as the 31st session of the Commission on Crime Prevention and Criminal Justice, will also be held in hybrid format.

the meeting, to be made available on the public website of the meeting. Statements on the agenda items of the meeting should not exceed a maximum duration of 3 minutes, with the exception of panellist presentations. As per past practice, delegations are encouraged to send their statements in written form to the secretariat to facilitate interpretation. The statements relating to specific agenda items will also be made available on the webpage of the meeting, unless instructed otherwise.

Panellist presentations will have a maximum duration that will be communicated by the respective Secretariats directly to the panellists.

Adoption of the report and recommendations: The summary of deliberations will be a summary of the Chair. This should free up time to enable the Working Group to discuss and agree on recommendations which would become a part of the report to be adopted.

The recommendations will be drafted by the Secretariat in consultation with the Chair and presented by the Chair as soon as possible after the discussion on the agenda item was completed.

Panellists and all speakers are requested to very clearly and explicitly state that they are making a recommendation for inclusion in the report when doing so. Recommendations should be concise, and consideration should be given to limiting the overall number of recommendations, where feasible.² If possible, the panellists should include their recommendations in their presentations, which will be submitted in advance and published on the website of the relevant meeting, unless instructed otherwise.

The report (including the Chair's summary) will be submitted to the Conference of the Parties at its eleventh session in 2022 as part of the official documentation.

² Compendium and Thematic Index of Recommendations, Resolutions and Decisions of the Working Groups (gradually being updated) <https://www.unodc.org/unodc/en/treaties/CTOC/compendiums-working-groups.html>