INFORMATION NOTE FOR PARTICIPANTS

Status: 10 July 2020

1. **Meetings arrangements**

The Bureau of the Conference of the Parties approved via silence procedure on 9 July 2020 the *hybrid/in-person format* for the second meeting of the open-ended intergovernmental Expert Group (IEG) established in accordance with resolution 9/1, to be held from 13 to 15 July 2020, *subject to the number of registered delegates physically present in the meeting room remaining at a maximum of 80 delegates.*

Apart from this limited presence of delegates next to the Chair and the secretariat, **all other participants will be connected remotely.**

2. **Meeting times**

The duration of each morning and afternoon meeting is reduced to 2 hours each.

The morning sessions will be held from **12 noon to 2 p.m.** and the afternoon sessions from **4 p.m. to 6 p.m.**, Central European Summer Time (CEST).

**Based on these meeting times, an updated organization of work is published on the webpage of the IEG.** The revised organizational arrangements and schedule of work of the meetings will be outlined by the Chair under agenda item 1 of each meeting and reflected in the final reports accordingly.

3. **Documentation**

Pre-session documents of the meetings will be issued electronically.

In-session documentation (i.e. the parts of the report for adoption) will also be made available electronically. A limited number of in-session documents will be made available to delegates present at the meeting at their pigeon holes. Delegates are reminded to exercise caution and follow the measures put in place to contain COVID-19 pandemic (see below), specifically adhering to social distancing and wearing a face mask.

4. **Interpretation**

The United Nations Secretariat will use the interpretation platform, *Interprefy*, to facilitate the interpretation into all six official United Nations languages. The Interprify platform allows 300 participants to be assigned a “speaking & listening role”. All other participants will only have

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1 Delegations who would like to nominate one delegate will be reminded that, for the purpose of establishment of a *pre-assigned seating plan*, the name and contact details of the delegate entering the conference room, including phone numbers, would need to be submitted by the deadline of 1 p.m. on Friday, 10 July 2020, Vienna time.
“listening role”. Delegations are requested to notify the Secretariat about the distribution of roles (speaking & listening role / listening role) in each delegation when requesting the registration of their delegates through a Note Verbale.

Please consult the relevant Interprefy Participant Guide for participants with speaking and listening function or only listening function.

5. **Course of conduct during the hybrid/ in-person meeting:**

1. Registered delegates who will be physically present at the meeting, will have their seat **pre-assigned** in the meeting room, indicated by a respective nameplate. Delegates are required to only use their pre-assigned seat;

2. Delegates are reminded to adhere to and practice the below-mentioned measures, subject at all times to the advice and guidance by VMS, to prevent the spread of COVID-19;

3. A limited amount of in-session documents will be made available to delegates present at the meeting at their pigeon holes. Delegates are reminded to exercise caution and follow the measures put in place to contain COVID-19 pandemic, specifically adhering to social distancing and wearing a face mask.

6. **Preventive Measures within the VIC:**

- Frequent and correct handwashing with soap and water or hand disinfection as an alternative;
- Maintain physical distancing of one meter as much as possible (see Section G);
- Wear face masks in public areas (see section i);
- Practice good coughing etiquette (such as coughing in the elbow);
- Avoid shaking hands and touching your face;
- Inform VMS of symptoms and seek appropriate guidance before coming to the office;
- Stay home when sick with fever and/or respiratory symptoms; and
- Delegates are responsible for following COVID-19 related requirements.

a) **Physical Distancing in the VIC**

Physical distancing measures should be followed in the VIC. Individuals should avoid close contact and keep a distance of a minimum of one meter from other individuals and should not be in close contact of less than one meter for longer than 15 minutes.

b) **Entering and Exiting the VIC**

All persons entering/exiting the VIC should adhere to physical distancing measures and are required to wear face masks when accessing/exiting security checkpoints (pedestrian and
vehicular). These occupational safety measures also apply during any interaction with security staff inside the VIC.

c) Doors

Delegates are advised to limit the touching of doorknobs, e.g. keeping all office doors open, using elbows, etc.
d) Elevators

Use of elevators will be subject to physical distancing guidelines and will be limited to a maximum of 4 passengers at any one time. Queues are anticipated, and staff and other personnel are encouraged to consider staggering arrival and departure times. Staff are reminded of One Up – Two Down use of stairs, and are encouraged to consider using the stairs more frequently.
e) Hallways

Most hallways in the VIC are wide enough to maintain a distance of one meter for two directional flow. Narrower hallways, for example around elevator bays, will be marked for flow in one direction only.
f) Stairwells

Stairwells in the VIC are wide enough to maintain a distance of one meter while passing another individual. In the case of narrower stairwells, staff must make the necessary room to pass without touching and must pass as quickly as possible.
g) Services

Physical distancing and wearing of face masks must be followed when queuing for and availing of service such as the Cafeteria, pharmacy, Commissary and other VIC commercial services.
h) Distance Markings and Signage

Distance markings of floors in all common areas (i.e. all ground floors in buildings A, B, C, D, E, F, G, M, as well as 2nd and 4th floors of building C) have been prepared.

Delegates should pay attention to markings to maintain physical distancing. Markings throughout the VIC may be displayed on the floor, walls, or signage pillars according to the location and surface materials (e.g. floor markings cannot be easily placed on carpeting).
i) Face Masks

In keeping with the most recent regulations and advice from the Austrian authorities, face masks will be required at the VIC in the following settings:

• When entering and exiting all perimeter gates as well as any contact with UNDSS Security Officers;
• At the Pharmacy and VIC Medical Service premises
• Where one-metre physical distancing cannot be maintained;
• While no longer a requirement in most settings, anyone may continue to wear a face mask in the VIC, if they wish to do so;
• Delegates are advised to have their own masks and are reminded that homemade cloth masks are adequate. In addition, masks may be procured in the pharmacy.

8. Useful References:

• COVID-19 website for all UN system personnel;
• Latest information from WHO;
• General Guidelines for VIC return