



Conference of the States Parties to the United Nations Convention against Corruption

Distr.: General
14 October 2021

Original: English

Ninth session

Sharm el-Sheikh, Egypt, 13–17 December 2021

Information for participants

I. Date and venue

1. In its decision 5/3, entitled “Venue for the ninth session of the Conference of the States Parties to the United Nations Convention against Corruption”, the Conference of the States Parties to the Convention, welcoming the offer of the Government of Egypt to host the ninth session of the Conference, decided that the ninth session would be held in Egypt in 2021.
2. Pursuant to that decision, the ninth session of the Conference will be held at the International Congress Centre (ICC) in Sharm el-Sheikh, Egypt, from 13 to 17 December 2021.
3. **In view of the crucial nature of the matters to be considered by the Conference at the session and the need to reach important decisions, government representation in person at the highest possible political level is strongly encouraged.**

II. National organizing committee

4. The host Government has appointed a national organizing committee, headed by the Assistant Foreign Minister for Legal Affairs.
5. The following officials of Egypt are in charge of coordinating all organizational aspects of the ninth session of the Conference. Their contact information is as follows:

Minister Plenipotentiary Mohammad Elshahed
Director of Counter Corruption Unit, Ministry of Foreign Affairs

Email: Mohamed.abdelsalam@mfa.gov.eg;
Elshahedmohamed75@gmail.com

(Available Sunday to Thursday, 7 a.m. to 3 p.m., Cairo time)

First Secretary Heba Ismail
Alternate Permanent Representative of Egypt to the United Nations (Vienna),
(Anti-Corruption Desk)

Email: heba.ismail@mfa.gov.eg
hebaismail.cosp9@gmail.com

(Available Monday to Friday, 8 a.m. to 6 p.m., Vienna time)



III. Opening ceremony, opening statements and seating arrangements

6. Information on the arrangements for the high-level ceremonial opening, to be held in the Plenary Hall on the morning of Monday, 13 December 2021, will be made available on the web page of the session (www.unodc.org/unodc/en/corruption/COSP/session9.html).
7. For the formal opening ceremony, each government delegation will be assigned four seats: two at the table and two in the row behind. Specially identified seating will be available for other participants in the session.
8. In line with past practice, the list of speakers for agenda item 1 (f), “General discussion”, which is to be considered starting on Monday, 13 December 2021, will be opened on 15 November 2021. Requests received before **15 November 2021** must be resubmitted once the list is open.
9. The procedures on the establishment of the list of speakers for the general discussion will be as follows: (a) representatives of States will be included on the list of speakers on a first-come, first-served basis, on the understanding that representatives at ministerial or higher levels will be given priority; (b) should a ministerial-level speaker be replaced by a speaker at the non-ministerial level, that speaker will be added to the list of speakers on the basis of the time the notification regarding the change of speaker is submitted to the secretariat; and (c) a speaker from one delegation wishing to switch places on the list with a speaker at the same level from another delegation should make their own arrangements and inform the secretariat in writing.
10. In line with a recommendation by the Bureau of the Conference, in addition to statements being delivered by high-level representatives present at the Conference in person, delegations will be given the opportunity to submit pre-recorded video statements by high-level representatives, such as Heads of State or Government, ministers, vice-ministers, heads of delegations and other dignitaries. Such pre-recorded video statements will be played in the Plenary Hall after being introduced either by their representative who is physically present or by the President of the Conference if the delegation is not represented at the session in person. The deadline for the submission of pre-recorded video statements and the text of those statements has been set at **6 December 2021**. Links to files containing pre-recorded statements should be sent by email to the secretariat (unov-conference.statements@un.org) via a file-sharing platform with appropriate security protections (e.g. password and/or private link), such as Dropbox. Delegations are kindly requested **not** to attach video files to emails directly (please also see annexes III and IV for guidelines and technical requirements). Delegates are also requested to familiarize themselves with the guidance and requirements before recording their statements. **Aside from the pre-recorded statements, there will be no opportunity to deliver statements in a virtual format, using the Interprefy platform, during the general discussion.**
11. In line with rule 45 of the rules of procedure for the Conference¹ and established practice, delegations will be requested to adhere to a maximum speaking time of four minutes (or 400 words) for all speakers, including high-level representatives, with seven minutes allotted to the Chairs of the regional groups.
12. Longer statements will be posted on the website of the session, provided that a clean copy of the statement is forwarded to the secretariat (unless delegations inform the secretariat that they do not wish to have their statements posted online).
13. The preliminary list of speakers for item 1 (f) will be circulated to delegations in a special message shortly before the Conference.

¹ The full text of the rules of procedure is available on the website of the United Nations Office on Drugs and Crime (www.unodc.org/unodc/en/treaties/CAC/rules-of-procedure.html).

14. Participants are reminded that mobile telephones should be either switched off or switched to “silent” mode during all proceedings.

IV. Provisional agenda and proposed organization of work

15. The annotated provisional agenda and proposed organization of work of the session are contained in document CAC/COSP/2021/1, available in the six official languages of the United Nations on the web page of the session.

16. During the Conference, a number of special events will be organized. Details of those special events will be made available on the web page of the session.

V. Participation and costs

17. According to the rules of procedure for the Conference, the following may take part in the proceedings of the Conference:

- (a) States parties to the Convention;
- (b) States and regional economic integration organizations that have signed the Convention;
- (c) Other States and regional economic integration organizations that have not signed the Convention;
- (d) Representatives of entities and organizations that have received a standing invitation from the General Assembly to participate as observers in the sessions and work of all international conferences convened under its auspices;
- (e) Representatives of United Nations bodies, specialized agencies and funds;
- (f) Representatives of the functional commissions of the Economic and Social Council;
- (g) Representatives of any other relevant intergovernmental organization;
- (h) Relevant non-governmental organizations having consultative status with the Economic and Social Council;
- (i) Other relevant non-governmental organizations.

18. Participating Governments, intergovernmental organizations and non-governmental organizations are responsible for the costs of participation of their delegates.

VI. Draft resolutions

19. In accordance with rule 51 of the rules of procedure for the Conference, States intending to submit draft resolutions for consideration by the Conference at its ninth session are requested to do so as soon as possible and not later than one day in advance of the session.

20. Draft resolutions should be submitted as early as possible in order to enable productive discussions prior to the session. States parties are hereby informed that, at its meeting held on 8 September 2021, the Bureau of the Conference strongly encouraged States parties to submit draft resolutions to the secretariat one month prior to the session, namely, by **15 November 2021** at the latest.

21. Draft resolutions should be submitted in Word format and sent by email to the secretariat of the Conference (uncac@un.org). The intended scope of the resolution, a proposed timetable for its implementation and information on the resources available to implement it should be indicated, together with other relevant

information. The draft resolution should be accompanied by an official transmittal note.

VII. Bilateral meetings

22. To reserve rooms for bilateral meetings between Member States during the session, please send a request by email to unov.conference@un.org. Please note that requests will be considered on a first-come, first-served basis.

23. When submitting a room reservation request, Member States are reminded to include the date and time of the meeting and the number of officials to be in attendance (subject to a maximum of eight participants owing to coronavirus disease (COVID-19) measures).

VIII. Credentials

24. Rule 18 of the rules of procedure for the Conference, entitled “Submission of credentials”, provides that the credentials of representatives of each State party and the names of the persons constituting the State party’s delegation shall be submitted to the secretariat of the Conference if possible not later than 24 hours in advance of the opening of the session.

25. **The rules of procedure also provide that the credentials shall be issued by the Head of State or Government, by the Minister for Foreign Affairs or by the Permanent Representative to the United Nations of the State party, in accordance with its domestic law or, in the case of a regional economic integration organization, by the competent authority of that organization.**

26. Advance scanned copies of credentials should be sent by email to the secretariat of the Conference (uncac@un.org).

27. Prior to the session, delegations will be able to submit the original credentials of representatives of each State party either in person (office E1280 in the E-Building, Vienna International Centre) or by post to:

Secretariat of the Conference of the States Parties to the United Nations
Convention against Corruption
United Nations Office on Drugs and Crime
PO Box 500
1400 Vienna
Austria

28. Delegations must ensure that the original credentials reach the secretariat by **Friday, 3 December 2021**, at the very latest, whether submitted in person or by post.

29. Starting at 10 a.m. on Sunday, 12 December 2021, it will also be possible to submit original credentials to the office of the secretariat of the Conference, located at ICC.

30. In this regard, States parties are reminded that, in accordance with rule 19 of the rules of procedure for the Conference, the Bureau of any session shall examine the credentials and submit its report to the Conference.

31. **The requirement to submit the original credentials applies to delegations participating both in person and online.**

IX. Registration and list of participants

32. Registration for the Conference will be handled through the United Nations registration system Indico, which works on the basis of self-registration. Participants

first need to create an account in Indico (<https://indico.un.org/login>) and then, as a second step, register for the Conference.

33. Registration for the Conference opened on 1 September 2021. In line with the requirements established by the host Government, delegates are requested to complete the registration process as early as possible before the Conference and not later than **12 November 2021**. The secretariat will be able to accommodate requests for registration after this date only in exceptional cases. Participants can register for the session through the following link:
www.unodc.org/unodc/corruption/registration/cosp9/

34. Governments are hereby informed that an official note verbale must be uploaded in the Indico system, together with the mandatory details for each delegate (name, job title, individual email address and whether participation will be in person or online) as well as a photograph and a copy of the delegate's passport in the case of in-person registration. Registration requests will be approved by the secretariat only after being cross-checked against the official note verbale uploaded in Indico. The Government is kindly requested to share the note verbale with the nominated delegates to enable them to complete the registration process as soon as possible, and not later than **12 November 2021**, and to observe the deadline in order for the secretariat to finalize all the necessary technical preparations for the meeting.

35. Detailed information on registration will be made available on the web page of the session in October 2021.

In-person participation

36. Admission to the Conference site will require the presentation of an identification badge for the Conference at all times.

37. Please note that only if a registration request has been approved can conference passes be pre-printed and made ready to be picked up at the registration area. Please also note that:

(a) Conference participants are requested to collect their conference passes in person;

(b) A representative of a permanent mission may also collect the conference passes for all members of their delegation. In such cases, however, the designated collector will need to:

(i) Be in possession of an appropriate authorization, signed by the Permanent Representative or the Chargé d'Affaires;

(ii) Be responsible for the delivery of the conference passes to all members of his or her delegation.

38. Representatives who do not complete the pre-registration procedure as detailed above must complete their registration in the Indico system upon arrival at ICC by uploading all the required documents in order to be issued with a conference pass.

39. As part of the high-level security arrangements, all participants are required to present their invitations or official communications identifying them as delegates, together with their passports or other official photograph-bearing identity documents, as they make their way to the registration area located at the main entrance of ICC in order to register and obtain their conference passes for the session. Passes must be worn visibly at all times in the Centre during the session. All persons and their bags and briefcases will be screened at the entrance to the Centre.

40. On-site registration and collection of pre-printed badges will begin at 10 a.m. on Friday, 10 December 2021, and the registration desk will remain open until 7 p.m. The desk will then be open as follows:

10 to 12 December 2021: 10 a.m. to 7 p.m.

13 to 15 December 2021: 7 a.m. to 6.30 p.m.

16 and 17 December 2021: 9 a.m. to 2 p.m.

Online participation

41. Delegates not taking part in person can register for online participation. Information on procedures for in-person and online registration and links to the Indico system are available on the web page of the session.

Registration of Heads of State or Government and ministers

42. It is strongly recommended that Heads of State, Heads of Government and ministers who plan to participate in person be registered in Indico well in advance in order to expedite the preparation of their conference passes and minimize inconvenience. Those passes will be ready for collection at the registration desk by an authorized person located at the main entrance of ICC. A representative of a permanent mission may collect the passes. In such cases, however, the designated collector will need to be in possession of an appropriate authorization, signed by the Permanent Representative or the Chargé d’Affairs. Questions regarding conference passes should be sent by email to Gary Everett (gary.everett@un.org) of the United Nations Security and Safety Service.

43. All requests for vehicular access permits for Government ministers (only) must be submitted in writing to Jaki Azmi (azmij@un.org) and Bernhard Kothgassner (bernhard.kothgassner@un.org) of the United Nations Security and Safety Service. Access regulations for the above-mentioned category will be provided together with vehicle authorization decals.

Registration of members of the press and the media

44. Media representatives are required to apply for accreditation in Indico (see paras. 31 and 32), preferably in advance of the session. Accreditation is also possible at the press registration counter, located at ICC. For further information, see section XII below.

X. Languages and documentation

45. The official languages of the Conference are the six official languages of the United Nations: Arabic, Chinese, English, French, Russian and Spanish. Statements made in an official language of the Conference during plenary meetings will be interpreted into the other five official languages. Official documents of the Conference will be made available in all six official languages.

46. Each seat in the meeting rooms for which simultaneous interpretation is available will be provided with a portable receiving set and headphones. Participants are requested not to remove that equipment from the meeting rooms so that it may be checked periodically and the batteries recharged if necessary. In this regard, the attention of delegations is also drawn to the COVID-19 preventive plan in paragraph 73.

47. The secretariat has prepared a number of documents to facilitate consideration of the items on the provisional agenda for the session. Those documents may be downloaded from the web page of the session.

48. In furtherance of the secretariat’s efforts to reduce expenditure and support endeavours to limit the environmental impact of the session, documentation will be available at the conference venue in limited quantity. Each delegation will receive a single, complete set of documents in the language (or languages) of its choice. Delegates are encouraged to access these documents on the web page of the session, as well as from VIC Online Services. **Delegates are therefore kindly requested to bring their own copies of the pre-session documents to the session, if required.**

49. The main documents distribution counter will be located in the foyer near the Plenary Hall (the Capitol). At the documents distribution counter, each delegation will

be assigned an individual box in which documents issued during the session will be placed.

50. To determine exact requirements for **in-session** documents, each delegation is requested to inform the persons working at the documents distribution counter of its requirements, specifying the number of copies of each document required and the language or languages in which it wishes to receive the documents during the session. The number of copies requested should be sufficient to cover all requirements, as it will not be possible to request additional copies.

XI. Submission of papers

51. Copies of national statements and position papers prepared by participating States will be distributed during the session in the languages and quantities provided by Governments. It is suggested that the following minimum number of copies be provided:

<i>Language combination</i>	<i>Minimum number of copies</i>					
	<i>Arabic</i>	<i>Chinese</i>	<i>English</i>	<i>French</i>	<i>Russian</i>	<i>Spanish</i>
Arabic and English only	175	–	425	–	–	–
Chinese and English only	–	10	425	–	–	–
English only	–	–	600	–	–	–
English and French only	–	–	425	175	–	–
English, French and Spanish only	–	–	375	125	–	100
English and Russian only	–	–	425	–	100	–
English and Spanish only	–	–	425	–	–	175

52. If the suggested number of copies cannot be provided, 300 copies is the absolute minimum necessary for distribution to cover one copy per delegation and limited copies for secretariat use. Business centres located in the various hotels and on location offer reproduction facilities on a commercial basis. However, it is strongly recommended that delegations bring sufficient quantities of documents to the conference centre well before the opening of the session.

53. Specialized agencies, intergovernmental organizations and non-governmental organizations may also prepare background information on specific questions pertaining to the subjects under consideration (see paras. 51 and 52 above for the recommended languages and quantities).

54. **Copies of all national statements** and position papers, as well as other relevant documents, **should be sent by email as soon as possible to the secretariat (uncac@un.org)**.

XII. Information and the media

55. Media facilities, including a press centre and a press briefing room, will be available at ICC.

56. Media representatives wishing to cover the event must apply for accreditation before or during the session by contacting the Accreditation Office of the United Nations Information Service in Vienna:

Anne Thomas
 United Nations Information Service
 Mobile: +43 699 1459 5588
 Email: press.vienna@un.org

57. Media representatives are required to register in Indico (see sect. IX). To obtain accreditation, media representatives must upload valid press credentials, including a letter of assignment on the official letterhead of a media organization signed by the

publisher/assignment editor, editor-in-chief or bureau chief, specifying the name and job title of the journalist. A photocopy of a valid press card or work pass is also required.

58. Media representatives covering the session should contact Anne Thomas to provide exact details of the equipment that they wish to bring to Egypt, as some equipment may require special permission from the national authorities.

59. Starting at 10 a.m. on Saturday, 11 December 2021, media representatives can receive accreditation by applying in person at the press registration counter, located in ICC. Press passes will be issued upon presentation of an official photograph-bearing identity document. Only those representatives of the media who have special conference press passes will have access to meetings, special events and the press working area.

60. Further information on the session is available on the web page of the session.

XIII. Visas, travel and hotel reservations

61. A valid visa and passport are required for entry into Egypt. No special visas are offered for Conference participants. All diplomats, employees of international organizations and foreign governmental bodies, and those travelling for business purposes, will be required to undergo the standard procedure for acquiring visas through overseas embassies and consulates of Egypt. Conference participants are highly encouraged to start the visa application process as early as possible, not less than **three weeks** prior to the date of the opening of the Conference, to comply with the requirements of the host Government. Passports must be valid at least six months from the date of entry into Egypt.

62. Related information on visa requirements may be obtained from overseas embassies and consulates of Egypt. The Ministry of Foreign Affairs of Egypt has instructed all of its embassies and consulates worldwide to facilitate visa issuance for participants in the ninth session of the Conference.

63. Arrangements will be made to ensure that visas for the duration of the Conference are issued, where possible, at the airport of arrival in Egypt, to those who are unable to obtain a visa prior to their arrival owing to unforeseen circumstances, provided that the secretariat of the Conference has notified the Egyptian authorities concerned of these specific cases in a timely manner. Arrangements will also be made to facilitate visas for participants who reside in countries where Egypt does not maintain a diplomatic mission. The process will be communicated to the secretariat and the permanent missions of such countries at a later time.

64. Pursuant to the host country agreement signed by the United Nations and the Government of Egypt regarding the arrangements for the session, Conference participants will not be charged a visa fee.

65. Commercial airlines enforce strict limits regarding the size and weight of baggage. Passengers should independently familiarize themselves with relevant limits on the weight of baggage and carry-on items prior to departure in order to avoid unnecessary expense or complications. In the interest of air safety, passengers are not permitted to transport dangerous items or substances either on their person or in checked baggage.

Accommodation

66. Participants are responsible for making their own hotel reservations (see annex II for a list of officially recommended hotels).

67. Participants wishing to arrange accommodation, flight reservations, a meet and assist service, transportation and events outside the Conference venue in Sharm el-Sheikh during the Conference are kindly requested to contact:

Sameh Seif El Din
Operations Manager
Global Conference Management
Telephone: +20 155 385 3252
Email: cosp2021@gcm-egypt.com

Ahmed Abdel Rehim
Aviation Manager
Global Conference Management
Telephone: +20 155 385 3252
Email: cosp2021@gcm-egypt.com

Riham Basta
Events Manager
Global Conference Management
Telephone: +20 155 385 3252
Email: cosp2021@gcm-egypt.com

68. Participants can make their own reservations with a list of affiliated hotels and pay online at <https://connect.eventpro.net/eu/client/DB041011>.

Airport reception

69. A welcome area, fast-track visitors' entry and information desk will be set up at Cairo and Sharm el-Sheikh airports to assist participants arriving for the Conference session.

Transportation to and from hotels and airports

70. A shuttle bus service between the airport in Sharm el-Sheikh and the officially recommended hotels for the session will be available free of charge to participants. Taxicabs and rental cars are also available at the airport, for which commercial costs are applicable.

71. The schedule of the shuttle buses will be made available on the website maintained by the host Government. A link to that website will be posted on the web page of the session.

Flight information

72. The organizing committee will designate an official air carrier for the session. The details will be published on the web page of the session as soon as they become available.

XIV. COVID-19 preventive measures for in-person participants

73. The United Nations and the host Government will develop a COVID-19 prevention plan for the Conference, on the basis of the relevant guidelines issued by the Government of Egypt and the sanitary standards applicable to intergovernmental meetings organized by the United Nations. Details will be available at www.unodc.org/unodc/en/corruption/COSP/session9.html and the website maintained by the Government of Egypt (identical information). Owing to the evolving nature of the situation, in-person participants are encouraged to check that information regularly. In-person participants must comply with the COVID-19-related measures in place; in particular, participants must not attend meetings if they develop symptoms associated with COVID-19. They must also adhere to distancing requirements at all times.

XV. Facilities at the International Congress Centre

74. The following facilities will be available to participants at ICC:
- (a) Cafeteria and restaurant;
 - (b) Bars with snack service;
 - (c) Wireless connectivity, available throughout the conference centre at no additional cost to participants;
 - (d) Medical service/first aid room;
 - (e) Bank branch, and money exchange and ATM services;
 - (f) Travel agency (including car rental service);
 - (g) Information counter for participants;
 - (h) Business centre;
 - (i) Meditation room for all faiths.

XVI. Useful information about Egypt

Medical insurance

75. It is strongly recommended that participants obtain, prior to departure, international medical insurance for the period of their participation in the session, including COVID-19 coverage.

Geography and history

76. Egypt has a remarkable history and a unique geographical location at the point of convergence of the continents of Africa, Asia and Europe. It is bordered to the north by the Mediterranean Sea, to the west by Libya, to the south by the Sudan, and to the east by the Red Sea and the gulfs of Suez and Aqaba. The Suez Canal, one of the most important international waterways, and the River Nile, the lifeline of Egyptians, flow through the country. Within the extended stretch of the Nile is the world's most intensive concentration of temples, tombs and palaces, constructed over the span of 4,000 years.

77. The Nile has made Egypt a site through which Abrahamic religions have crossed and peacefully coexisted. It has been and will remain a major point of cultural and intellectual convergence between East, West, North and South.

78. It has been the cradle of successive civilizations, from the Pharaonic period to the ancient Greeks and the Romans, and the Coptic and Islamic civilizations.

79. Egypt is a sovereign, united, indivisible State with a democratic republican system that is based on citizenship and the rule of law. The Egyptian people are part of the Arab nation. Egypt is part of the Islamic world, belongs to the African continent and cherishes its proximity to Asia. The country is divided into 27 governorates, of which Cairo is the capital, while Alexandria is the second largest city.

80. The President of the Republic, currently President Abdel Fattah El-Sisi, is the head of State and the head of executive power. The political system is based on political and partisan pluralism, peaceful rotation of power, separation and balance of powers, the inevitable correlation between powers and responsibilities, and respect for human rights and freedoms, as stated in the Constitution.

81. In February 2016, Egypt launched Egypt Vision 2030 as a national agenda that reflected the State's long-term strategic plan to implement sustainable development principles and achieve related objectives in all areas. Egypt Vision 2030 is based on the principles of comprehensive sustainable development and balanced regional development and reflects the three dimensions of sustainable development: the

economic, social and environmental. Egypt Vision 2030 focuses on improving quality of life and standard of living in various areas by ensuring the consolidation of the principles of justice, social inclusion and the participation of all citizens in political and social life, in conjunction with high, inclusive and sustainable economic growth, enhancing investment in human beings and building their creativity by promoting increased knowledge, innovation and scientific research in all areas.

82. The Egypt of today is built on rich historical layers that range from Ancient Egypt to the Roman Empire, Islamic dynasties and recent history. In Cairo and most of the country's major cities you will find skyscrapers, highways, international hotels, restaurants and other urban features. Over the past decade, Egypt has grown to become the modern hub of Africa; the country boasts numerous airports, ports and modern marinas, and major cities are connected through a network of newly built highways. Moreover, telecommunications and Internet services in Egypt are booming, providing the infrastructure required for the constant development of the country.

83. Sharm el-Sheikh is one of the cities on the Red Sea. It is located on the Gulf of Aqaba, 479 km from Cairo, about 300 km from Suez and 19 km from Ras Mohammed National Park. It covers an area of nearly 777 square kilometres and has a population of about 69,417. Sharm el-Sheikh is considered one of the country's tourist destinations owing to the development in the tourism industry and its recognition worldwide. The city has a number of tourist attractions, including Ras Muhamad National Park, Ne'ma Bay and the Nabq protected area. Moreover, from Sharm el-Sheikh, you can visit the Sinai Desert and Saint Catherine's Monastery, or the majestic Mount Sinai. Sharm el-Sheikh has been awarded the Golden Apple Award from the World Federation of Travel Journalists and Writers.

84. Sharm el-Sheikh has hosted a number of international conferences at its International Congress Centre, which is considered one of the most prominent flagships of the city. The Centre was designed according to global standards and specifications. It is the largest congress centre in Egypt and the second largest in the Middle East.

Climate

85. The climate is warm and dry all year round with temperatures ranging between 20°C and 25°C in the winter months. December is still a warm month in Sharm el-Sheikh, with average temperatures fluctuating between 15°C and 23.2°C.

Language

86. The official language of Egypt is Arabic; however, English is widely understood.

Currency

87. The national currency of Egypt is the Egyptian pound. **In Egypt, all transactions are made in pounds.**

88. Currency exchanges can be found at Cairo and Sharm el-Sheikh airports, and at major hotels and banks throughout the city. All banks buy and sell United States dollars, euros and pound sterling. Exchange rates may differ depending on the bank. Some banks ask also for a form of identification such as a passport when changing money.

89. Major credit cards (Visa, MasterCard, American Express, Diners Club) and traveller's cheques in major currencies are generally accepted in large hotels, restaurants and department stores, as well as in several large stores. Traveller's cheques and bank notes in all major currencies may be exchanged at all commercial banks and most hotels and foreign exchange counters. ATM services are also available.

90. Although the majority of restaurants and many stores in Sharm el-Sheikh accept bank cards, it is recommended that visitors also carry some cash.

Time

91. Sharm el-Sheikh is Greenwich Mean Time (GMT) +2 hours.

Taxes

92. For goods purchased in Egypt that will be exported (subject to terms and conditions), shoppers can obtain a VAT refund provided that they validate their purchases according to local rules. VAT refund counters are available at the airports.

Electricity

93. Domestic supply is 220 volts. Sockets suitable for two-pin plugs are the norm.

Telephone services and useful telephone numbers

94. Telephone services are available in hotels, restaurants and cafes. Prepaid mobile telephone cards are available at hotels and local shops. Dialling codes are as follows:

For local calls: +2 + city code + number

For international calls: 00 + country code + number

95. Information on tourism may be obtained from the country's official tourism website (<http://egypt.travel>).

Postal and Internet services

96. Postal facilities are available at post offices and in most major hotels. Internet services are also available at most major hotels, as well as in cybercafes around Sharm el-Sheikh and at ICC.

Business hours

97. Government offices operate from Sunday to Thursday from 9 a.m. to 3 p.m.

98. Some private companies are closed only on Fridays, while others are closed on both Fridays and Saturdays. Department stores in shopping malls are open all week. Restaurants typically open from morning until midnight and do not have a break.

XVII. Social events

99. The host Government will host two social events: an official dinner for dignitaries and heads of delegations (by invitation only) and a cocktail reception, which will be open to all registered Conference participants. Further details related to those events will be made available.

100. Participants wishing to arrange social events during the session are kindly requested to contact:

Riham Basta
Events Manager
Global Conference Management
Telephone: +20 155 385 3252
Email: cosp2021@gcm-egypt.com
catering@gcm-egypt.com

XVIII. Protocol-related issues

101. For any matters related to protocol, delegations may contact the protocol focal point of the host Government:

Mariham Youssef
Telephone: +20 100 4935609
Email: mariham.youssef@hotmail.com

102. For protocol-related issues during the session, and in relation to bilateral meetings with the Executive Director of UNODC, kindly contact the following UNODC protocol focal point:

Teymuraz Gogolashvili
Protocol Officer
Office of the Director General/Office of the Executive Director
UNOV/UNODC
Telephone: +43 1 26060 3955
Email: teymuraz.gogolashvili@un.org

Annex I

Sample format for credentials

Credentials

I, the undersigned [*Head of State, Head of Government, Minister for Foreign Affairs, Permanent Representative to the United Nations*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*country*] at the [...] session of the Conference of the States Parties to the United Nations Convention against Corruption to be held in [*city/venue*], [*country*] from [*date*].

Representative/Head of delegation [*Name of Head of Delegation*]

Alternate Head of Delegation [*Name of Alternate Head of Delegation*]

Adviser(s) [*Name(s) of adviser(s)*]

Done in [*city*] on this [*day*] of [*month*] in [*year*]

[Signature block]

Annex II

Hotel arrangements

Hotel reservations

1. Participants may make their own reservations with hotels directly through the website maintained by the host Government. Below is a list of hotels that have been officially designated by the host Government and that are offering special rates to participants. Only the hotels listed will have shuttle services to and from Sharm el-Sheikh Airport and, where applicable, to and from ICC.

2. Participants who require assistance with reservations should contact:

Sameh Seif El Din
Operations Manager
Global Conference Management
Telephone: +20 155 385 3252
Email: cosp2021@gcm-egypt.com

Participants can make their own reservations with all list of affiliated hotels and pay online at <https://connect.eventpro.net/eu/client/DB041011>.

List of recommended hotels

3. The table below shows the special rates negotiated for rooms in the various recommended hotels. Prices are per night and include breakfast and taxes. The special rates are available only through the aforementioned website. When making a reservation, please state that it is in relation to the Conference of the States Parties to the United Nations Convention against Corruption.

<i>Hotel</i>	<i>Rates single room</i>	<i>Rates double room</i>	<i>Single and double suite</i>	<i>Remarks</i>
Royal Savoy	198 USD	280 USD	430 USD	Lunch price is 25 USD Dinner price is 35 USD
Savoy Hotel	116 USD– 138 USD	144 USD– 198 USD	235 USD– 300 USD	Lunch price is 25 USD Dinner price is 35 USD (main restaurant)
Sierra Hotel	88 USD– 99 USD	110 USD– 144 USD	n/a	Lunch price is 20 USD Dinner price is 30 USD (main restaurant)
Sunrise Arabian Beach Resort	126 USD	140 USD	205 USD	Lunch price is 19 USD Dinner price is 25 USD (main restaurant)
Concord Deluxe	90 USD	100 USD	n/a	Lunch price is 15 USD Dinner price is 20 USD (main restaurant) The price of soft drinks per person per day is 15 USD
Concord Sports Hotel	70 USD	80 USD	n/a	Lunch price is 15 USD Dinner price is 20 USD (main restaurant) The price of soft drinks per person per day is 15 USD
Pyramisa	75 USD	100 USD	n/a	The price is on a full board basis, inclusive of taxes
Grand Rotana	100 USD– 110 USD	110 USD– 120 USD	450 USD	Lunch price is 19 USD Dinner price is 25 USD (main restaurant)
Park Regency	125 USD	140 USD	270 USD	Lunch price is 20 USD. Dinner price is 26 USD (main restaurant)
Rixos Seagate	200 USD	265 USD	365 USD	Lunch price is 40 USD Dinner price is 50 USD (main restaurant)
Rixos Sharm el-Sheikh	140 USD	188 USD	288 USD	Lunch price is 40 USD Dinner price is 50 USD (main restaurant)
Baron Resort	175 USD– 205 USD	190 USD– 250 USD	Executive suite: 355 USD– 415 USD	Options including half board and full board with soft drinks are also available

<i>Hotel</i>	<i>Rates single room</i>	<i>Rates double room</i>	<i>Single and double suite</i>	<i>Remarks</i>
Baron Palms	145 USD– 165 USD	145 USD– 185 USD	Executive suite: 285 USD– 325 USD	Options including half board and full board with soft drinks are also available
Coral Sea	110 USD	120 USD	Executive suite: 145 USD	Lunch price is 12 USD Dinner price is 16 USD (main restaurant)
Cleopatra	80 USD– 96 USD	100 USD– 120 USD	Executive suite: 140 USD	Options including half board and full board with soft drinks are also available
Sultan Gardens Resort	144 USD– 163 USD	227 USD– 285 USD	Executive suite: 145 USD– 178 USD	Options including half board and full board with soft drinks are also available

Annex III

Guidelines for the submission of pre-recorded video messages/statements

The following procedures are circulated to ensure that pre-recorded video messages can be made in a uniform and high-quality manner.

A delegation registered to participate in the session in question may submit a pre-recorded video along with a faithful transcript of the statement to unov-conference.statements@un.org not later than one week prior to the opening of the session, i.e. **Monday, 6 December 2021**. Video statements adhering to the guidelines and within the time limits set out below will be aired during the plenary session. Pre-recorded video messages submitted to the Conference will be published on the web page of the session (www.unodc.org/unodc/en/corruption/COSP/session9.html), unless clear instructions are given by the submitting delegation that they should not be made available online.

Delegations wishing to submit a pre-recorded video message or statement for the ninth session of the Conference are requested to notify the secretariat, by email, of their intention to do so when enrolling in the list of speakers.

Technical specifications

• Content

- ✓ Videos should display only the image of the person presenting the statement
- ✓ Videos should not contain PowerPoint presentations, video clips, pictures of events, superimposed text or any other visual or audio content (i.e. no background music or sounds)
- ✓ In line with the official languages of the United Nations, all video statements must be delivered in one of the official languages (Arabic, Chinese, English, French, Russian or Spanish). The videos will be published only in the original language (simultaneous interpretation is offered when the video is played during the session)
- ✓ Pre-recorded video statements should be submitted together with a faithful transcript

Videos not meeting these specifications will not be aired in the plenary but will be published on the web page of the session.

• Length

For general statements, the time limits are as follows:

- ✓ Regional group: 7 minutes
- ✓ National statements: 4 minutes

• Quality of videos

- ✓ Specifications
 - 16:9 aspect ratio
 - Media file format: mov or mp4. Web-type compressed video file formats cannot be used (wmv, flv, asf)
 - Native size (16:9) and frame rate (e.g. 1920 x 1080 or 1280 x 720)
 - Statements should be provided in a single media file with no editing required
- ✓ Video
 - There should be no fade-in or fade-out at the beginning or end of the statement
 - The background should be plain and not distract from the speaker
 - Framing: medium close-up (waist-to-head)

- Speakers should address the camera
- No captioning, subtitles, graphics or text should be used
- ✓ Audio
 - A microphone should be placed close to the speaker or attached to the speaker's clothing. See annex IV for more detailed recommendations on microphones
 - Speakers should be prompted to begin reading their message after a two-second video pre-roll

Submission of a pre-recorded video statement

Sample email

To: unov-conference.statements@un.org

From: *[official email address]*

Subject: Submission of pre-recorded video statement

The Permanent Mission of *[country]* wishes to submit a pre-recorded video statement of Ms./Mr. *[name]*, *[functional title]*, together with the accompanying written statement(s). Ms./Mr. *[name]* will deliver his/her statement in *[language]*. The delegation of *[country]* will therefore not deliver a statement during the Conference.

[Signature]

[Name]

[Telephone number]

Annex IV

United Nations audio and video recommendations for pre-recorded statements

Delegations wishing to submit pre-recorded video messages or statements are kindly reminded of the following recommendations:

General

- Speak in one of the six official languages of the United Nations
- Speak at a moderate pace, allowing for natural pauses at the end of phrases and ideas
- Speak directly into the microphone, placing it between 30 and 50 centimetres away
- Avoid tapping, blowing or shouting into the microphone
- Avoid including moving images alongside the speaker, do not include background music.
- Provide a text of the statement with the video. Videos submitted without text will not be interpreted
- Provide the pre-recorded video file in mp4 format

When submitting a pre-recorded statement in a **non-United Nations language**,

- Provide a video file with the audio recording of the interpretation into one of the United Nations official languages as a voice-over. The voice of the original speaker must be completely muted
- Provide the corresponding written translation of the statement into one of the United Nations official languages

Statements accompanied only by subtitles or a written translation in a United Nations official language will not be interpreted.

Audio

Please use a microphone with the following characteristics:

- Directional (cardioid) or lapel
- Suitable for speech recognition
- Noise and echo cancelling
- Correctly reproduces audio frequencies between 125 Hz and 15,000 Hz

The audio must contain natural pauses and avoid abrupt transitions. Surround and stereo audio must be appropriately balanced and free from phase differences. Audio quality must be steady and free from fluctuations.

Please note that microphones integrated into a computer or mobile device, mobile phone earpieces, and Bluetooth headsets do not provide the requisite sound quality and must not be used.

Video

- Record in a quiet room, free of any noise (e.g. clicking, humming, paper ruffling)
- Use a high-definition camera (720p or higher)
- Place the camera at head height and face it when recording
- Close any drapes/curtains to avoid backlighting
- Use artificial light to illuminate the speaker indirectly (with a single light source pointing up), or from three different angles, if multiple light sources are available

List of recommended microphones*Table microphones (examples):*

Rode studio USB microphone
 Rode NT-USB mini USB microphone
 Blue Yeti USB microphone
 Fifine gooseneck USB microphone

Lapel microphones (examples):

Fifine k053 (pattern: cardioid; frequency: 50Hz–16kHz; connection: USB)
 Fifine k031 wireless lapel microphone for PC (pattern: cardioid; frequency: 50Hz–16kHz; connection: USB)
 Movo M1 USB Lavalier microphone (pattern: omnidirectional; frequency: 35Hz–18kHz; connection: USB)

Headsets recommended by the International Association of Conference Interpreters and that meet the requirements for active participants

<i>Manufacturer</i>	<i>Series</i>	<i>Model</i>	<i>Over ear</i>	<i>Microphone frequency</i>	<i>Headphone frequency</i>
Cyber Acoustics	AC	6012	Yes	100–16 000 Hz	20–29 000 Hz
HAMA	AH	100	Yes	30–16 000Hz	20–18 000 Hz
HAMA	Black	Desire	Yes	30–15 000 Hz	20–20 000 Hz
HAMA	Urage Soundz	113737	Yes	20–20 000 Hz	20–20 000 Hz
Logitech	G	332	Yes	100–20 000 Hz	20–20 000 Hz
Logitech	Zone	Wired	Yes	20–16 000 Hz	20–16 000 Hz
Sennheiser	GSP	350	Yes	10–24 000 Hz	15–26 000 Hz