

**Ninth session of the Conference of the States Parties
to the United Nations Convention against Corruption**

How to change your registration from in-person to online

Please send an official email to: uncac@un.org, with the subject line “Change to online participation”, listing the names and individual email addresses of the delegates who have already completed their registration in INDICO and will not be able to take part in the conference in-person, and for whom the change to the online participation category is required.

No additional (or revised) Note Verbale / Official Letter is required if the request is received from the Permanent Mission or Capital that issued the initial Note Verbale.

Requests received by email from individual delegates will also be acknowledged, however, will only be valid for the one individual email address that the participant is writing from.

Please note: this process does not replace the requirement for delegates to register in INDICO. The secretariat is only able to change the status of existing registrations in INDICO.

Delegates who have not had the chance to complete their registration or have been requested to provide additional information are requested to register/complete their registration under the following link, selecting the appropriate participation category:
<http://www.unodc.org/unodc/corruption/registration/cosp9/>

Delegates who have successfully completed the entire registration process in INDICO, will receive an email informing them that the registration has been approved. This confirmation email remains valid for the entire duration of the conference, regardless of the type of participation.

All delegates who have successfully registered for the event in INDICO selecting the online category (including delegates for whom the registration has been changed to the online category) will receive an additional email containing instructions that will enable them to take part in the conference shortly before the conference starts.

Please also note that duly signed credentials will still be required for all members of your delegation that are authorized to represent your government at the conference (including delegates who have been nominated to attend the conference online or contribute to the conference in any form e.g. through delivering a video statement).

An advance copy of the credentials should be sent to the secretariat as soon as possible. Further instructions on this can be found overleaf for ease of reference.

The original credentials will need to be handed over to the Secretariat in Sharm El-Sheikh latest by 12 December 2021 or sent/handed to the Secretariat in advance in Vienna.

SUBMISSION OF CREDENTIALS

Rule 18 of the rules of procedure, 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.

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.

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

Prior to the session, delegations will be able to submit the original credentials either in person (office E1225 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

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

Starting at 10:00 a.m. on **Sunday, 12 December 2021**, original credentials of representatives of each State party and the names of the persons constituting the State party’s delegation should be submitted to the office of the secretariat of the Conference of the States Parties to the United Nations Convention against Corruption, located at the International Congress Centre.

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.

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

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]