



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

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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 United Nations Convention against Corruption, 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. A plan of the ICC is provided in annex V.

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

* For reasons of economy, the documentation for the present session will be printed in limited quantities. Delegates are therefore requested to bring their copies of this and other Conference documents to the session.

Director of Counter Corruption Unit, Ministry of Foreign Affairs.
E-mail: Mohamed.abdelsalam@mfa.gov.eg
Elshahedmohamed75@gmail.com

First Secretary /Heba Ismail (Monday-Friday 8 a.m.-6 p.m., Vienna time)
Alternate Permanent Representative of Egypt to the United Nations (Vienna)
(Anti-Corruption Desk)
Email: heba.ismail@mfa.gov.eg
hebaismail.cosp9@gmail.com

III. Opening ceremony, opening statements and seating arrangements

6. Information on the arrangements for the for the high-level ceremonial opening to be held on Monday, 13 December 2021, in the morning, in the Plenary Hall will be made available on the website of the session.

7. For the formal opening ceremony, each Government delegation will be assigned four seats: two at the table and two in the row behind. Specifically identified seating will be available for other participants in the session of the Conference.

8. In line with past practice the list of speakers for agenda item 1 (f) entitled “General discussion” which is scheduled to be considered on Monday, 13 December 2021, will be opened as of **15 November 2021**. Requests received before 15 November 2021 will have to 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 the ministerial or higher levels will be given priority; (b) should a ministerial level minister be replaced by a speaker at the non-ministerial level, the speaker will be added to the list of speakers based on the time of the submission to the secretariat of the notification regarding the change of speaker; and (c) should a speaker from one delegation wish to switch places on the list with a speaker at the same level from another delegation, those delegations should make their own arrangements and inform the secretariat in writing.

10. In line with a recommendation of 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/Government, ministers, vice-ministers, heads of delegation 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 the President of the Conference if the delegation is not represented at the session. The deadline for the submission of such pre-recorded video statements and the text of the statement, has been set at **6 December 2021**. Links to files, containing such 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 an email directly (please also see annexes

III and IV for guidelines and technical requirements). Delegates are kindly requested to familiarize themselves with the guidance and requirements before recording their statements. **Beyond the pre-recorded statements, there will be no possibility 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 of the Conference and established practice, delegations will be requested to adhere to a speaking time of maximum 4 minutes (or 400 words) allotted to all speakers, including high-level representatives, with 7 minutes being allotted for the Chairs of the Regional Groups.

12. Longer statements will be posted on the website of the Conference, provided that a clean copy of the statement is forwarded to the secretariat (and unless delegations inform the secretariat that they do not wish to have their statement 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.

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 website of the United Nations Office on Drugs and Crime (UNODC) (<http://www.unodc.org/unodc/en/corruption/COSP/session9.html>).

16. During the Conference, a number of special events will be organized. Details of these special events will be made available on the website of UNODC (<http://www.unodc.org/unodc/en/corruption/COSP/session9.html>).

V. Participation and costs

17. According to the rules of procedure for the Conference of the States Parties to the United Nations Convention against Corruption,¹ 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;

¹ The full text of the rules of procedure is available on the UNODC website (www.unodc.org/unodc/en/treaties/CAC/rules-of-procedure.html).

- (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 of the States Parties to the United Nations Convention against Corruption, 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 **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 attended to on a first-come, first-served basis.

23. In 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 (maximum eight participants due to COVID-19 measures).

VIII. Credentials

24. 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.

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 e-mail to the secretariat of the Conference (uncac@un.org).

27. 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

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

29. Starting at 10:00 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 of the States Parties to the United Nations Convention against Corruption, located at the 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. The 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, in a second step, register for the Conference.

33. Registration for the Conference has opened on 1 September. In line with requirements 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 registrations after this date only in exceptional cases. The registration for the session is accessible through the following link:

<http://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, title, individual email address, in-person or online participation) as well as a photograph and a passport copy in 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 Conference website in October 2021 (<http://www.unodc.org/unodc/en/corruption/COSP/session9.html>).

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 conference passes can only be pre-printed and ready to be picked up at the registration area for approved registration requests.

Please also note that:

- a) Conference participants are requested to collect their 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; and
 - (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 the International Congress Centre by uploading all required documents in order to have a conference pass issued.

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 in the main entrance of the ICC

to register and obtain their conference passes for the session. Passes must be worn visibly at all times in the conference centre during the session. All persons and their bags and briefcases will be screened at the entrance of the conference centre.

40. On-site registration and pick-up of pre-printed badges will begin on Friday, 10 December 2021, at 10 a.m., and the registration desk will remain open until 7 p.m. The registration 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 to 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 Conference website (<http://www.unodc.org/unodc/en/corruption/COSP/session9.html>).

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 badges and minimize inconvenience. Those badges will be ready for collection at the registration desk by an authorized person at the registration area located at the main entrance of the ICC. Permanent Missions may collect the Conference VIP badges (please see above paragraph 37 for details). In such cases, however, the designated collector will need to (a) be in possession of an appropriate authorization, signed by the Resident Representative or the Chargé d’Affairs. Questions regarding VIP badges should be sent by e-mail to Lieutenant 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 Mr. Jaki Azmi (azmij@un.org), and Bernhard Kothgassner (bernhard.kothgassner@un.org) of the United Nations Department of 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 paragraphs 31. and 32.), preferably in advance of the session. Accreditation is also possible at the press registration counter, located at the ICC. For further information, please see section XII, entitled “Information and the media”, 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 conference halls of the conference centre for which simultaneous interpretation is available will be provided with a portable receiving set and headphone. Participants are requested not to remove that equipment from the meeting rooms so that it may be checked periodically and the batteries may be recharged if necessary. In this regard, the attention of delegations is also drawn on the COVID-19 preventive plan (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 Conference website (<http://www.unodc.org/unodc/en/corruption/COSP/session9.html>).

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

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. 52 and 53 above for the recommended languages and quantities).

54. **Informational copies of all national statements** and position papers, as well as other relevant documents, **should be sent by e-mail 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 the 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, Vienna:

Ms. Anne Thomas
 United Nations Information Service
 Mobile: +43 699 1459 5588
 E-mail: press@unvienna.org

57. Media representatives are required to register in Indico (see section IX. Registration and list of participants). To obtain accreditation media representatives need to 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 functional 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 Ms. 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 on Saturday, 11 December 2021, 10:00 a.m., media representatives can receive accreditation by applying in person at the press registration counter, located in the ICC. Press passes will be issued upon presentation of an official photograph-bearing identity document. Only those representatives of the media who have the 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 UNODC website (<http://www.unodc.org/unodc/en/corruption/COSP/session9.html>).

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 embassies and consulates of the Arab Republic of Egypt overseas. Conference participants are highly encouraged to start the visa application process as early as possible, no less than **three weeks** prior to the date of the opening of the Conference, to comply with the requirements of the host government. Passports have to be valid at least six months from the date of entry to Egypt.

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

63. Arrangements shall 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 were unable to obtain the visa prior to their arrival due to unforeseen circumstances, provided that the Conference secretariat has notified the concerned Egyptian authorities of these specific cases in a timely manner. Arrangements shall also be made to facilitate visas for participants who reside in countries where Egypt does not maintain a diplomatic mission. The process thereof shall be communicated to the secretariat and the Permanent Missions of the said 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, all 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 for the Conference session. (See annex II for a list of officially recommended hotels).

67. Participants wishing to arrange for their accommodation, flight reservations, Meet & Assist and transportation and events outside the Conference venue in Sharm el-Sheikh during the conference are kindly requested to contact:

Mr. Sameh Seif El Din
Operations Manager
Global Conference Management
Phone: +20 155 385 3252
e-mail: cosp2021@gcm-egypt.com

Mr. Ahmed Abdel Rehim
Aviation Manager
Global Conference Management
Phone: +20 155 385 3252
e-mail: cosp2021@gcm-egypt.com

Ms. Riham Basta
Events Manager
Global Conference Management
Phone: +20 155 385 3252
e-mail: cosp2021@gcm-egypt.com

68. Participants can make their own reservations and payments online through the below link with a list of affiliated hotels:

<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 of 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.

Flight information

72. The organizing committee will designate an official air carrier of the session. The details will be published on the conference website as soon as 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, based on 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 on the following websites: <http://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 show symptoms associated with COVID-19. They must also adhere to the distancing requirements at all times.

XV. Facilities at the International Congress Centre (ICC)

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, Money Exchange and ATM;
- (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 secure, prior to departure, international medical insurance for the period of participation, including COVID-19 coverage.

Geography and history

76. Egypt enjoys a remarkable geographic location and history.

77. Egypt is located at the point of convergence of the three old continents Africa, Asia and Europe. It is bordered to the West by Libya, to the South by the Sudan, and to the East by the Red Sea along with the two Gulfs of Suez and Aqaba. To the North, it overlooks the Mediterranean. On its lands the Suez Canal, one of the most important international waterways, is running. The River Nile, the lifeline for Egyptians, also flows throughout its territory. 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.

78. This extension made Egypt a bridge through which Abrahamic religions have crossed and peacefully co-existed. It has been and will remain the major point of convergence of cultural and intellectual interaction between the East and West, North and South.

79. It has been the cradle of successive civilizations starting with the Pharaonic civilization passing through the Greek and the Roman civilization ending with the Coptic and Islamic civilizations.

80. Egypt is a sovereign, united, indivisible State, having 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 vicinity to Asia. The country is divided into 27 governorates, of which Cairo is the capital, while Alexandria is the second largest city.

81. 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.

82. In February 2016, Egypt launched "Egypt Vision 2030" as a national agenda that reflected the state's long-term strategic plan to achieve sustainable development principles and objectives in all areas. Egypt Vision 2030 is based on the principles of 'comprehensive sustainable development' and 'balanced regional development'. Egypt Vision 2030 reflects the three dimensions of sustainable development: economic, social, and environmental dimensions. Egypt Vision 2030 focuses on improving the quality of life and improving the standard of living in various aspects of life 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.

83. The contrast of historical layers that range from Ancient Egypt to the Roman Empire, Islamic dynasties to the modern history of Egypt is what you'll find in Egypt today. In Cairo and most of the Egypt's major cities you'll find skyscrapers, highways, international hotels, restaurants and other features of urbanization. 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 needed infrastructure for the constant development of the country.

84. Sharm el-Sheikh is one of Egypt major cities on the Red Sea. Sharm el-Sheikh 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 km² with a population of about 69,417 inhabitants. Sharm el-Sheikh is considered one of Egypt's touristic cities due to the development in the tourism industry and its recognition worldwide. The city has a number of tourist attractions including Ras Muhamad reservation, Ne'ma bay, and Nabq area. Moreover, from Sharm el-Sheikh, you can visit Sinai desert and St Catherine Monastery, or the majestic Sinai Mountains. Sharm el-Sheikh received the UNESCO award being the world's best city for peace and beauty. Sharm el-Sheikh was also awarded the Golden Apple award from the International Union of Tourism Journalists and Writers.

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

Climate

86. The climate is lovely and dry all year long with temperatures ranging between 20° and 25° C in the winter months. December is still a warm month in Sharm el-Sheikh, with average temperature fluctuating between 15°C (59°F) and 23.2°C (73.8°F).

Language

87. The official language in the Arab Republic of Egypt is Arabic. English is widely understood.

Currency

88. The national currency of the Arab Republic of Egypt is the Egyptian Pound. **In Egypt, all transactions are made in Pounds.**

89. 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 US Dollars, Euros and British Pounds. Exchange rates may differ depending on the bank. Some banks ask also for a form of identification such as a passport when changing money.

90. 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.

91. Although the majority of restaurants and many stores in Sharm el-Sheikh accept bank cards, it is recommended to carry cash as well.

Time

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

Taxes

93. For goods purchased in Egypt, which will be exported (subject to terms and conditions), shoppers can obtain a refund on the VAT, provided that they validate their purchases according to local rules.

94. VAT refund counters are available at the airports.

Electricity

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

Telephone services and useful telephone numbers

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

For local calls: +2 + city code + number

For international calls: 00 + country code + number

97. Information on tourism may be obtained from the official tourism website:
<http://egypt.travel/>

Postal and Internet services

98. 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 the ICC.

Business hours

99. Government offices operate from Sunday to Thursday from 09 a.m. – 3 p.m.

100. 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 to midnight and do not have a break.

XVII. Social events

101. 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 for all participants registered for the Conference. Further details related to these events will be made available.

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

Ms. Riham Basta
Events Manager
Global Conference Management
Phone: +20 155 385 3252
e-mail: cosp2021@gcm-egypt.com
catering@gcm-egypt.com

XVIII. Protocol issues

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

Ms. Mariham Youssef
Tel : +20 100 4935609
E-mail: mariham.youssef@hotmail.com

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

Mr. Teymuraz Gogolashvili
Protocol Officer
Office of the Director General/Office of the Executive Director
UNOV/UNODC
Telephone: +43 1 26060 3955
E-mail: 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

A. Hotel reservations

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

2. Mr. Sameh Seif El Din
Operations Manager
Global Conference Management
Phone: +20 155 385 3252
e-mail: cosp2021@gcm-egypt.com

Participants can make their own reservations and payments online through the below link with all list of affiliated hotels

<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, including breakfast. Taxes are included. The special rates are available only through the aforementioned website. When making the reservation, please give the name of the event: “Conference of the States Parties to the United Nations Convention against Corruption”.

Annex III

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

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

A delegation registered to the session in question may submit a pre-recorded video along with a faithful transcript of the statement to unov-conference.statements@un.org latest one week prior to the opening of the session, i.e. **Monday 6 December 2021**. Video statements adhering to the below guidelines and within the below time limits will be aired during the plenary session. Pre-recorded video messages submitted to the Conference will be published on the website of the Conference, 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/statement to the ninth Conference of the States Parties to the United Nations Convention against Corruption are requested to notify the Secretariat, via 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 (i.e. no background music or sounds) content;
- ✓ In line with the official languages of the United Nations, all video statements have to 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 displayed 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 Conference website.

- **Length**

For general statements at the Conference, 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;
 - 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 V for more detailed recommendations on microphones;
 - Speakers should be prompted to begin reading their message after a two-second video pre-roll.

Sample email

Submission of a pre-recorded video statement

SAMPLE EMAIL

To: unov-conference.statements@un.org

From: [official email address]

Subject: Submission of video recorded 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

phone number

ANNEX IV

United Nations Audio-video requirements for pre-recorded statements

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

GENERAL

- Speeches should be delivered 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 30-50 centimeters away.
- Avoid tapping, blowing or shouting into the microphone.
- Avoid including moving images alongside the speaker, do not include background music.
- A text of the statement must be provided 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 by subtitles only or just a written translation in a United Nations official language will not be interpreted.

AUDIO

Please use a microphone with the following characteristics²:

- 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.

² Please see below a list of recommended suitable microphones.

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

VIDEO

- Record in a quiet room, free of any noise (ex. clicking, humming, paper ruffling);
- Use an HD 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 (suggested examples):

RODE STUDIO USB MICROPHONE
 RODE NT-USB MINI USB MICROPHONE
 BLUE YETI USB MICROPHONE
 FIFINE GOOSNECK USB MICROPHONE

Lapel Microphones (suggested examples):

Fifine K053 (Pattern: Cardioid; FR: 50Hz-16kHz; connection: USB)
 Fifine k031 wireless lapel microphone for PC (Pattern: Cardioid; FR: 50Hz-16kHz;
 Connection: USB)
 Movo M1 USB Lavalier microphone (Pattern :Omnidirectional; FR : 35Hz-18kHz;
 Connection: USB)

AIIC-recommended headsets that meet requirements for active participants:

Manufacturer	Series	Mode I	Over ear	Microphone FR	Headphone FR
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
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