Tenth Session of the UNTOC Conference of the Parties- 12-16 October 2020
Vienna, Austria

UPDATED GUIDELINES FOR SIDE EVENTS
15th September 2020

Introduction
The present Guidelines relate to the organization of side events to be held during the tenth session of the Conference of the Parties (COP) to the United Nations Convention against Transnational Organized Crime.

Due to the special circumstances caused by the COVID-19 pandemic and taking into consideration the relevant health and safety measures, the extended Bureau of the Conference of the Parties has approved the decision to hold all side events during COP10 in a virtual format.

This decision was communicated to the focal points of the side events on 22nd August 2020, and only the side events that had been confirmed to take place online have been included into the final program.

Please find below, for your attention, the Updated Guidelines for the organizers of side events.

I. Confirmation of side events final programme
The programme of side events has currently been submitted for approval to the extended Bureau of the Conference of the Parties to the UNTOC.

Once approved, the programme of side events will be circulated electronically to the organizers and all Permanent Missions. It will also be made available on the UNTOC Conference website.

II. Registration and access for participants of side events
Organizers are responsible for all organizational and technical matters related to their side events.

Organizers are encouraged to share the links for their events with the COP secretariat by 2nd October 2020. Links will be included in the electronic programme which will be uploaded on the UNTOC-COP website.

III. Platforms and technical requirements
Organizers of side events are invited to select the platform that they deem most efficient for the purpose of holding their respective side events.
Furthermore, UN Secretariat organizers are reminded of the OICT guidance on the use of Zoom that stipulates that “the use of Zoom in the UN Secretariat is only authorized to participate in Zoom meetings that are organized by third parties”.

IV. Remote Simultaneous Interpretation (RSI) platforms and interpretation services

Simultaneous interpretation functionality is only available through the following three Remote Simultaneous Interpretation platforms: Interprefy, Kudo and Interactio. The costs related to such platforms include two separate components: costs of technical use of the platform and interpretation services.

In case you would like to organize your event through a Remote Simultaneous Interpretation platform, please follow the below steps, as per the guidance provided by the Conference Management Service:

1) For UNODC organizers:
   - Please send a request to cop.sideevents@un.org notifying the Conference Management Service that your event would be conducted through an RSI platform. Please note that the choice of the RSI platform will be assessed by the Conference Management Services based on the parameters of the meeting, and the cost of the platform use will be billed through the provided WBSE.
   - Please contact Doris Schachermaier (doris.schachermaier@un.org) from the Interpretation Section in order to get assistance in finding private interpretation for the event. Please note that as per the past practice, UN interpretation services are not available for side events.

2) For non-UNODC organizers:
   - Please contact the RSI platforms (Interprefy, Kudo or Interactio) directly to receive information on the costs and modalities of the services provided.

V. Promotional material

All promotional material must be cleared by the Secretary of the Conference prior to its distribution. For this purpose, promotional material must be submitted in electronic form to CSS at untoc.cop@un.org by 30th September 2020.

VI. Meeting rooms

As all side events are taking place in the virtual format, no meeting rooms can be provided to side event organizers.

VII. Summaries of the side events

After the side events, organizers are encouraged to share with the Secretariat a one-paragraph summary of your event with a photo-if possible. Please send your summaries to untoc.cop@un.org by 30th October 2020.

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