Additional information for participants

10\textsuperscript{th} session of the Conference of the Parties to the United Nations Convention against Transnational Organized Crime

12-16 October 2020

This additional information for participants is complementary to the Information for Participants, which can be found at the Conference webpage in all six official languages.

This document comprises some general Conference information as well as information related to the exceptional hybrid/in-person meeting format of the Conference of the Parties to the United Nations Convention against Transnational Crime (COP10).

In case of any additional questions, please send your queries to: untoc.cop@un.org

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I. HYBRID/IN-PERSON MEETING FORMAT

In light of the ongoing COVID-19 pandemic, the COP10 will be held in a so-called hybrid/in-person meeting format as approved by the extended Bureau of the Conference by silence procedure on 7 September 2020. This format enables limited in person participation (physical presence) as well as remote participation through an online simultaneous interpretation platform.

1. Registration and participation in person (physical presence)

➤ How do I register if I want to participate in person?

The registration deadline is Wednesday, 23 September 2020.

The available biggest conference room can accommodate 228 persons at seats with tables and 228 behind (advisor seats). This accommodates a maximum of:

- 2 delegates per State party, signatories and non-signatories
- 1 delegate per intergovernmental organization and non-governmental organization.

If the number of delegations registering participants to be physically present is higher, then physical presence of delegates from intergovernmental organization and non-governmental organization will not be feasible.

To enable this registration process and planning, the Secretariat has set, as communicated through the Note Verbale CU2020/338, Wednesday, 23 September 2020 as the deadline for the registration of delegates who wish to be physically present during the meetings. Regretfully this deadline cannot be extended.

➤ How can I access the Conference in view of COVID-19 prevention measures?

To manage the access to the Vienna International Centre and Conference room by the participants registered for physical presence, the secretariat will issue two types of badges. Access to the Conference room will only be granted to those participants who show both badges.

- Individual badge
- Conference delegation badge without individual participants names: 2 per delegation of each registered State party, signatories and non-signatories, and one per delegation of each registered intergovernmental organization and non-governmental organization if so decided.
Important note: Whilst the use of two badges helps to limit the number of participants in the Conference room in accordance with the required distancing measures, it provides some flexibility for delegations to have different delegates participate in the different meetings in terms of their expertise and the agenda items under discussions, two each day from 12:00 to 14:00 and from 16:00 to 18:00. Delegations are kindly requested to refrain, as much as possible, from changing the delegates during the individual meetings and, instead, only to make such changes per meeting as a measure to mitigate the impact of the COVID-19.

In view of the COVID-19 pandemic, delegates are called upon to pay utmost attention to preventive measures which are outlined in separate COVID-19 guidelines, which will be uploaded on the webpage and updated in case of need. This includes adherence to minimum distance requirements and avoidance of gatherings/crowds beyond the requirements made by the Host Country outside of the conference room and in the Vienna International Centre in general. For this reason, delegates are kindly requested to limit their presence at the Vienna International Centre, as much as possible, when not attending the meetings in the Conference room.

The restaurant, cafeteria and coffee corners will only operate with reduced facilities due to social distancing requirements.

2. Registration and participation remotely/online

How do I register if I want to participate remotely?

The registration deadline for remote/online participation is Wednesday, 7 October 2020.

In addition to the above-mentioned physical presence, delegates can join remotely via an online simultaneous interpretation platform. Due to the technical limitations of the platform, only 300 speaker links and 1000 listener links are available.

Speaker links:
- 2 speaker links per delegation of a State party, signatory and non-signatory
- 1 speaker link per delegation of an intergovernmental organization or non-governamental organization

This calculation is based on the number of registered delegations at the COP8 and COP9. If the number of registered delegations for the COP10 is higher, the number of speaker links per delegation of a State party, signatory and non-signatory will have to be reduced to one.

Listener links:
- 4 listener links per delegation of a State party, signatory and non-signatory and
- 2 listener links per delegation of an intergovernmental organization or non-governmental organization.

It is important to note that those links are assigned to individual delegates and cannot be changed or reassigned to other delegates during the Conference.

The Secretariat has sent out communication CU 2020/338, kindly requesting delegations to send the list of delegates that will attend COP10 remotely, including full name(s), title(s) and email address(es), clearly identifying the link required for each participant. State parties, signatories and non-signatories are also requested to clearly indicate which of the two speaker links should remain if the total number would have to be reduced to one. The deadline for registration is Wednesday, 7 October 2020.

Furthermore, the plenary meetings of the Conference will be broadcasted via web-stream on the Conference webpage.

3. Protocol matters and registration of Heads of State or Government and ministers if they participate in person (physical presence)

In case a Head of State or Government or a minister would participate in COP10 in person (physical presence), reference is made to the section on Protocol matters in the Information for Participants, which can be found at the Conference webpage in all six official languages.

**Such registrations should be made as early as possible, latest by Friday, 2 October 2020.**

4. Meeting times

Due to the hybrid/in-person format of COP10, each meeting will need to be reduced from 3 to 2 hours. This means the combined meeting time of COP10 will be 20 hours, instead of 30 hours. Meetings will be held from **12:00 to 14:00 and 16:00 to 18:00, local time Vienna**. These times aim to accommodate remote participation of countries in the Asia Pacific region in the morning meetings and of countries in the Latin American region in the afternoon meetings.

The meeting times will have an impact on the scheduling, as outlined in the last section of this document on the proposed organization of work.
II. CREDENTIALS

➢ How do I submit the credentials and what is the deadline for submission?

States parties attending the Conference need to register via email to untoc.cop@un.org following the procedures outlined above and, in addition, need to submit an advance copy of their proper credentials.

The credentials should include all delegates participating in COP10, either in person (physical presence) or remotely.

➢ What are the requirements of proper credentials?

According to Rule 18 of the Rules of Procedure for the Conference, 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. This means that credentials that are issued by an authority other than those listed in this paragraph cannot be accepted.

**PLEASE NOTE:**

✓ Credentials need to be issued in official stationery of the issuing authority, that is, on an official letterhead.

✓ They also need to include clear information of the names and functional titles of the representatives attending the meeting and the full name and functional title of the person transmitting the information, with their signature, the date and an official stamp.

✓ You may find sample credentials at the following address: https://www.unodc.org/unodc/en/organized-crime/intro/COP/info-submission-of-credentials.html

➢ When should I present proper credentials and is there a deadline for this?

Proper credentials should be presented at the time of registration. If there is a problem with the credentials, the Secretariat will inform the State party accordingly. If the State party has not presented proper credentials before the beginning of the tenth session, they can
participate provisionally in the session, according to Rule 20 of the Rules of Procedure for the Conference.

**PLEASE NOTE:**

- States parties that are participating provisionally in the tenth session will have until noon on 16 October 2020 to present proper credentials.

This is in order to comply with the Rules of Procedure for the Conference as well as to abide by the decision of the extended Bureau of the Conference at its eighth session, which states that, at future sessions of the Conference beginning with the ninth session, there would be no extension for the submission of credentials for those State parties that do not comply with the requirements (see the Report of the Conference at its eighth session, paragraphs 12 to 14.)

### III. LISTS OF SPEAKERS

#### 1. Opening session

The official opening of the tenth session of the Conference will take place on Monday, 12 October 2020 at 12:00 hrs.

Time will be allowed for opening statements by:

- the outgoing President (who also presides over the election of the President of the following session);
- the incoming President;
- the Executive Director of UNODC;
- High-level speakers at the level of a Head of State (TBD).

These statements will be made from the podium or via the interpretation platform through a speaker link.

- In addition, opening statements can be made by the Chairpersons of the regional groups and representatives of G77 and the European Union (if speaking on behalf of its member states).
A strict time limit of **five minutes** will be allotted to each speaker during the opening session. The statements by the Chairpersons of the regional groups will be made from the floor or via the interpretation platform through a speaker link.

**PLEASE NOTE:**

☑ Requests to register a high-level speaker or Chair of a Regional Group for the opening session should be sent to untoc.cop@un.org, **at the latest by Friday, 9 October 2020 at noon** (Vienna time).

2. **General discussion**

Under the sub-item entitled “General discussion”, time is allowed for statements to be made on matters of a general nature related to the implementation of the Convention and that may be of interest to the Conference. **These statements are made from the floor or via the interpretation platform through a speaker link.**

A list of speakers for the general discussion is kept by the secretariat, which opened on Monday, 31 August and **closes promptly at noon on Friday, 9 October 2020.**

Speakers will be added to the list on a first-come, first-served basis on the understanding that priority will be given to representatives of cabinet-level ministerial and higher rank.

**Speakers are requested to limit their statements to three minutes.** This limitation follows past practice and is even more important considering the overall reduced meeting times.

**PLEASE NOTE:**

☑ Requests for inclusion in the list of speakers for the General Discussion should be sent to the secretariat at the latest by **Friday, 9 October 2020 at noon (Vienna time)** via email to untoc.cop@un.org.
3. DRAFT RESOLUTIONS

1. Deadlines for submission

The deadline for the submission of draft resolutions is Monday, 21 September 2020.

**PLEASE NOTE:**

- The firm deadline for the submission of draft resolutions for consideration at the tenth session of the Conference is close of business on Monday, 21 September 2020.

- Draft resolutions should be submitted as early as possible in order to enable productive discussions during the pre-session consultations.

- Draft resolutions should be sent via email to untoc.cop@un.org through cover of an official Note Verbale from the main sponsor.

Delegations wishing to hold informal consultations on the draft resolutions should please contact unovconference@un.org for room bookings.

2. Informal pre-session consultations

In its decision 6/3, the Conference decided that, for future sessions of the Conference, starting with the seventh session, the Conference would be preceded by informal pre-session consultations, without interpretation, to be held on the working day preceding the first day of the Conference. Accordingly, the informal pre-session consultations will be held on Friday, 9 October 2020, from 11:00 to 13:00 and 15:00 to 17:00 in the Plenary room, located in the M-Building of the VIC. The remote participation will be allowed through the Microsoft Teams meeting function, the link of which will be provided in due course.

Informal pre-session consultations are meant to provide an opportunity for States to engage in informal consultations on draft resolutions and, inter alia, the provisional agenda for the subsequent session of the Conference.
3. COMMITTEE OF THE WHOLE

In its decision 5/2, the Conference decided to establish a Committee of the Whole, the membership of which will be open to all States parties and signatories to the United Nations Convention against Transnational Organized Crime.

- According to decision 5/2, the Committee will meet during the sessions of the Conference:
  - when the President of the Conference so decides;
  - to perform such functions as might be requested by the Conference in order to assist the Conference in dealing with its agenda and to facilitate its work;
  - to consider specific items on the agenda, as requested by the Conference;
  - and to submit its comments and recommendations, including draft resolutions and draft decisions, to the Conference for consideration.

During the tenth session of the Conference, and in accordance with past practice, the plenary will be suspended for the purpose of convening the Committee of the Whole.

An announcement regarding the convening of the Committee of the Whole will, therefore, be made by the President in a timely manner in the course of the tenth session of the Conference.

To support the negotiation of resolutions in view of the limited participation and reduced meeting time, the Committee of the Whole would be allotted six hours. The Committee of the Whole would allow for remote participation via Interprefy. Please refer to the proposed amended timeline at the end of this document under organization of work.

4. Side events and exhibitions

59 side events will be held during COP10. All events will be organized in a virtual format. The programme of side events can be found on the Conference webpage.

No exhibitions will be held at the VIC premises during the COP10 in light of the COVID-19 pandemic.
5. Proposed organization of work

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<th>Date/time</th>
<th>Agenda item</th>
<th>Title or description</th>
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<tr>
<td>12 p.m.-2 p.m.</td>
<td>1 (a)</td>
<td>Opening of the session</td>
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<td></td>
<td>1 (b)</td>
<td>Election of officers</td>
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<td></td>
<td>1 (c)</td>
<td>Adoption of the agenda and organization of work</td>
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<td></td>
<td>1 (d)</td>
<td>Participation</td>
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<td>1 (e)</td>
<td>Adoption of the report of the Bureau on credentials</td>
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<td>1 (f)</td>
<td>General discussion</td>
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<td>4–6 p.m.</td>
<td>1 (f)</td>
<td>General discussion</td>
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<tr>
<td><strong>Tuesday, 13 October</strong></td>
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<tr>
<td>12 p.m.-2 p.m.</td>
<td>2</td>
<td>Review of the implementation of the United Nations Convention against Transnational Organized Crime and the Protocols thereto</td>
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<td>2 (a)</td>
<td>Organized Crime Convention</td>
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<td>Trafficking in Persons Protocol</td>
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<td>Firearms Protocol</td>
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<td>Other serious crimes, as defined in the Convention, including new forms and dimensions of transnational organized crime</td>
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<td>4–6 p.m.</td>
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<td>International cooperation, with particular emphasis on extradition, mutual legal assistance and international cooperation for the purpose of confiscation, and the establishment and strengthening of central authorities</td>
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<td>Technical assistance</td>
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<td>12 p.m.-2 p.m.</td>
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<td>Committee of the Whole</td>
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<td>12 p.m.-2 p.m.</td>
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<td>4–6 p.m.</td>
<td>6</td>
<td>Financial and budgetary matters</td>
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<td>Provisional agenda for the eleventh session of the Conference</td>
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<td>Other matters</td>
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<td>9</td>
<td>Adoption of the report of the Conference on its tenth session</td>
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