

COVID-19 Guidelines for in-person participants

to the Tenth session of the Conference of the parties to the UN Convention against Transnational Organized Crime (UNTOC)

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BACKGROUND

The tenth session of the Conference of the Parties (COP10) to the UN Convention against Transnational Organized Crime (UNTOC) will be held in a hybrid/in person format in Vienna International Centre from 12 to 16 October in light of the COVID-19 pandemic as approved by the extended Bureau of the Conference by silence procedure on 7 September 2020.

These guidelines were prepared pursuant to the requirements of the Vienna International Centre Crisis Management Team and the approved Organization of work for COP10. They aim at providing guidance to physical participants to COP10 on COVID-19 preventive measures and contain the following information:

1. COVID-19 precautionary measures – specific arrangements for UNTOC COP
2. Overview of COVID-19 general preventive measures at the VIC
3. Sources for local measures to contain the COVID-19 pandemic

1. COVID-19 PRECAUTIONARY MEASURES – SPECIFIC ARRANGEMENTS FOR UNTOC COP 10

The hybrid/in-person format enables limited in person participation (physical presence) as well as remote participation through an online simultaneous interpretation platform.

The Vienna International Centre (VIC) Medical Service has prepared some specific guidance for participants attending any type of meeting at the VIC, included in the VIC *Guidance for participants of meetings during the COVID-19 pandemic*¹. Participants are kindly advised to review that separate Guidance document and the flyer *COVID-19 QUICK GUIDE: How do I avoid getting sick?* available on UNTOC COP website.

In addition, a set of health and safety measures – outlined below in more detail - have been taken by the Secretariat as COVID-19 risk mitigation measures during COP10, in particular: measures to manage the flow of participants, measures to record in-person attendance of COP10, specific hygienic measures, and procedures in case of COVID-19 infections or symptoms.

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https://nucleus.iaea.org/sites/covid19/Shared%20Documents/Participants%20MEETING%20GUIDELINES%20COVID-19VIC_24072020_FINAL.pdf

A) Measures to manage the flow of participants at the VIC premises

Plenary and the Committee of the Whole (CoW) meetings

To limit the number of participants physically attending Plenary meetings of the COP, the Secretariat will be issuing two types of badges to delegates who have been registered as physically attending the Conference:

- 1) **Individual badges** for in-person registered participants
- 2) **Secondary/floating delegation badges** without individual participants names.

Only participants with both the individual main badge and the secondary badge are allowed into the Plenary hall for the plenary meeting and the Committee of the Whole (CoW).

The floating delegation badges are limited in number, namely: 2 per delegation of each registered State party, signatory and non-signatory, and 1 per delegation of each registered intergovernmental organization and non-governmental organization. These badges are without individual participants names, and can be exchanged within the delegation, keeping in mind that any given time a maximum of only two delegates per State party, signatory and non-signatory can be physically present in the Plenary Hall.

Each day there will be two meetings, the first from 12 noon to 2 pm and the second from 4 to 6 pm. Given the need to avoid large simultaneous physical presence on the VIC premises and the requirement to record individual attendance to larger meetings – as set by Austrian authorities – **delegations are strongly encouraged to abstain from exchanging floating badges DURING the individual meetings, but to rather make changes, if required, per meeting.**

Arrangements for the collection of badges

For the Individual in-person participation badges, the registration desk (located at Gate 1) will be open as follows:

- **Friday, 9 October 2020, from 2PM to 4PM**, and
- **Monday, 12 October from 9AM to noon.**

Member States are reminded that a Note Verbale delegating due authority is required if one member of a delegation is to retrieve all badges assigned to that delegation.

Secondary badges will be available for collection at the entrance of the plenary (located in the M building, 1st floor) on the first day of the meeting from 9AM and as follows:

- **Monday, 12 October from 9AM to 6PM**, and
- **Tuesday, 13 October, from 11AM to 4PM.**

In light of the COVID-19 pandemic, delegations are encouraged **to retrieve the badges for members of their delegation in advance of the Conference** to avoid large groups of people at Gate 1 (for individual badges) or in front of the Plenary Hall (for secondary badges) in the hour before the beginning of the Conference. Please note that secondary badges are handed out together, to one member of a delegation.

Informal consultations

Secondary badges are not required for physical attendance of informal consultations. Nonetheless, Member States delegations are strongly encouraged to also limit physical attendance to informal consultations to one participant per delegation.

Additional measures for in-person participation

- **Delegates are requested to not attend the meeting if they feel unwell.** If symptoms and circumstances, as described in the *Guidance for participants of meetings during the COVID-19 pandemic*², indicate that they may be considered a suspected COVID-19 case, they are kindly requested to inform the meeting organizer (untoc.cop.support@un.org), who will contact the VIC Medical Service or the Security Emergency Operations Centre.
- **Delegates must wear face masks or other nose-mouth covering in the plenary hall and in meeting rooms at all times, except when seated in an assigned seat.** Participants may decide to continue wearing a face mask also when seated in their seat.
- **Delegates must also wear face masks or other nose-mouth covering in all common areas at the VIC** (such as bathrooms, corridors, and the Rotunda) including when passing through security checkpoints (e.g. Gate 1) and approaching a security officer, and when collecting badges.
- **Masks may be removed when in assigned seating** in a meeting and while eating or drinking seated in the cafeteria or restaurant and at coffee corners.
- Delegates are strongly encouraged to avoid meeting in groups between sessions (e.g. coffee breaks) and to this end, no receptions and social events will be held at the VIC premises during the UNTOC COP.
- For access to the cafeteria during the week of the COP, please see the specific [Guidelines for the use of the VIC catering facilities](#).
- All side events will be held virtually and the programme of side event is accessible [online](#) and no exhibitions will be held.
- Floor stickers will mark minimum distances to be kept by participants in various areas and corridors of the VIC (e.g. registration desk and cafeteria) and participants are advised to use the dedicated entry and exit doors to the Plenary Hall, to avoid larger queuing due to screening at the doors of the Plenary hall.

B) Measures to record in-person attendance

In line with the requirements set by Austrian authorities for meetings with over 100 participants, the meeting organisers are required to keep a record of attendance. Designated UNODC staff will keep attendance records including seating arrangements for all sessions of the Plenary, the Committee of the Whole (CoW) and the informal consultations. These details will be treated as confidential and will be kept for 28 days and will only be shared with national health authorities should there be a need for contact tracing in association with a COVID-19 case.

During the Plenary and the CoW meetings

In the Plenary hall, delegates are kindly requested to fill-in at the beginning of each meeting the contact tracing sheet available at their seat, and to record any subsequent changes (if any) while being

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https://nucleus.iaea.org/sites/covid19/Shared%20Documents/Participants%20MEETING%20GUIDELINES%20COVID-19VIC_24072020_FINAL.pdf

reminded to abstain as much as possible from changing physical attendance within the delegation during meetings.

During informal consultations

During informal consultations, delegates are requested to fill-in contact tracing information sheets and to include any subsequent change during the meeting, i.e. in case they are joined and/or substituted by other delegates. Delegates are kindly invited to limit the participation of their delegation at informal consultations to one person per delegation and to alternate physical presence to these informal consultations only in between – and not during – meetings.

During bilateral meetings

Delegations holding bilateral consultations will be requested to collect and share with Conference Management Service (CMS) the contact details of all persons that physically attended the meeting. The information will be treated as confidential and will be kept for 28 days.

C) Specific Hygiene Measures

All participants are strongly encouraged to adhere to physical distancing and general COVID-19 preventive measures, such as, washing hands and wearing a mask when required or when close contact cannot be avoided. Delegates are also encouraged to carefully read the separate [meeting guidelines for participants issued by the VIC Medical Service](#).

For the 10th session of UNTOC COP, additional specific hygienic measures have been taken as outlined below:

- Fixed seating arrangements in all meeting rooms in line with the minimum distance of 1 meter between seats. Moreover, changing of seats during meeting is discouraged.
- The plenary hall as well as other meeting rooms will be thoroughly and regularly cleaned and sanitized during breaks in between sessions and meetings;
- Hand sanitizers have been installed in restrooms and corridors of the VIC, including right outside of the Plenary hall;
- Printed documents and other materials will be avoided, and information will be shared electronically, via the [UNTOC COP website](#).

D) Medical assistance and procedures in case of COVID-19 Infections or symptoms

For medical assistance in response to severe symptoms suggestive of COVID-19

If a participant has acute or severe symptoms suggestive of COVID-19 such as fever, weakness or respiratory symptoms, during a conference or in the meeting room: participants are required to report this to the meeting organizers (untoc.cop.support@un.org or +43 664 1459 7023) who will call the VIC Medical Service or the Security Emergency Operations Centre.

A specific response protocol will be activated.

For assistance after meeting hours:

- For respiratory symptoms related to COVID-19, call the Vienna Health telephone on **1450** (German and English).
- For emergencies, call the Vienna emergency number 144;

- For all other medical issues, seek out an urgent care clinic (example: Akutversorgung Privatklinik Döbling, Heiligenstädter Straße 55–63, 1190 Vienna: +43 1 360 66-5599) or go to an emergency department of any general Vienna hospital.

In case of positive COVID-19 confirmation or quarantine by health authorities

Should any of the participant be confirmed by health authorities to have COVID-19 or to have been placed in quarantine within 14 days of the meeting, the participant is requested to immediately inform the VIC Medical Service (medical-admin.contact-point@iaea.org) so that necessary contact tracing in association with a COVID-19 case may be carried out.

OVERVIEW OF COVID-19 GENERAL PREVENTIVE MEASURES WITHIN THE VIC

a) Physical distancing in the VIC

Physical distancing measures should be followed in the VIC. Individuals should avoid close contact and keep a distance of a minimum of one meter from other individuals and should not be in close contact of less than one meter for longer than 15 minutes.

b) Entering and Exiting the VIC

All persons entering/exiting the VIC should adhere to physical distancing measures and are required to wear face masks when accessing/exiting security checkpoints (pedestrian and vehicular). These occupational safety measures also apply during any interaction with security staff inside the VIC.

c) Doors

Delegates are advised to limit the touching of doorknobs, e.g. keeping all office doors open, using elbows, etc.

d) Elevators

Use of elevators is subject to physical distancing guidelines and is limited to a maximum of 4 passengers at any one time.

e) Hallways

Most hallways in the VIC are wide enough to maintain a distance of one meter for two directional flow. Narrower hallways, for example around elevator bays, will be marked for flow in one direction only.

f) Stairwells

Stairwells in the VIC are wide enough to maintain a distance of one meter while passing another individual. In the case of narrower stairwells, staff and delegates must make the necessary room to pass without touching and must pass as quickly as possible.

g) Services

Physical distancing and wearing of face masks must be followed when queuing for and availing of service such as the Cafeteria, Pharmacy, Commissary and other VIC commercial services.

h) Distance Markings and Signage

Distance markings of floors in all common areas (i.e. all ground floors in buildings A, B, C, D, E, F, G, M, as well as 2nd and 4th floors of building C) have been prepared. Delegates should pay attention to markings to maintain physical distancing. Markings throughout the VIC may be displayed on the floor, walls, or signage pillars according to the location and surface materials (e.g. floor markings cannot be easily placed on carpeting).

i) Face Masks

In keeping with the most recent regulations and advice from the Austrian authorities, face masks must be worn in ALL common spaces in the VIC, such as bathrooms, corridors, the Commissary, banks, post office, at the Pharmacy and VIC Medical Service, in addition to:

- When entering and exiting all perimeter gates as well as any contact with UNDSS Security Officers;

- Where one-metre physical distancing cannot be maintained;
- Delegates are advised to have their own masks and are reminded that homemade cloth masks are adequate. In addition, masks may be procured in the pharmacy.

Masks may be removed ONLY in the workplace or office, when in assigned seating in a meeting and while eating or drinking seated in the cafeteria or restaurant and at coffee corners.

SOURCES FOR LOCAL MEASURES TO CONTAIN THE COVID-19 PANDEMIC

All delegates are kindly requested to closely monitor and check before traveling the alerts on the COVID-19 situation in the Republic of Austria, and specifically in the city of Vienna. All relevant information in English is available [here](#).

Due to a consistent increase of new infections recently, the Austrian Government decided to introduce a traffic light system as of the beginning of September. The [official dashboard](#) reflecting the latest data on COVID-19 is available both in English and German. This page is frequently updated by the host country authorities. In addition, regular COVID-19 updates are issued by the Vienna-based organisations, informing of latest measures and data – accessible online [here](#).