

Additional information for participants at the  
ninth session of the Conference of the Parties to  
the United Nations Convention against  
Transnational Organized Crime

15-19 October 2018

The present note is complementary to the Information for Participants, which can be found online at:

<http://www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP-session9.html>

In case of any additional questions, please send your queries to:  
[untoc.cop@un.org](mailto:untoc.cop@un.org)

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# I. Registration and submission of credentials

## ➤ What is the deadline for registration?

According to Rule 18 of the Rules of Procedure for the Conference, 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 if possible **not later than twenty-four hours in advance of the opening of the session**. Any later change in the composition of the delegation shall be submitted to the secretariat as soon as possible.

## ➤ How do I register?

States parties attending the Conference need to register via email to [untoc.cop@un.org](mailto:untoc.cop@un.org) and need to attach an advance copy of their proper **credentials**. The credentials then need to be delivered in the hard copy format to the secretariat before the Conference begins OR at the secretariat offices on the **first** day of the Conference.

## ➤ 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:  
<http://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 ninth 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 ninth session will have until noon on 19 October 2018 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.)

## II. Lists of speakers

### ➤ Opening session

The official opening of the ninth session of the Conference will take place on Monday, 15 October 2018 at 10:00 hrs.

High-level speakers (commonly at the Ministerial level and above) and Chairs of Regional Groups may register to speak from the podium during the opening session.

#### PLEASE NOTE:

- ✓ Requests to register a high-level speaker or Chairs of Regional Groups for the opening session should be sent to [untoc.cop@un.org](mailto:untoc.cop@un.org), **at the latest by Friday, 5 October 2018 at noon**, as necessary protocol arrangements need to be made.

### ➤ 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.

A list of speakers is kept by the Secretariat for this item, **which will be opened on Monday, 3 September 2018 and closed promptly at noon on Monday, 15 October 2018.**

Registration for the list will be on a first-come, first-served basis on the understanding that priority will be given to representatives of ministerial or similar rank. **Speakers are requested to limit their statements to three minutes.**

#### PLEASE NOTE:

- ✓ Requests for inclusion in the list of speakers for the General Discussion that are sent **at the latest by close of business on Friday 12 October 2018** should be addressed to [untoc.cop@un.org](mailto:untoc.cop@un.org).
- ✓ Requests for inclusion in this list of speakers **that were not sent by Friday 12 October 2018** should be made directly in the conference room with the Conference Officers.

➤ **Lists of speakers for other agenda items**

Requests for inclusion in the lists of speakers for any other agenda item should be sent via email to [untoc.cop@un.org](mailto:untoc.cop@un.org) at the latest by close of business on Friday 12 October 2018; after that date, any requests should be made directly at the conference room with the Conference Officers.

### III. Draft resolutions

#### ➤ Deadlines for submission

In its decision 6/3, on the organization of work for future sessions of the Conference, the Conference decided that, starting with the seventh session, **the firm deadline for the submission of draft resolutions would be two weeks prior to the commencement of the relevant session.**

In the same decision, the Conference also decided that **the deadline for the submission of draft resolutions emanating from the working groups, which meet concurrently with the plenary of the Conference, would be on Thursday at noon**, provided that the duration of the session was five working days.

#### PLEASE NOTE:

- ✓ The firm deadline for the submission of draft resolutions for consideration at the ninth session of the Conference is close of business on **Monday, 1 October 2018**.
- ✓ 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](mailto:untoc.cop@un.org) through cover of an official Note Verbale from the main sponsor.

## IV. 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, 12 October 2018**.

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.

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

Delegations wishing to hold informal consultations during the ninth session of the Conference should please contact [unovconference@un.org](mailto:unovconference@un.org) for room bookings.

## V. 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 ninth 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 ninth session of the Conference.

## VI. Side events and exhibitions

As per past practice, side events will be held on the margins of the ninth session of the Conference.

### PLEASE NOTE:

- ✓ The call for applications for side events will be sent by the Secretariat to Member States on Friday, 25 May, with a deadline of **Friday, 27 July 2018** for receiving applications.
- ✓ Detailed information on the organization of side events may be found on the website of the ninth session of the Conference:

<http://www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP-session9.html>

- ✓ For the organization of **exhibitions** and their openings, please contact the **Advocacy Section** at [marie-therese.kiriaky@un.org](mailto:marie-therese.kiriaky@un.org) and [nancy.cao@un.org](mailto:nancy.cao@un.org)

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