

Annex I

Organization of work for the eleventh meeting of the Working Group on Trafficking in Persons (12-13 October 2021) and the eighth meeting of the Working Groups on Smuggling of Migrants (14-15 October 2021) and in view of the COVID-19 situation

I. Hybrid Meetings

In light of the COVID-19 pandemic and the uneven global developments, including travel restrictions and dynamic infection rates, it is proposed to hold both intergovernmental meetings scheduled in October in a hybrid format to enable broad participation¹.

Participation: The hybrid format enables the in-person participation of one delegate, to be physically present, on a voluntary basis, in the conference room and, in addition, remote participation of delegates through the use of an online interpretation platform (Interprefy).

As the available conference room, Board room D, will only allow the physical participation of approx. 80 persons due to the minimum distancing requirements, a second meeting room in the C Building will be made available should more than 80 delegates register to attend. Delegates in both rooms will be able to participate equally. This option seeks to accommodate the request that all Member States should be granted the opportunity to access and fully participate in all meetings organized by UNODC on an equal basis. Kindly note that a larger conference room is not available at this stage and that the same approach was used for last year's meetings of the Working Groups on Trafficking in Persons and Smuggling of Migrants.

Up to 5 links/connections will be available to each Member State delegation (State and non-State parties) and up to 3 links/connections to each international organization delegation. All links have speaking and listening functions. If at the close of registration two weeks before the meetings, a balance is available (which is likely), additional links could be provided.

Instructions on the use of Interprefy will be sent to the registered participants shortly before the meeting and will also be made available on the website of the meeting.

Meeting times: Each meeting will need to be reduced from 3 to 2 hours. Each day, the first meeting will be held from 11:00 to 13:00 hrs. and the second meeting from 15:00 to 17:00 hrs., local time Vienna. The revised proposed schedule/organization of work based on these meeting times will be made available on the websites of the working groups.

Meeting documentation: Pre-session documents of the meetings will be issued electronically. In-session documentation (i.e. the parts of the report for adoption) will be made available in hard copy for delegates who participate in-person and will also be made available electronically through ODS. A link to the documents will be shared in the meeting chat on Interprefy. The revised organizational arrangements and schedule of work of the meetings will be reflected in the final reports of the meetings.

¹ Other intergovernmental meetings, such as various meetings of subsidiary bodies of UNCAC-CoSP in September, will also be held in hybrid format.

Statements: No general statements should be made during the meeting due to the time constraints. In case of general statements, delegations could submit them in written format, to be made available on the public website of the meeting.

Delegates will furthermore be encouraged to keep their interventions/statements relating to the agenda items of the meeting during the course of the interactive discussion brief and not exceed a **maximum duration of 3 minutes**. As per past practice, delegations are encouraged to send their interventions in written form to the secretariat to facilitate interpretation. The interventions/statements relating to specific agenda items would also be made available on the webpage of the meeting, unless instructed otherwise.

Panellist presentations will have a maximum duration that will be communicated by the respective Secretariats directly to the panellists.

Adoption of the report and recommendations:

As the hybrid meeting format enables the physical and remote presence of participants, every effort will be made for the recommendations to be agreed upon by the two working groups during the meeting, as per usual practice.

The summary of deliberations would be a summary of the Chair. This should free up time to enable the Working Group to discuss and negotiate the recommendations which would become a part of the report to be adopted.

The recommendations will be drafted by the Secretariat in consultation with the Chair and presented by the Chair as soon as possible after the discussion on the agenda item was completed.

Panellists and all speakers are requested to very clearly and explicitly state that they are making a recommendation for inclusion in the report when doing so. Recommendations should be concise, and consideration should be given to limiting the overall number of recommendations, where feasible. If possible, the panellists should include their recommendations in their presentations, which will be submitted in advance and published on the website of the relevant meeting, unless instructed otherwise.

The report (including the Chair's summary) will be submitted to the Conference of the Parties at its eleventh session in 2022 as part of the official documentation.
