

Organization of work for the fourteenth meeting of the Working Group on International Cooperation (11 and 12 September 2023), for the thirteenth meeting of the Working Group on Trafficking in Persons (2 and 3 October 2023) and the tenth meeting of the Working Group on the Smuggling of Migrants (5 and 6 October 2023)

A. Background

The dates for the next meetings of the Working Groups on International Cooperation, Trafficking in Persons and Smuggling of Migrants were approved by the extended Bureau of the Conference of the Parties to the United Nations Convention against Transnational Organized Crime on 5 August 2022.

B. Organization

1. Format

The meetings will be conducted in a hybrid format with interpretation into the six United Nations official languages containing both an in-person component at the Vienna International Centre, and a virtual component at an online meeting platform. The online meeting platform is Interprefy. Once participants have successfully registered for a meeting, they will receive a link to the platform to the email address they provided in their registration.

The meeting format consists of two meetings of 3-hours each, in the morning and afternoon per meeting day, on the understanding that the online interventions do not exceed thirty minutes per meeting, in accordance with the policy to mitigate the adverse auditory health impact on interpreters.

If more online speakers ask for the floor after the 30 minutes of intervention are exhausted, those speakers will be given the floor during the next meeting.

C. Meeting times

The morning meetings will be held from 10:00 to 13:00 hrs. and the afternoon meetings from 15:00 to 18:00 hrs., local Vienna time.

D. 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 electronically at the [Official Documentation System](#) and in hard copy for delegates who participate in-person.

E. Statements

No general statements should be delivered during the meeting due to the time constraints. In case of general statements, delegations could submit them in written format prior to the meeting,

to be made available on the public website of the meeting. Statements on the agenda items of the meeting should not exceed a maximum duration of 3 minutes, with the exception of panellist presentations. As per past practice, delegations are encouraged to send their statements in written form to the secretariat to facilitate interpretation. The statements relating to specific agenda items will 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.

F. Adoption of the report and recommendations

To facilitate and provide adequate time for each Working Group to discuss and agree on recommendations which would become a part of the respective report to be adopted, the summary of deliberations of each meeting of the Working Groups will be a summary of the Chair, to be prepared by the secretariat after each meeting, in close coordination with the Chair.

As approved by the extended Bureau on 21 April 2023, recommendations stemming from the meeting of Day 1 will be prepared in the form of a non-paper by the Working Group Chair with the support of the secretariat unedited and in English only, and shared with registered delegates as soon as possible and at the latest by the end of that day, with the understanding that substantive work can take place and recommendations can still be made during the meeting of Day 2.

Panellists and all speakers are encouraged to state clearly that they are making a recommendation for inclusion in the report when doing so. Recommendations should be concise, and consideration should be given by the Chair and the Working Group to limiting the overall number of recommendations, where feasible.¹ 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 twelfth session in 2024 as part of its official documentation.

¹ Compendium and Thematic Index of Recommendations, Resolutions and Decisions of the Working Groups (gradually being updated) <https://www.unodc.org/unodc/en/treaties/CTOC/compendiums-working-groups.htm>