

INFORMATION FOR PARTICIPANTS

ONLINE SEGMENT OF THE MEETINGS OF THE CONFERENCES OF THE PARTIES TO THE BASEL, ROTTERDAM AND STOCKHOLM CONVENTIONS

26 - 30 JULY 2021

A. Format and dates of the meetings

1. In accordance with the agreement of the bureaux of the conferences of the Parties to the Basel, Rotterdam and Stockholm conventions, owing to the current COVID-19 pandemic, the fifteenth meeting of the Conference of the Parties to the Basel Convention, the tenth meeting of the Conference of the Parties to the Rotterdam Convention and the tenth meeting of the Conference of the Parties to the Stockholm Convention will be held in **two segments**, with an **online segment** of the meetings taking place **from Monday, 26 July 2021 to Friday, 30 July 2021** and a **face-to-face segment** of the meetings tentatively scheduled over two weeks in **Geneva, Switzerland, in June 2022**.

B. Schedule and working modalities of the meetings

2. The online segment of the meetings is expected to consider the agenda items of the meetings of the conferences of the Parties that have been identified as essential for the continuation of the operations of the conventions by the bureaux of the conferences of the Parties. Further information on the agenda items to be covered during the online segment of the meeting is contained in the scenario note of the meetings ([UNEP/CHW.15/INF/1-UNEP/FAO/RC/COP.10/INF/1-UNEP/POPS/COP.10/INF/1](#)).

3. The organization of work of the online segment of the conferences of the Parties, scheduled over five days from 26 to 30 July 2021, will comprise **two days of joint plenary sessions of the meetings** on Monday, 26 July and Friday, 30 July 2021 from 1 p.m. to 5:30 p.m. Geneva time (UTC +2) **with interpretation in the six official languages of the United Nations**. Plenary sessions will take place on the **Interprefy** platform. The spokesperson of the delegation will be in a position to take the floor on the Interprefy platform during the plenary sessions while other members of the delegation will be directed to participate in the meetings as viewers without the option to take the floor. The duration of each session of the meetings will be four and a half hours and will include a 30-minute break after the first two hours of the session.

4. During the plenary sessions, delegations may transmit their interventions in writing to the Secretariat at: CRP@brsmeas.org with a view to making them available to all participants on the password-protected intranet website, and to Benedict Muoki at: benedict.muoki@un.org with a view to making them available to the interpreters/report writers. Only interventions made orally will be part of the proceedings of the meetings and, accordingly, reflected in the meetings reports. Conference Room Papers (CRPs) can be submitted by Parties. CRPs should be submitted to the Secretariat at: CRP@brsmeas.org. The CRPs will be made available on the intranet site.

5. In addition, **the conferences of the Parties are expected to establish a joint contact group on the programmes of work and budgets** that would meet on Tuesday, 27 July, Wednesday, 28 July, and Thursday, 29 July, from 1 to 5.30 p.m. (UTC+2), in English only. Contact group sessions will take place on the **Webex** platform. In line with past practice, the joint contact group on programmes of work and budgets will be closed to observers. During the contact group sessions, the platform used does not impose a restriction on the number of representatives per Party delegation wishing to take the floor.

C. Meeting documents

6. The provisional agendas, other pre-session documents, including the scenario note and the tentative schedule of work are made available on the meeting website at: www.brsmeas.org/2021COPs.

D. Languages of the meetings

7. The working languages of the meetings of the conferences of the Parties will be Arabic, Chinese, English, French, Russian and Spanish. The anticipated joint contact group on the programmes of work and budgets will be held in English only.

E. Technical details of the meetings

8. Plenary sessions of the meetings will be held on the platform “**Interprefy**”. The joint contact group on the programmes of work and budgets expected to be established by the conferences of the Parties will take place on the **Webex** platform. A secure access to the meetings will be provided from the 2021 COPs password-protected **intranet site, under the *access online sessions* menu item.**

9. The access to the password-protected intranet site will be limited to participants registered to the meetings. Each participant will be required to connect to the site using a personal login account. The Username for your account will be the unique e-mail address that you provided to the Secretariat as part of your registration to the meetings. You will receive an e-mail, from the Secretariat, to the unique e-mail address provided during the registration process with an **invitation link** to connect to the intranet site and set up your account.

10. When you connect for the first time using the above-mentioned invitation link, the system will automatically use your e-mail address as your Username, while you will be asked to set up your own password. Once the password is set up, you will receive, for security reasons, a second e-mail containing a **verification link**. Only after clicking on the verification link your **account will be activated** and you will be able to use the password-protected intranet site. Keep your username and password in a safe place and do not share it with anybody else, as they are personal and not transferable. Please note that delegates who do not complete their **account activation** in the Intranet will not be able to access the online sessions, in which case you are encouraged to contact the Secretariat IT support.

11. Access to the technical trials on Interprefy and Webex platforms will be provided from the intranet site. **Technical trials will be held on Wednesday, 21 July and Thursday, 22 July, from 10 a.m. to 12 p.m. and from 3 p.m. to 5 p.m. (Geneva local time, UTC+2) on both days.** Registered participants will receive an e-mail invitation to book their calendars for the technical trials before the meetings. Participants are **strongly encouraged to participate in the technical trials in order to ensure that their audio and video devices are working properly and that they can participate effectively in the meetings using their equipment and internet connection.** Party delegates are invited to test their audio and video devices both on the Interprefy and Webex platforms.

12. The password-protected intranet site will contain, among other things, the meeting documents, the meeting clickable agendas, information on the daily schedule and access to online sessions, any meeting related announcements, possible conference room papers, interventions made during the meetings by delegations and shared in writing for webposting, and the outcomes of the contact group for Parties only. If necessary, a system for assessing quorum and for voting as per the rules of procedure will be activated in the intranet site.

13. Further information on the technical details to activate your user account and participate in the online segment of the meetings via the Interprefy and the Webex platforms is available in the users’ guides (<http://www.brsmeas.org/Portals/2/download.aspx?d=UNEP-FAO-CHW-RC-POPS-COPS2021-Pinfo-OnlineSessionUserGuide.English.pdf>). In addition, please consult the information on the technical requirements for using the Interprefy and Webex platforms, as well as guidelines for speakers.

14. Please note that the three Presidents will proceed promptly to the opening of the meetings at 1 p.m. (Geneva time, UTC+2) on Monday, 26 July 2021. In addition, to participate in the technical trials, you are strongly encouraged to **connect to the online sessions 60 minutes before** the start, to once more confirm that your audio settings are working well.

15. If you require technical support, please contact the Secretariat’s IT support at: ITsupport@brsmeas.org or +41 22 917 8229 or +41 79 203 7614. If your request is related to the use of the Interprefy platform or issues related to simultaneous interpretation, please contact the Interprefy telephonic support at +41 22 518 07 51.

F. Communication allowance for eligible representatives from developing countries and countries with economies in transition only

16. In the context of the online segment of the meetings of the conferences of the Parties, on an exceptional basis during the COVID-19 pandemic situation, the Secretariat will provide financial support to eligible developing-country Parties and Parties that are countries with economies in transition related to their participation in the online meetings.

More information about the Secretariat's policy and modalities for the reimbursement of communication costs for eligible Party representatives to participate in online meetings is available at:

<http://www.brsmeas.org/Portals/4/download.aspx?d=UNEP-FAO-CHW-RC-POPS-COPS.2021-Pinfo-ReimbursementInfo.English.pdf>.

17. Concerning the face-to-face segment of the meetings, the Secretariat will send updated information on the matter of financial assistance to eligible Party representatives closer to the segment.

18. Financial support for the participation of developing country Parties and Parties that are countries with economies in transition in the 2021/2022 meetings of the conferences of the Parties is provided thanks to the generous financial support provided by the Governments of Denmark, Finland, Norway, Sweden and Switzerland.

G. Credentials of representatives of Parties to the conventions

19. In accordance with rule 18 of the rules of procedure for the Conference of the Parties to the Basel Convention, rule 19 of the rules of procedure for the Conference of the Parties to the Rotterdam Convention and rule 19 of the rules of procedure for the Conference of the Parties to the Stockholm Convention, we invite Parties to submit the credentials of the representatives, as well as the names of the alternate representatives and advisers, who will constitute the delegation for your State or regional economic integration organization to the meetings of those of the three conventions to which your State or regional economic integration organization is a Party. A model form of credentials is available in Arabic, Chinese, English, French, Russian and Spanish on the conventions' website (<http://www.brsmeas.org/2021COPs/RegistrationandCredentials/tabid/8851/language/en-US/Default.aspx>). Credentials can be issued either only for the online segment of the meetings of the conferences of the Parties or for both the online and the face-to-face segments of the meetings of the conferences of the Parties. In the former case, Parties will be invited in due course to transmit credentials of their representatives to attend the face-to-face segment of the meetings. In the latter case, updates to credentials will be possible ahead of the face-to-face segment of the meetings of the conferences of the Parties.

20. Please note that, in accordance with the respective rules of procedure, **credentials must be issued by the head of State or Government, by the Minister for Foreign Affairs or, in the case of a regional economic integration organization, by the competent authority of that organization**. Information regarding any change in the composition of the delegation should be submitted using the same procedure. Moreover, credentials shall be submitted if possible, no later than 24 hours after the opening of the meetings. The Secretariat has encouraged Parties to submit their original, paper copy or electronic copy of credentials in advance of the meetings preferably by Wednesday, 30 June 2021, as doing so would greatly facilitate the clearance process. Taking into consideration the exceptional circumstances of the online segment of the meetings, if credentials have not been submitted by 30 June 2021, **electronic copies of credentials** are to be submitted **by email** no later than **6 p.m. Geneva time (UTC+2) on Tuesday, 27 July 2021**, to Ms. Stéphanie Cadet at the Secretariat of the Basel, Rotterdam and Stockholm Conventions, at the following e-mail addresses: stephanie.cadet@un.org; registration@brsmeas.org.

21. Please also note that the bureaux of the conferences of the Parties to the Basel, Rotterdam and Stockholm conventions, during their joint meeting held from 27 to 29 January 2021 and on 26 February 2021, agreed on the approach they will follow when preparing the reports on credentials for the meetings of the conferences of the Parties to the Basel, Rotterdam and Stockholm conventions in 2021 and 2022. **The bureaux agreed that when examining credentials received, they would accept original credentials in good order as well as copies of credentials in good order with the understanding that the original will be submitted as soon as possible**. Please also note that, pursuant to the tentative schedule for the meetings, each Bureau would present to the respective Conference of the Parties its report on the examination of credentials on Friday 30 July 2021 at 1 pm Geneva time (UTC+2).

H. Preparatory briefings

22. A number of online briefings are being organized prior to the meetings. The schedule of those briefings is available on the meeting website at: <http://www.brsmeas.org/Default.aspx?tabid=3574&meetId=FD42F257-98C7-EB11-AE64-005056857856&lang=en>. The briefings will provide an overview of the agenda items that will be considered by the online segment of the meetings. The briefings will furthermore familiarize participants with the tentative schedule of the online segment and other practical information. The briefings are open to all meeting participants, as well as Parties to the three conventions, observers and stakeholders in general.

I. Side-Events

23. Opportunities to hold online side events are available in the afternoons and evenings of the online segment (except during plenary sessions on Monday 26 and Friday 30 July). Online side events will be 60 minutes in duration and conducted using the Webex platform. Up to two side events may be held in parallel depending on the number of requests received. For detailed information on side events, including the request form, please consult the side events page at: <http://www.brsmeas.org/2021COPs/Sideevents/tabid/8867/language/en-US/Default.aspx>.

24. For any questions related to the online side-events, please kindly contact Mr. Rohan Unny-Law (rohan.unnylaw@un.org).

J. Guidelines for rules of conduct for meeting participants

25. The attention of meeting participants is drawn to the following guidelines for rules of conduct developed:

(a) [Guidelines on the use of cameras and audio/video recording devices](#) by participants at meetings of the conferences of the Parties to the Basel, Rotterdam and Stockholm conventions (BRS) and their subsidiary bodies;

(b) [Guidelines for the participation of representatives of observers](#) at meetings of the conferences of the Parties to the Basel, Rotterdam and Stockholm conventions (BRS) and their subsidiary bodies;

(c) [Guidelines on preventing and addressing all forms of harassment](#) at meetings of the Basel, Rotterdam and Stockholm conventions.

K. Other useful information

26. Other useful information is available on the meetings' website at www.brsmeas.org/2021COPs.