

Important technical information regarding the resumed fifty-third session of UNCITRAL held from 14 to 18 September 2020

Information note to all delegates

1. Meeting arrangements

According to the decision of the UNCITRAL member States of 28 August 2020, the resumed fifty-third session will be held with appropriate arrangements put in place to enable both in-person and remote participation.

By the note verbale and letters inviting to the resumed session, delegations were requested to notify the secretariat by **[7] September 2020** about arrangements for participation (i.e. in-person, online or both) and the distribution of speaking and listening roles in each delegation consisting of more than one person. The delegations were also notified of the possibility to change speakers during the session with a notice to the UNCITRAL secretariat at least 24 hours in advance of the meeting at which the change is to be implemented. The following email address should be used to communicate any changes in the speaking arrangements: tijana.jovanovic@un.org.

The virtual platform Interprefy will be used for online participation. Owing to the limitation of 300 speakers per meeting on that platform, **two speaker slots will be available to the State delegations and one speaker slot for delegations of EU and invited organizations**. The remaining members of each delegation connecting online will be able only to listen to the meeting. The link to the meetings (different for speakers and listeners) together with guidelines on how to connect to the meeting and the expected conduct during the meetings will be shared with the registered participants.

Registered delegates who will be physically present at the session in the Vienna International Centre (VIC) (maximum 2 per State delegation and maximum one per EU and invited organizations' delegation) will have their seat pre-assigned in the meeting room, which is Boardroom D (VIC, 4th floor). Those delegates are required to only use their pre-assigned seat indicated by the respective nameplate and follow the COVID-19 related requirements issued by the United Nations Medical Service in Vienna. The relevant information will be shared with them in due course.

2. Meeting hours

According to the decision of the UNCITRAL member States of 24 August 2020, the meetings are to be held at alternating times, either 9 to 11 am and 1 to 3 pm or 12 to 2 pm and 4 to 6 pm Vienna time, each day. The **timetable** indicating meeting hours for each day of the session is posted on the website of the resumed session separately.

3. Organization of work

The schedule of work during the resumed session of the meetings is posted on the website of the resumed session as part of the timetable. If any changes are necessary, the Chair will outline them in advance of the meeting affected by changes.

In view of the compressed organization of work (i.e., the duration of meetings is reduced to 2 hours each) and the hybrid format of the meetings, delegations are encouraged to deliver short statements (3 minutes), limit them to substantive points and to share them with the Secretariat prior to the session (unov-conferencstatements@un.org, with a copy to uncitral@un.org), as this will greatly benefit the quality of interpretation, in particular in case of connection problems.

4. Documentation

Pre-session documents of the meetings have been issued electronically and made available on the web page of the 53rd session of UNCITRAL. In-session documentation (i.e. the parts of the report for adoption) will also be made available electronically on the secure website accessible by States. A limited number of in-session documents issued during the session will be made available to delegates present at the meeting in pigeonholes.