

Logistical and procedural aspects for the plenary meetings of the thirty-first Meeting of States Parties to the United Nations Convention on the Law of the Sea

United Nations Headquarters

21 to 25 June 2021

Conference Rooms 1, 2 and 3

I. Introduction

1. The thirty-first Meeting of States Parties to the United Nations Convention on the Law of the Sea will take place in a format that will combine in-person plenary meetings at United Nations Headquarters and virtual consultations during the week of 21 to 25 June 2021. A draft provisional organization of work will be circulated to States Parties in due course.
2. This note sets out the logistical and procedural aspects for the in-person plenary meetings of the thirty-first Meeting, which will be held in Conference Rooms 1+2+3. In addition to logistical and procedural aspects, this note reflects the results of the risk assessment and related mitigation measures prepared by the United Nations Division of Healthcare Management and Occupational Safety and Health (OSH), based on its approval of the draft proposal for a risk assessment for the plenary meetings of the thirty-first Meeting of States Parties. It also reflects the blanket risk assessment dated 13 October 2020, attached as Annex I, which OSH has determined is applicable to the plenary meetings.

II. Entry, exiting and seating

3. The President of the Meeting will provide safety briefs from the podium.
4. Entry and exit to all meeting locations must be completed in accordance with the required physical distancing measures.

Entry

5. It is expected that, during the plenary meeting dates, Delegates will start arriving on premises from 9:00 a.m. Delegates will be requested to maintain physical distancing of at least two metres while waiting to access Conference Rooms (CR) 1+2+3.
6. Delegates will enter CR 1+2+3 through the staff entrance at the 42nd Street and First Avenue.
7. No more than one representative per Delegation will be allowed to participate in order to ensure social distancing requirements

Exit (see Annex II)

8. Delegates will exit CR 1+2+3 through the doors located on the side of the conference rooms and depart through the staff exit at 42nd Street and First Avenue.
9. Delegations are reminded to check that their United Nations pass has not expired and, if necessary, send their paperwork to: unprotocol@un.org. No representative will be allowed to access the United Nations Headquarters without a valid United Nations pass.

Seating arrangements (see Annex III)

10. A seating chart for CR 1+2+3 is attached as Annex III to facilitate the identification of the

respective seats. Seating will be arranged in alphabetical order of States Parties. Delegates will assume the seat nearest to the nameplate of their country to ensure social distancing. Once seated, representatives are to remain in their seats at all times.

Use of restrooms

11. Representatives should only use restrooms located in the proximity of CR 1+2+3. Representatives waiting their turn outside the restroom should maintain social distancing of no less than two metres at all times.

Access for people with disabilities

12. Representatives with disabilities who require accessible seating during the Meeting are kindly requested to bring this matter at the soonest time possible to the attention of the Secretariat (doalos@un.org).

Health precautions

13. **IMPORTANT: By swiping their United Nations issued ID card on entry, all Delegates and support staff will declare as a condition of their entry that they:**
 - (i) **Have not been diagnosed with COVID-19 in the last 14 days;**
 - (ii) **Have not had symptoms consistent with COVID-19 in the last 14 days; and**
 - (iii) **Have not had close contact with someone with COVID-19 or symptoms consistent with COVID-19 in the last 14 days.**

In this regard, Delegates are reminded of the need to complete the relevant quarantine requirements of the Host Country and New York State (<https://coronavirus.health.ny.gov/covid-19-travel-advisory>).

14. All Delegates will be required to wear face coverings at all times except for when addressing the Meeting. All United Nations staff will be required to wear face coverings at all times.
15. All Delegates will be requested to maintain social distancing of at least two metres at all times, to refrain from physical contact including handshakes and other physical contact during the meetings in recognition of the physical distancing requirements. All Delegates and United Nations staff will be reminded that they should exercise COVID-19 hand sanitizing and contact precautions. Hand-sanitizing stations are available on campus. Note that physical distancing is the primary requirement, and the use of a face covering is an additional measure, not an allowance for face-to-face discussions.
16. No food or drink will be provided or allowed in CR 1+2+3.

III. Procedural aspects of the Meeting

Credentials

17. The online module “e Credentials” is being used to receive credentials of States Parties. The e-Credentials module of the thirty-first Meeting of States Parties can be accessed at the e-deleGATE portal, under the ‘Conferences’ tab (<https://edelegate.un.int>). The e-Credentials module can be accessed at the e-deleGATE portal by the e-registration/e-accreditation focal points of Permanent Missions. Delegations are kindly reminded that the initial users of the e-Credentials module are each Permanent Mission’s e-accreditation focal points. Additional delegates can be given access to this module using the Access Management module.
18. States Parties are kindly requested to submit to e-Credentials, in pdf or an image format, as soon as possible and no later than twenty-four hours after the opening of the Meeting on 21 June 2021, the following:
 - a scanned copy of the formal credentials; or
 - a scanned copy of a duly signed communication from the Permanent Mission to the United Nations in New York containing provisional information concerning the appointment of representatives participating in the thirty-first Meeting.
19. States Parties are requested to bring original credentials documents to the conference room on the first day of the Meeting. Submission of original credentials will be at a desk located in Conference Room 2, to the left side of the podium. States Parties are otherwise requested not to mail or hand-deliver credentials documents.

Observers

20. Pursuant to rule 17 of the Rules of Procedure (*Accreditation of observers*), observers referred to in rule 18 of the Rules of Procedure (*Observers*) are invited to transmit by email to the Secretariat at doalos@un.org the names of the representatives who will form part of their Delegation, as soon as possible and preferably no later than 21 June 2021. The Conference Rooms may accommodate only a limited number of observers.

List of speakers

21. According to the practice of the Meeting of States Parties, no preliminary list of speakers is maintained. Delegations wishing to speak under an agenda item may do so by requesting the floor when the deliberation on that item is opened.
22. The Meeting of States Parties does not include a segment devoted to general statements. Delegations wishing to make statements of a general nature are encouraged to do so under the agenda item entitled "Report of the Secretary-General under article 319 for the information of States Parties on issues of a general nature, relevant to States Parties, which have arisen with respect to the United Nations Convention on the Law of the Sea" (provisional agenda item 13).

Right of reply

23. Rule 41 of the Rules of Procedure provides that the President may accord the right of reply

to any representative if a speech delivered after the list of speakers has been declared closed makes this desirable.

24. At the twenty-fourth Meeting, States Parties decided to establish a practice, based on the procedures and practices of other bodies, in particular the General Assembly, according to which the number of interventions in the exercise of the right of reply would be limited to two per agenda item, the first no longer than 10 minutes and the second no longer than 5 minutes.

Documents

25. The provisional agenda of the Meeting is contained in document SPLOS/31/L.1, available through the Official Document System of the United Nations (<http://documents.un.org>).
26. The documents referred to in the provisional agenda are available at www.un.org/Depts/los/meeting_states_parties/thirtyfirstmeetingstatesparties.htm. All documents concerning past Meetings can be found at www.un.org/Depts/los/meeting_states_parties/meeting_states_parties.htm.

IV. Meeting services and other arrangements

United Nations Journal/WebEx

27. The in-person plenary meetings will be streamed through WebEx at <https://unvc.webex.com/unvc/onstage/g.php?MTID=e3b4dbf9a0381ada45359800c95fcc966> (if prompted, enter: Event number: 173 637 2458 and Event password: 2021MUNC). Please note that the above WebEx connection details are the same for all of the sessions.
28. Only Delegates physically present in CR 1+2+3 will be able to take the floor. The Journal announcements will include a link to WebEx. Queries about WebEx coverage should be directed to unvc@un.org or (212) 963-8648.

Interpretation and written statements

29. Simultaneous interpretation will be provided.
30. For interpretation purposes, Delegations are requested to submit their statements by email to eStatements (estatements@un.org) in both PDF and Word at least two hours before they are scheduled to speak, clearly indicating the name of the meeting, speaker, delegation, agenda item and date. For circulation purposes, please also send a copy of any statement to the Division (email: doalos@un.org) to ensure that the statements are also received for accurate reporting.

Security

31. Questions or concerns should be directed to Michael Browne, Chief, United Nations Headquarters, Security and Safety Service, by contacting the Security Event Planning Unit (Captain Charlene Wilson, telephone: +1 212 963 2867).

Secretariat staff

32. A limited number of Secretariat staff supporting the meeting will be seated at their designated desks in CR. 1+2+3. All staff will wear face coverings. Communication between the Secretariat staff and the Secretary at the podium will be through phone calls and electronic means.
33. Distribution of all documents will be by electronic means. No hard copy documents will be provided.

V. Changes to the risk assessment

34. Delegations will be requested to strictly adhere to the safety and health mitigating measures reflected in this document. Delegations will be informed that any non-adherence may lead to a reclassification of the meeting at a higher risk level, which would have an impact on the continuation of the proceedings and on their resumption. Consequently, the President of the thirty-first Meeting of States Parties will oversee their implementation in the course of the proceedings. The President may, if at any moment it appears that the guidelines are not being strictly observed, be requested to draw the attention of Delegates to these guidelines and suspend the meeting as needed.

VI. Focal points

Division for Ocean Affairs and the Law of the Sea, Office of Legal Affairs

doalos@un.org

Luigi Santosuosso

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Meetings Services Unit

Narendra Nandoe

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Security

Michael Browne

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Telephone: 917-215-6698

Captain Charlene Wilson (Security Event Planning Unit)

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Division of Healthcare Management and Occupational Safety and Health (DHMOSH)

Dr. Khalid Eddahiri
Email: osh@un.org

Annex I




TO: Mr Tony Di Lanzo
A: Meetings Management Service,
Department of General Assembly and Conference Management

DATE: 3 October 2020

FROM: Dr Mike Rowell
DE: Senior Medical Officer, Occupational Safety and Health
Division of Healthcare Management and Occupational Safety
and Health

REF: M/OSH/20-35

SUBJECT: Risk assessment for the meetings for the Main Committees during the 75th session of
OBJECT: the General Assembly



1. This memorandum provides a *blanket risk assessment* for meetings of the Main Committees of the 75th session of the General Assembly (GA) in either the GA hall or in Conference Rooms 1, 2 and 3 (CR 1,2,3) during the period 5 October to 14 December. The assessment is based on these meetings:
 - a. Having up to 196 attendees (with support staff);
 - b. Taking place from 10am to 1pm and 3pm to 6pm; and
 - c. Having the possibility of in-person ballot elections.
2. This blanket risk assessment only applies to meetings that align with the proposals provided by DGACM. Any meeting which varies in any way from the standard approach used to date should be individually risk assessed.
3. The assessment reflects:
 - a. Current New York City and State requirements regarding public gatherings;
 - b. Phase Two restrictions for activity in the United Nations headquarters (UNHQ) complex as detailed in the Crisis Operations Group Reintegration Plan;
 - c. The proposal for conduct of the meeting provided with the request;
 - d. The process used for recent plenary meetings in the GA hall; and
 - e. The process used for recent in-person ballot elections.
4. No walk through was required.

Risk Mitigation

5. The detailed proposal submitted in support of meetings of the Main Committees covers multiple gMeets submissions. It addresses the majority of the known risks of the meetings. The general requirements for mitigation of COVID-19 exposure in the UNHQ complex (previously provided, available on request) have been agreed.

In addition to the measures outlined in the proposal, the following mitigation measures are required:

- a. The Chair of each meeting is requested to provide the entry and exit safety briefs from the podium;
 - b. Additional emphasis is requested for key areas of concern noted from recent meetings:
 - i. Attendees in Cteh GA hall and CR 1,2,3 should ensure they use the designated entry and exit locations for their meetings so as to limit crowding;
 - ii. Attendees are to keep face coverings on at all times;
 - iii. Attendees should avoid gathering in groups for conversations and photos; and
 - iv. Chairs and support staff should limit where possible movement at the podium.
6. Note that whilst not required under the Organization's privileges and immunities, New York State guidelines do not currently support large scale indoor gatherings such as this meeting.

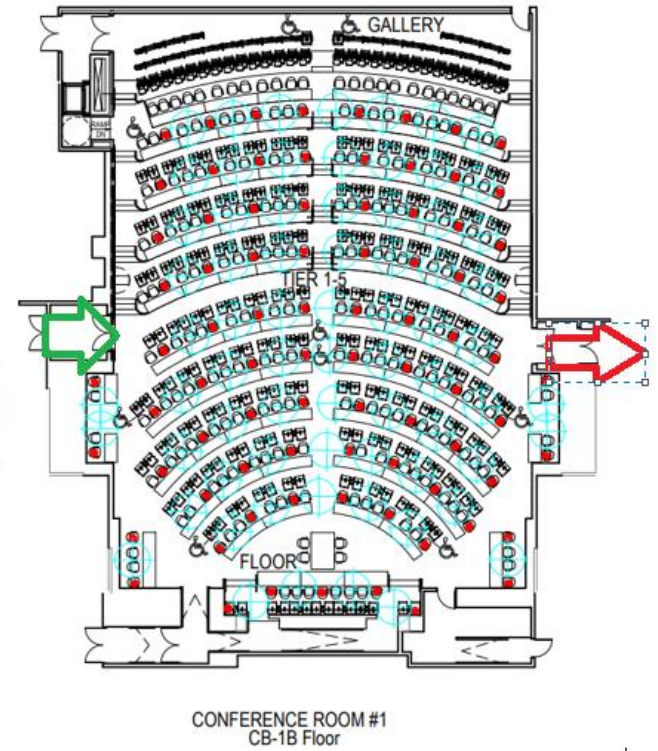
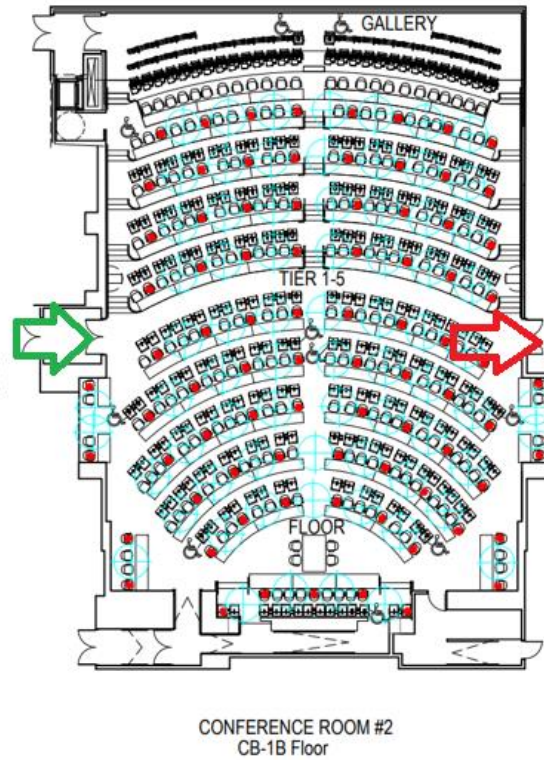
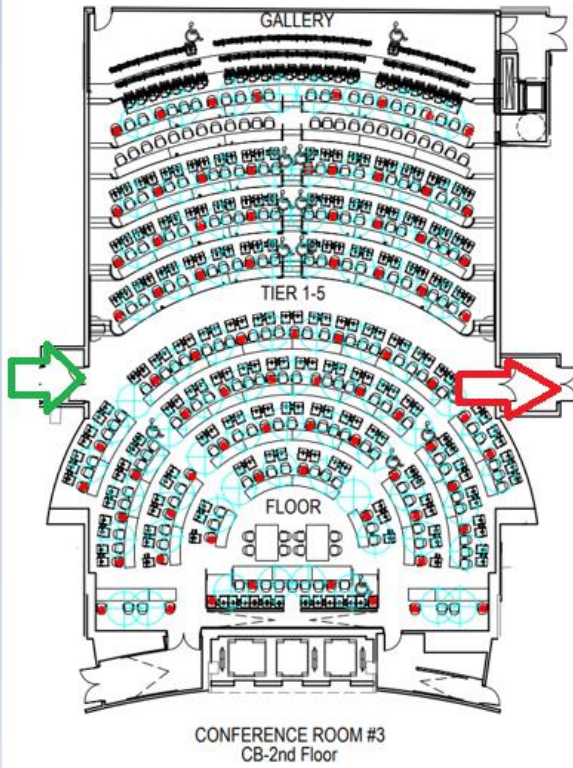
Risk Rating

7. If the mitigation measures in the proposal and in paragraph 5. above are implemented effectively, these meetings are considered *low risk*.
8. As with all assessments, the effectiveness of the mitigation measures will be monitored by OSH staff in order to ensure the health and safety of participants and to further inform the risk ratings of future meetings in the GA Hall and in CR 1,2,3.
9. Please contact me at rowell@un.org if you have any further questions.

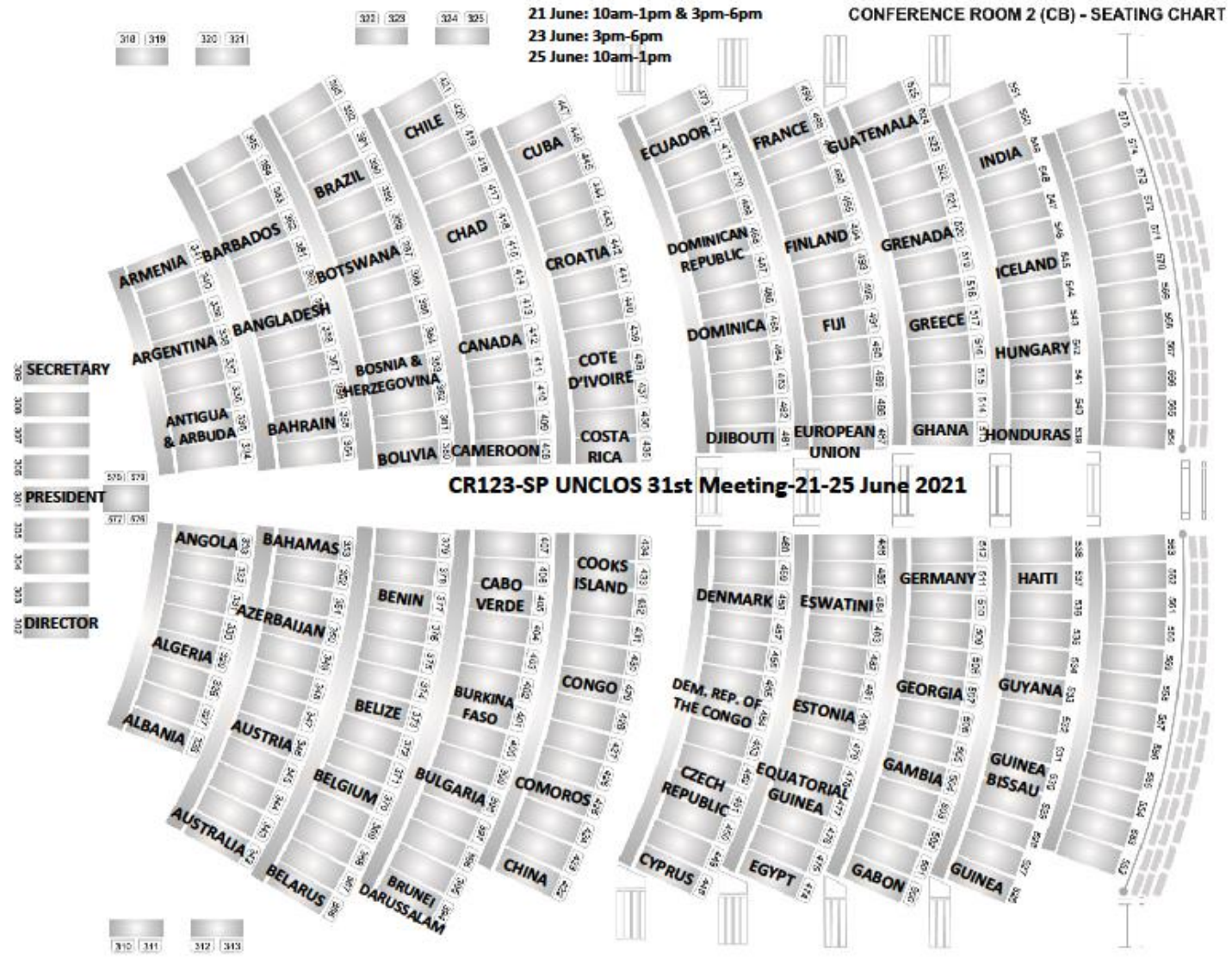
cc: Mr. Gilles Michaud
Dr Bernhard Lennartz

Annex II

Entrances and exits to Conference Rooms 1+2+3



Conference Room 2



Conference Room 3

CR123-SP UNCLOS 31st Meeting-21-25 June 2021

CONFERENCE ROOM 3

21 June: 10am-1pm & 3pm-6pm
23 June: 3pm-6pm
25 June: 10am-1pm

