

103rd Session of the Executive Council

11 to 14 July 2023, Ieper room, OPCW Headquarters, The Hague

Practical information for Delegates

Venue

The 103rd Session of the Executive Council will take place in person in the Ieper Room of the OPCW building. The Session will be live streamed in all official languages and made available on a secure platform (see dedicated section below).

Live stream, in English language only, will also be available in the Ooms room of the OPCW building. Delegates with an OPCW access badge will have free access to the Ooms room during the session.

A **Member State of the EC** may have up to three delegates in the Ieper Room*.

An **Observer State to the EC** may have up to two delegates in the Ieper Room*. Due to the limited capacity of seats all observers wishing to attend the session in the Ieper Room are requested to register in INDICO. Registrations will be open until 12:00 hrs on 5 July 2023. The seats will be allocated on a first-come, first-served basis. The registration forms submitted after the registration period will not be processed.

All Observers that did not manage to obtain a seat in the Ieper room will be placed on a waiting list. After 30 minutes from the beginning of each sitting of the session, in case of vacant seats, the staff of Conference Services will contact the delegations seated in the Ooms room and escort the representative/s to the Ieper Room.

Observers that are not seated in the Ieper Room may request the floor by informing the staff of Conference Services located at the entrance of the Ieper Room. The request will be promptly relayed to the Secretary and to the Chairperson of the Council. With the concurrence of the Council, the Chairperson may invite Observers to present their views in the Ieper Room when the Council is considering matters of interest to them.

In the event that Observers who are following the proceedings remotely wish to present their views whilst the Council is considering a particular matter of interest to them, this may be conveyed in writing to the email address EC.observers@opcw.org.

Streaming of the session

The session will be live streamed in all six OPCW official languages. Delegations must use user logins, passwords, and instructions to connect to the A/V stream as assigned by Conference Services via email to the official email addresses of each Permanent Representation to the OPCW on 4 March 2021. The A/V stream may be viewed on PCs, tablets, and smartphone devices.

* As per the Occupancy Permit of the Fire Brigade of the Host Country and the recommendations developed by the relevant branches of the Technical Secretariat.

The recordings of the session will be made available to the delegates via the secure online platform.

Health and Safety measures at OPCW

All delegates are advised not to enter the OPCW premises if:

- they have been diagnosed with an acute respiratory illness in the past 5 days;
- they have symptoms of acute respiratory illness in the last 5 days;

OPCW medical support will be available on-site should any of the attendees fall ill during the session. In this event, the attendees should alert the Secretariat staff (PMO Secretariat) by phone at the number +31 (0)70 416 30 40 or (0)70 416 30 49.

Accessibility for persons with disabilities

Attendees who require assistance should contact the OPCW Conference Services of the PMO Secretariat (email: conference.services@opcw.org).

Request for Regional and/or National Statements for consideration under the General Debate

With respect to the General Debate, delegations are encouraged to submit their regional or national statements for the General Debate and other agenda items, in PDF, to the PMO Secretariat (national.statements@opcw.org) by close of business (CET) on Thursday, 6 July 2023. These statements will be distributed, as provided, to all States Parties via Catalyst in advance of the opening of the Session. Delegations providing statements in a language other than English are kindly advised to provide a courtesy translation into English. Alternatively, such Statements will be translated into English by the Secretariat and uploaded to Catalyst at the earliest occasion.

Delegations are encouraged to submit their interventions in reply to any regional or national statement, in PDF, to the PMO Secretariat (national.statements@opcw.org) by noon (CET) on Monday, 10 July 2023. These statements will also be distributed, as provided, via Catalyst. Statements provided after the deadline will be uploaded to Catalyst after the Session.

Additionally, delegations will have the opportunity, in accordance with the Rules of Procedure of the Council, to present the main aspects of their national statements as well as further exercise their right of reply during the Session within time limits to be proposed by the Chairperson and decided by the Council.

Request to publish Regional and/or National Statements on the OPCW website

Delegations requesting their regional and/or national statements to be published on the OPCW public website (www.opcw.org) should send the statement in a PDF file to the Public Affairs Branch (web@opcw.org). In doing so, the delegation is consenting to its publication on the OPCW public website. The Secretariat will only accept statements electronically.

Documentation support

Distribution of documents in the meeting rooms will not be provided. Delegates are requested to make full use of OPCW Catalyst and bring their own hard copies of the documents that they may require during the session.

In order to facilitate interpretation services during the session, delegations taking the floor are requested to kindly provide their statement(s) in advance to Conference Services via email (conference.services@opcw.org). Interpretation will be checked against delivery.

Photos and videos of the session

During the session, Secretariat staff will be present to take photos and videos. If a member of a delegation does not wish to be visible in these photos or videos, the delegation is requested to inform the OPCW Public Affairs Branch via email to public.affairs@opcw.org a minimum of three days before the start of the session.

Photos will be available for download and for public use from the EC-103 photo album on the OPCW Flickr site: <https://www.flickr.com/photos/opcw>.