PRACTICAL INFORMATION FOR DELEGATES

105th Session of the Executive Council

5 - 8 March 2024 - Ieper room - OPCW Headquarters - The Hague

Since 2023, the Technical Secretariat (TS) has gradually taken steps to allow for the policy-making organs to return to pre-COVID-19 pandemic working modalities and is now pleased to announce the full resumption of the *standard* arrangements, as follows:

REGISTRATION

1.   Delegations are reminded to register on INDICO by **18:00hrs (CET) Friday 1 March 2024**.

SEATING ARRANGEMENTS

2.   Each **EC Member State** may have up to **three delegates** seated in the Ieper room in accordance with the maximum room occupancy[1].

3.   **EC Observer States** may have up to **two delegates** seated in the Ieper Room. However, **due to the limited capacity of the Ieper room, the seats for Observers will be allocated upon their registration on** INDICO **and** *on a first-come, first-served* **basis.** Once the room has reached its maximum capacity, the remaining EC Observers will be placed on a waiting list. Should an allocated seat become vacant prior to the start of the meeting or remain vacant for 30 minutes after the start of the meeting, such seat will be re-allocated to the EC Observers on the waiting list by the TS Conference Services.

MEETING ROOMS

4.   In accordance with the pre-pandemic setup, delegates will only be located in the Ieper Room and the Delegates' Lounge. Other meeting rooms which, during the pandemic, were used for live streaming of the sessions (in all six official languages) will, from now on, be offered to the delegates for their bilateral meetings and meetings with the TS staff or for the conduct of other events at the margins of the EC-105. To book a meeting room for these purposes, please contact conference.services@opcw.org **before COB 28 February 2024**.

LIVE STREAMING OF THE SESSION

5.   With a view to affording each delegate an equal opportunity to follow the sessions of the Executive Council, delegations will continue to benefit from the live streaming of the proceedings on the Connected Views platform in all six official languages of the OPCW.

6.   Delegates located in the Delegates' Lounge can follow the session from the displays installed in the hallway or from their personal devices on the Connected Views platform. **Please bring your own headsets.**

7.   Streaming instructions are provided as a supplemental document on INDICO. Login Credentials were previously shared with your Permanent Representation. If you have any difficulty connecting to the Connected Views platform, please contact conference.services@opcw.org.

INTERVENTIONS

8.   Delegations will have the opportunity to present their statements and exercise their *rights of reply* during the Session within the time limits proposed by the Chairperson and decided by the Council.

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[1]   Maximum seating capacity in the Ieper Room **must comply** with the Occupancy Permit of the Fire Brigade of the Host Country and the recommendations developed by the relevant branches of the Technical Secretariat.

9.   Observers who are not seated in the Ieper Room may request the floor by informing the TS staff stationed in the Delegates' Lounge. The Chairperson may invite Observers to present their views in the Ieper Room when the Council is considering the matters of their interest.

REGIONAL AND NATIONAL STATEMENTS

10.   Delegations are invited to submit their statements for the General Debate and other agenda items in PDF to national.statements@opcw.org **by 18:00 hrs (CET) on Thursday 29 February 2024**. Please include web@opcw.org in the copy of the email if you wish the statement to be published on the OPCW Public website (www.opcw.org).

11.   The statements submitted <u>before</u> the deadline will be posted on the Catalyst/PMO Portal in advance of the opening of the Session. **The statements provided <u>after</u> the deadline will be made available on the Catalyst/PMO Portal only after the Session.**

INTERPRETATION

12.   Interpretation will be provided in all six official languages of the OPCW. To facilitate these services, please send a copy of the statement you intend to make to national.statements@opcw.org or provide a paper copy to the Conference Services staff in the room **no later than 30 minutes before taking the floor**. Interpretation will be checked against delivery.

        Delegates are kindly requested to deliver oral statements at a reasonable pace. Rapid delivery compromises the clarity and accuracy of the interpretation.

DOCUMENTATION

13.   Since all relevant documentation pertaining to the Session, except for classified, is available on the Catalyst/PMO Portal, there will be no distribution of paper copies of any documents in the room.

ACCESS TO THE OPCW FOR PEOPLE WITH DISABILITIES

14.   Delegates requiring assistance are requested to contact the Conference Services at conference.services@opcw.org.

PHOTOGRAPHS OF THE SESSION

15.   The Secretariat will take photographs of the Executive Council session. In case a member of a delegation does not wish to be photographed, please inform the OPCW Public Affairs Branch via email to **public.affairs@opcw.org** at least three days in advance of the opening of the session. Photographs will be available for download and public use on the OPCW Flickr webpage: https://www.flickr.com/photos/opcw/albums (EC-105 photo album).

CAFETERIA AND DELEGATES' LOUNGE

16.   The cafeteria on the first floor is open from Tuesday to Friday between 09:00 and 15:00. It serves coffee, sandwiches, and other lunch meals. Coffee and light snacks will also be offered in the Delegates' Lounge. Only PIN (cashless) payment is accepted.

        Delegates are requested to avoid bringing coffee cups with open lids into the Ieper room.

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