



# **PRACTICAL GUIDE FOR PARTICIPANTS**



**9<sup>th</sup> session of the  
MEETING OF THE PARTIES  
TO THE WATER CONVENTION  
29 September – 1 October 2021  
Geneva, Switzerland & virtual**



REPUBLIC OF ESTONIA  
MINISTRY OF THE ENVIRONMENT



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## First steps

### How do I register?

Registration is open and all participants need to register online **by 10 September 2021**, using the following link: [https://indico.un.org/e/MOP9\\_Water\\_Convention](https://indico.un.org/e/MOP9_Water_Convention).

- **Step 1:** Create an account in Indico (tutorial: <https://www.youtube.com/watch?v=GeZuft5xQ4U>)  
Once you have created your account, you can register for the event.
- **Step 2:** Register for the meeting in Indico (tutorial: <https://www.youtube.com/watch?v=WaEj3hShn6U>)  
Please indicate whether you intend to participate remotely or in-person.

Participation in the meeting is subject to the approval of the registration by the Secretariat.

### How can statements be made during the plenary sessions?

Representatives are invited to contribute to the plenary discussions. **Delegations are asked to inform the Secretariat ([water.convention@un.org](mailto:water.convention@un.org)) by 10 September 2021**, if they intend to make a statement and to specify under which agenda item(s). Speakers are asked to limit their statements to three minutes during the high-level segment and two minutes during the rest of the meeting. Statements should be submitted to the Secretariat in electronic form prior to the meeting, in order to facilitate the work of the interpreters. The number of speakers per item may need to be limited. Additional or longer statements will be uploaded on the website.

**Only applicable to Parties to the Water Convention:**

### By when do I need to submit the credentials?

All **Parties to the Convention** must submit their credentials to the Secretariat. Credentials, which are normally issued either by the Head of State or Government or by the Minister for Foreign Affairs, should indicate the composition of the delegation, including the Head of Delegation, and should state that the respective delegation is empowered to participate in the meeting and take decisions on behalf of the respective Government, following the applicable rules of procedure. The credentials should list all official representatives whether they intend to participate in-person or online/remotely. Please find an example of credentials [here](#).

Parties are requested to send a **scanned copy** of their credentials **by 10 September 2021** to the Secretariat by e-mail ([water.convention@un.org](mailto:water.convention@un.org)), with a copy to the Permanent Mission. **Originals** of credentials should be presented to the Secretariat **before the start of the ninth session**. This may be done in-person upon arrival to Geneva or by sending the credentials by post (to Sonja Koeppel, Secretary to the Water Convention, UNECE, Environment Division, Palais des Nations, 8-14 Avenue de la Paix, CH-1211 Geneva 10, Switzerland). If the credentials are sent by post, delegations are requested to send them sufficiently in advance to enable their receipt by the Secretariat ahead of the meeting.

Parties are encouraged to include representatives of their Permanent Mission to the United Nations in Geneva in their delegations, so that in-person participation by such representatives can serve as a back-up in case of any technical problems faced by remote participants. In this case, representatives of Permanent Mission should be included in the credentials.

**Non-Parties do not need to submit credentials.**



# Programme

## What's on the programme?

### 27 September

10:00-  
18:00

**Side  
events**

### 28 September

10:00-  
18:00

**Side  
events**

### 29 September

10:00 - 13:00	<b>Opening</b>
	<b>High-level Segment</b>
13:00- 15:00	Lunch
15:00- 18:00	<b>High-level Segment</b>
	<b>General segment</b>

### 30 September

10:00- 13:00	<b>General segment</b>
13:00- 15:00	Lunch
15:00- 18:00	<b>General segment</b>

### 1 October

10:00- 13:00	<b>General segment</b>
13:00- 15:00	Lunch
15:00- 17:00	<b>General segment</b>
	<b>Closing</b>

The meeting will start at 10:00 (CET) on Wednesday, 29 September 2021, and will end at 17:00 (CET) on Friday, 1 October 2021. All official sessions will be organised in the form of a plenary.

The meeting will be held at the Palais des Nations, Geneva, Switzerland and in virtual format. The meeting will be preceded by virtual side events, on Monday, 27 September, and Tuesday, 28 September 2021.

More information on the programme will become available on the website in due course ([https://unece.org/environmental-policy/events/MOP9\\_Water\\_Convention](https://unece.org/environmental-policy/events/MOP9_Water_Convention)).



## Programme

### Where can I find the documents?

All official and unofficial documents for the meeting will be made available **on the meeting's website**. The Meeting of the Parties will follow a PaperSmart model. Therefore, delegates are asked to bring their own copies of documents or laptops. Internet access to documents will be provided during the meeting. Limited paper copies of documents will be available in the meeting room.

### Where can I find more details on the side events?

A programme of side events will complement the official agenda. The side events will take place ahead of the Meeting of the Parties, on **27 and 28 September 2021**. Side events will be **fully virtual** and will last **90 minutes**. The full programme of side events will become available on the meeting's website in due course.

### How will decisions be taken in the hybrid format?

The presence of representatives of Parties will be established through both in-person and remote participation. A check will be carried out to ensure that a quorum has been secured at the opening of the ninth session and when adopting decisions.

Since documents and decisions have been subject to prior consultations and review, it is expected that the Meeting of the Parties will be able to reach all decisions by consensus (as it has always been the case in the past). Detailed guidance on how proceedings will be conducted in a hybrid format can be found in the document ECE/MP.WAT/2021/1 (to be published on the meeting's website in the course of July).



## Accessibility

### Will there be interpretation?

Simultaneous interpretation in **Arabic, English, French, Russian and Spanish** will be provided during all plenary sessions.

### Will there be real-time captioning?

Yes, real-time **captioning will be available** during all plenary sessions. Through captioning the spoken word will be converted into text and displayed on screen – making it easier for the participants to follow the speeches.

### Will the meeting be livestreamed?

The meeting will be **livestreamed on UN Web TV** in all five languages. Recordings of the meeting will also be available on UN Web TV, following the meeting.

Live Schedule | UN Web TV

https://media.un.org/en/webtv/schedule/2021-06-26

Welcome to the United Nations English

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SEP 27 MON SEP 28 TUE SEP 29 WED SEP 30 THU OCT 01 FRI

10:00 am 9TH SESSION Meeting of the Parties to the Water Convention



## Virtual participation

### When will I receive the connection details?

If you wish to participate virtually, please register using the registration link (see page 1). The connection details and further guidance on how to use the virtual platform will be shared a few days ahead of the meeting.

When logging into the virtual meeting platform, please label yourself in the following way: COUNTRY/ORGANIZATION – First name\_Last name. Participants are strongly encouraged to log in at least 30 minutes before the start of each session for test calls.

### What technical requirements are needed?

The Secretariat will send **an e-mail with technical guidance to remote participants ahead of the meeting**. A strong and stable Internet connection, e.g. via Ethernet (LAN) cable, is necessary to attend the meeting remotely. Audio and video connections as well as any equipment should be tested in advance of the meeting, and a USB headset with microphone is strongly recommended. Should you foresee connection issues from your location (e.g. unstable Internet connection), please contact your Ministry of Foreign Affairs or other governmental institutions to arrange for the use of facilities with a strong and stable Internet connections and/or contact the Water Convention Secretariat ([water.convention@un.org](mailto:water.convention@un.org)). The Secretariat stands ready to support your efforts for a stable connection, within its capacity, for example through the United Nations country teams, if possible/ requested.

Parties are encouraged to include representatives of their Permanent Mission in their delegations, who are ready to step in, should a remote participant face technical issues (see section on credentials, page 1).

### What time do I need to connect to the meeting?

The Meeting of Parties will be held according to the **local time in Geneva, Switzerland (Central European Time, CET)**. If you connect from a different time zones, please be aware of the diverging starting times.

New York, US	Dakar, Senegal	Geneva, Switzerland	Tallinn, Estonia	Moscow, Russian Federation	Nursultan, Kazakhstan	Bangkok, Thailand	
4:00	8:00	10:00	11:00	11:00	14:00	15:00	Morning session
7:00	11:00	13:00	14:00	14:00	17:00	18:00	Afternoon session



## In-person participation

### Will I be able to enter Switzerland, despite the COVID-19 situation?

Travel restrictions put in place to address the spread of the coronavirus are subject to change, and we recommend to confirm directly with Swiss **authorities for the most current information (please visit the [website of the Swiss Federal Office of Public Health](#))**.

Please visit the Swiss Government Travel Check Website to verify which entry requirements apply to your entry to Switzerland: <https://travelcheck.admin.ch/home>.

Please do not make travel arrangements before your participation is approved.

### How do I obtain a visa?

Participants requiring entry visas to Switzerland should initiate visa procedures **at least five weeks** before the meeting. The Secretariat will provide participants with an invitation letter, which should be used to apply for a visa at the nearest consular office of Switzerland. For requesting visa letters, please contact the Secretariat as early as possible (focal point: Ms. Mayola Lidome, [mayola.lidome@un.org](mailto:mayola.lidome@un.org)).

### Where to stay?

There are many hotel options nearby the Palais des Nations and we advise that you book your accommodation in Geneva as soon as possible. We do not make hotel reservations for participants. Please find a list of [hotels offering preferential rates here](#).

### Where exactly will the meeting be held?

The meeting will be held at the **Palais des Nations** (Avenue de la Paix 14, 1211 Geneva, Switzerland). The meeting will be held in **Building E** (access via Door E40), in **room XVIII** (*subject to change – please check the website closer to the date of the meeting*). A map of the Palais des Nations is available [here](#).





## In-person participation

### How do I get to the Palais des Nations?

The Palais des Nations is conveniently located, only 15 minutes by public transport from Geneva airport and 15 minutes by public transport from Geneva Cornavin train station. More information: <https://unece.org/practical-information-delegates>.

### Where do I collect my badge?

In order to collect the accreditation badge and enter the Palais des Nations, please go to **Palais des Nations - Pregny Gate** and provide a copy of the registration confirmation (printed or on mobile device) and a valid ID (passport or ID card). More information: <https://unece.org/practical-information-delegates>.

### What are the COVID-19 restrictions in the conference room?

The number of participants will be limited in the conference room, ensuring 1.5m distance between participants. Participants are required to **wear a mask** in conference rooms and in all common areas e.g. meeting rooms, hallways and shared facilities. Exception to mask wearing applies to the main speakers/ panelists at the event, while addressing the audience. Measures are subject to change.

### Will public WIFI be available?

Yes, **public WIFI is available** on the premise of the Palais des Nations.





## Communication

### Where do I find the latest updates?

Please consult the meeting's website to find the latest updates: [https://unece.org/environmental-policy/events/MOP9\\_Water\\_Convention](https://unece.org/environmental-policy/events/MOP9_Water_Convention).

### For specific questions, who do I turn to?

For any specific inquiries, please send an e-mail to the **Secretariat** ([water.convention@un.org](mailto:water.convention@un.org)), as well as the designated focal points: Ms. Mayola Lidome ([mayola.lidome@un.org](mailto:mayola.lidome@un.org)) and Ms. Elise Zerrath ([elise.zerrath@un.org](mailto:elise.zerrath@un.org)).

### Join the conversation on social media!

Spread the word – follow us on [Twitter](#) and use the hashtag #MOP9.

**We look forward to welcoming you  
to the Meeting of the Parties –  
in Geneva or online!**