

Information for Participants

Tenth session of the Assembly of Parties

7 October 2021

- *hybrid (in person and online)* -

Date of the hybrid session

The tenth session of the Assembly of Parties of the International Anti-Corruption Academy (IACA) is planned in a hybrid format on **Thursday, 7 October 2021, from 10:00 to 18:00** (Vienna local time), at the Vienna International Centre (VIC), in Board Room C (BR-C) of the C-building, and online.

Credentials and Registration

Every delegation is required to submit credentials for attending the Assembly of Parties with full powers. In addition, each member of a delegation has to register online on IACA website.

A. Credentials

All delegations must submit their credentials/notifications in accordance with the Rules of Procedure for the Assembly of Parties. Please refer to the Provisional Agenda and Annotations for further information.

The credentials should be presented before the beginning of the session. The credentials should be sent by the relevant Permanent Mission/Permanent Observer Mission of the respective Party in a note verbale (Governments) or on official letterhead (organizations). Additionally, a copy of the credentials may be uploaded by each participant at the time of registration. In case of any issues related to the format and/or content of provided credentials, the Secretariat will contact the respective Party, accordingly. If a Party has not presented credentials before the beginning of the ninth session, its representatives can participate *provisionally* in the session, according to Rule 20 of the *Rules of Procedure for the Assembly of Parties*. Parties that are participating provisionally in the ninth session will have to present their credentials by the closing of the session on 7 October 2021.

B. Registration

Due to the limitations related to the COVID-19 pandemic which the VIC shall observe, the IACA Parties and Signatories are hereby informed that **two representatives per delegation will be able to attend the session in person in BR-C and up to five representatives may attend the session in an online format**, using the Teams platform. In determining the composition of the delegation, IACA Parties and Signatories are encouraged to also take into account considerations of gender balance.

The Secretariat highly recommends that the representatives who will attend in person in BR-C are part of their diplomatic representations in Vienna (who already have a UN grounds pass badge to access the VIC), except the representatives of Parties and Signatories without diplomatic representations in Vienna.

The composition of the delegation should be officially communicated to the IACA Secretariat through diplomatic channels, in a note verbale (Governments) or on official letterhead (organizations). During pre-registration, delegations should ensure that the information on their composition includes the individual e-mail address of each delegate. Should changes in the composition of the delegation be necessary following the online registration, IACA's Secretariat should be notified through diplomatic channels.

Following this communication, **all in person and online delegates** included in the information provided by their respective Permanent Missions/Permanent Observer Missions **will have to register online on IACA's website** by using the following link:

<https://www.iaca.int/who-we-are/governance/assembly-of-parties/aop-2021-registration.html>

or directly accessing the "**Register | AoP 2021**" button on the opening page of the IACA website.

The deadline for online registration is Thursday, 30 September 2021.

All online participants who registered online on the IACA website will receive the link for their virtual participation at the tenth session of the Assembly of Parties one day before the session.

All in person participants who registered online on the IACA website will receive further information from the Secretariat regarding the procedures to access the VIC in case they are not in possession of a UN grounds pass access badge. As part of the security arrangements, they are required to present their invitations or official communications identifying them as delegates, together with their passports or other official photograph-bearing identity documents, when proceeding to the registration area and obtaining their grounds passes at Gate 1 of the VIC. Grounds passes must be worn visibly at all times in the VIC. All persons and their bags and briefcases will be screened at the entrance to the VIC.

Those in person participants who are already in possession of a VIC grounds pass should indicate it while registering online. Thus, they will be able to use their VIC grounds passes to access the AoP venue.

Covid-19 Prevention

The Secretariat will continue to monitor the situation related to the COVID-19 pandemic and will provide timely updates to registered in person participants and on the website of the session with respect to any necessary changes to the above arrangements and possible restrictions affecting access to the Vienna International Centre.

All in person participants at the conference shall follow the precautionary safety measures in place at the VIC that are in compliance with all measures required by the Austrian health authorities.

Before attending the meeting, please carefully read the attached “*Guidance for organizing in-person meetings at the Vienna International Centre (VIC)*” as well as the flyer [COVID-19 QUICK GUIDE: Precautions](#) (link included).

Contact Details of the Secretariat

In case of any questions regarding the hybrid format of the tenth session of the AoP, please send your queries to: assembly2021@iaca.int.

Please regularly consult the Assembly of Parties 2021 section of IACA's website for updates at: <https://www.iaca.int/who-we-are/governance/assembly-of-parties.html>, as well as the IACA Mobile App.

Laxenburg, Austria, 22 September 2021