

Information for Participants

Eleventh session of the Assembly of Parties

28 November 2022

Vienna, Austria

Date and Venue

The eleventh session of the Assembly of Parties of the International Anti-Corruption Academy (IACA) is planned to be held in person on **Monday, 28 November 2022, from 10:00 to 18:00** (Vienna local time), at the Vienna International Centre (VIC), room M1 (Board Room 1) of the M-Building.

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 should 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 eleventh 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 eleventh session will have to present their credentials by the closing of the session on 28 November 2022.

B. Registration

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 such information 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 at aop@iaca.int.

Following this communication, **all 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/online/assembly-of-parties-2022-registration/>

or directly accessing the “[Register | AoP 2022](#)” button on the opening page of the IACA website.

The deadline for online registration is Sunday, 20 November 2022.

Providing the individual e-mail address will ensure that all representatives who need a UN grounds pass receive an automatic e-mail response from UN Conference Registration confirming their registration. The automatic e-mail response will also contain a link where each delegate can upload a photograph, thus shortening the time it will take to issue a grounds pass on the day of registration. Delegates who do not complete the pre-registration procedure will need to have photographs taken upon arrival at Gate 1 of the VIC.

As part of the security arrangements, all participants are required to present their passports or other official photograph-bearing identity documents when proceeding to the registration area and obtaining their grounds passes for the session at Gate 1. 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 members of the delegation who are already in possession of a VIC grounds pass should indicate this while registering online. Thus, they will be able to use their VIC grounds passes to access the AoP venue.

The registration desk outside of room M1 (Board Room 1) will be open one hour prior to the start of the meeting on 28 November 2022. All delegates are requested to confirm their attendance at the registration desk. Given the large number of participants expected, delegates are encouraged to register at the registration desk as early as possible.

In determining the composition of the delegation, IACA Parties and Signatories are encouraged to also take into account considerations of gender balance.

Covid-19 Prevention

The Secretariat will continue to monitor the situation related to the COVID-19 pandemic and will provide timely updates to 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 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.

Visas

Participants who require a visa for Austria are advised to contact the competent diplomatic or consular authorities of Austria and apply for a Schengen short-stay (C) visa. In countries where Austria does not have diplomatic or consular representation, visa applications can be submitted to the consular authority of a State party to the Schengen Agreement acting on behalf of Austria in the country concerned.

Accommodation

IACA does not cover the costs of accommodation, nor does it make hotel reservations on behalf of delegations. Permanent Missions, Embassies, and other competent national authorities are requested to arrange accommodation for their delegations.

Transportation

Delegations are asked to make their own arrangements for transportation. Please note that IACA does not reimburse travel costs.

Contact Details of the Secretariat

In case of any questions regarding the eleventh session of the AoP, please send your queries to: aop@iaca.int.

Please regularly consult the Assembly of Parties 2022 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.

Luxemburg, 26 September 2022