GUIDE TO PARTICIPATION FOR AN IGM IN A HYBRID MODE

Seventh Meeting of the Interim Intergovernmental Steering Group on Cross-Border Paperless Trade Facilitation
25-26 April 2022

1. **Hybrid format under the COVID-19 pandemic**

The COVID-19 pandemic continues to change the way we live and work. To ensure the safety and wellbeing of all participants as well as taking into account the on-going travel restrictions in many countries, it is decided that the Seventh Meeting of the Interim Intergovernmental Steering Group on Cross-Border Paperless Trade Facilitation will be in a hybrid format with the options of joining in-person as well as virtually through KUDO videoconference platform.

The 2-hour sessions will take place in the morning and afternoon on 25 April from 10:00-12:00 and 14:00 - 16:00, followed by 2-hour session on 26 April from 14:00-16:00, GST+7. The hybrid sessions will combine two platforms for participation: (1) conference room for in-person participation; and (2) KUDO platform for virtual participation.

2. **Letter of credentials and online registration**

All delegations are required to submit a letter of credentials, duly signed by the appropriate authorities of their respective governments, at the earliest convenience. Only delegates who appear on the credentials will be recognized in the List of participants. Each delegate who appears in the aforementioned letter of credentials is required to register online at https://indico.un.org/e/IISG7 as soon as possible before 15 April 2022. Only registration of accredited delegates will be accepted.

Letters of credentials can be sent via email to rupa.chanda@un.org with copy to lim6@un.org or tuntiwigit@un.org.

3. **KUDO connection for virtual participation**

Given the technical limitations of conducting the session through a virtual platform and in view of the mandates and operational requirements, member States and associate members of the Commission will be provided with <three> KUDO connection. Permanent observers of the Commission will be provided with <one> KUDO connection.

Delegates are requested to complete the Speaker Request Form (Part I: KUDO connection request form) to identify which members of the delegations will have a speaking role during the session. The form should be submitted to lim6@un.org or tuntiwigit@un.org as soon as possible before 15 April 2022. The secretariat will send a link to the KUDO session only to those accounts identified on the form. Please note that the KUDO link is not transferable.

The KUDO technical guide will be shared with members of each delegation assigned to speak during the session. Delegates who receive KUDO link will also be invited to a Test Run prior to the session to test their connections and ensure a smooth virtual participation.

4. **Country Interventions/Statements and Video Messages**

The Seventh Meeting of the Interim Intergovernmental Steering Group on Cross-Border Paperless Trade Facilitation session will be recorded. By joining the session, participants consent to the recording the event.

Delegations who wish to deliver their country statement under agenda items are kindly requested to complete Speaker Request Form (Part II: Country statement slot request form). The form should be submitted to
lim6@un.org or tuntiwigit@un.org as soon as possible before 15 April 2022.

For the session to proceed as smoothly as possible, given time constraints, it is requested that interventions should be brief and focus on the substantive agenda items only and directly address the specific issues for discussion and limit to not more than three minutes. This will allow the Chair to give an opportunity to all countries to present their point of view and contribute to the discussions. Written statements can be submitted to the secretariat at lim6@un.org or tuntiwigit@un.org and will be uploaded to the Seventh Meeting of the Interim Intergovernmental Steering Group on Cross-Border Paperless Trade Facilitation website after the closing of the meeting.

Delegations who wish to submit a video message to be screened at the Conference room during the session are requested to complete the Speaker Request Form (Part III: Video message submission form) and strictly follow the technical guidelines provided in the form. The form, video file and script should be submitted to lim6@un.org or tuntiwigit@un.org as soon as possible before 15 April 2022.

5. Documents and Interpretation

Pre-session documents are available in the four official languages of ESCAP (Chinese, English, French and Russian) and will be posted on the official documents page of the Seventh Meeting of the Interim Intergovernmental Steering Group on Cross-Border Paperless Trade Facilitation website.

The session will be conducted in English. English-Russian-English live simultaneous interpretation will be available in the conference room and via KUDO videoconferencing platform. Details on how to choose an interpretation channel will be provided in the KUDO guide.

The draft report, in all languages, will be available on the Seventh Meeting of the Interim Intergovernmental Steering Group on Cross-Border Paperless Trade Facilitation website by 12:00 of 26 April 2022 for consideration by the Steering Group on the final day of the session. Given the technical limitations of conducting the session in a hybrid manner and in view of the mandates and operational requirements of the Seventh Meeting of the Interim Intergovernmental Steering Group on Cross-Border Paperless Trade Facilitation, the report of the Seventh Meeting of the Interim Intergovernmental Steering Group on Cross-Border Paperless Trade Facilitation will contain only two sections: matters calling for action by the Commission and organizational aspects. A short summary of the proceedings in the form of a Chair’s summary will be prepared after the meeting. After the session, an evaluation of the virtual meeting will be undertaken to capture your feedback and recommendations for the secretariat to take into account when planning future meetings.