

# GUIDE TO PARTICIPATION FOR AN IGM IN A HYBRID MODE

## First Session of the Paperless Trade Council of the Framework Agreement on Facilitation of Cross-border Paperless Trade in Asia and the Pacific 27-29 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 [First Session of the Paperless Trade Council of the Framework Agreement on Facilitation of Cross-border Paperless Trade in Asia and the Pacific](#) will be in a hybrid format with the options of joining in-person as well as virtually through Zoom videoconference platform.

The 3-hour sessions will take place in the morning and afternoon on 27-28 April from 09:00-12:00 and 14:00 - 17:00, followed by 3-hour session on 29 April from 14:00-17:00, GST+7. The hybrid sessions will combine two platforms for participation: (1) conference room for in-person participation; and (2) Zoom platform for virtual participation.

### 2. Letter of credentials

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. Letters of credentials can be sent via email to [rupa.chanda@un.org](mailto:rupa.chanda@un.org) with copy to [lim6@un.org](mailto:lim6@un.org) or [tuntiwigit@un.org](mailto:tuntiwigit@un.org).

### 3. Zoom connection for virtual participation

The secretariat will send a link to the Zoom session only to those nominated participants.

The Zoom technical guide will be shared with members of each delegation. Delegates who receive Zoom 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

The [First Session of the Paperless Trade Council of the Framework Agreement on Facilitation of Cross-border Paperless Trade in Asia and the Pacific](#) session will be recorded. By joining the session, participants consent to the recording the event.

Delegations who wish to deliver their country statement or intervene under **agenda items** are kindly requested click "Raise hand", and then the chair will give the floor for intervention. Your microphone and video will be turned off while you do not make intervention.

### 5. Documents and Language

Pre-session documents are available in the four official languages of ESCAP (Chinese, English, French and Russian) and posted on the official documents page of the [First Session of the Paperless Trade Council of the Framework Agreement on Facilitation of Cross-border Paperless Trade in Asia and the Pacific](#) website.

The session will be conducted in English.

The draft report, in all languages, will be available on the [First Session of the Paperless Trade Council of the Framework Agreement on Facilitation of Cross-border Paperless Trade in Asia and the Pacific](#) website by 12:00 of 29

April 2022 for consideration by the Council 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 [First Session of the Paperless Trade Council of the Framework Agreement on Facilitation of Cross-border Paperless Trade in Asia and the Pacific](#), the report of the [Session](#) will contain only two sections: conclusions and recommendations and organizational aspects. A short summary of the proceedings in the form of a Chair's summary will be prepared after the session.