

Intergovernmental Group of Experts on Consumer Protection Law and Policy
Seventh session
Hybrid meeting
3 and 4 July 2023

Information note for participants

1. Introduction and draft provisional agenda

The seventh session of the Intergovernmental Group of Experts on Consumer Protection Law and Policy will take place on 3 and 4 July 2023 in room XIX of the Palais des Nations, Geneva and online. The draft provisional agenda and organization of work with all other relevant documentation, is available following this link:

<https://unctad.org/meeting/intergovernmental-group-experts-consumer-protection-law-and-policy-seventh-session>

2. Registration

Online registration is mandatory for both in-person and remote participants and should be completed by copying/pasting the following link: <https://indico.un.org/event/1002479/> using Google Chrome, Safari, or Mozilla Firefox.

Also, delegates willing to attend the twenty-first session of the Intergovernmental Group of Experts on Competition Law and Policy from 5 (afternoon) to 7 July 2023, are invited to register by copying/pasting the following link: <https://indico.un.org/event/1002475/> using Google Chrome, Safari or Mozilla Firefox. Delegates willing to attend to the fourteenth meeting of the Research Partnership Platform on 5 July 2023 (morning) are invited to register using the same link.

Guidelines for registering are available in the following link: https://unctad.org/meetings/en/SessionalDocuments/iss2016_Indico_Guidelines_en.pdf.

To facilitate approval of registration, Permanent Missions of members States to the United Nations in Geneva are requested to inform the UNCTAD secretariat of the name(s) and title(s) of their representative(s) to: jacqueline.bouvier@unctad.org. Kindly note that the letter of credentials of representatives should be uploaded to the system during the online registration process.

Other delegates (i.e., representatives of specialized agencies, non-governmental organizations and intergovernmental bodies as well as experts wishing to attend as observers) are also eligible to participate in the session as observers and should register online by the same date using the link above.

Due to the need to comply with registration approval requirements, registration will be closed on 30 June 2023 at close of business of Geneva.

Any enquiries concerning registration should be sent to the UNCTAD secretariat, Intergovernmental Outreach and Support Service (IOSS), e-mail: meetings@unctad.org.

3. Physical participation

The session will be held in Room XIX, at the third floor of the E-Building, Palais des Nations, Geneva, Switzerland. Wearing a mask in the Palais des Nations is no longer required, though participants and staff are free to wear one if they wish, while continuing to keep safe distances.

Delegates are invited to liaise with their Permanent Missions in Geneva for updated advice and logistical arrangements.

Before entering the Palais des Nations, delegates are requested to collect their badges from the United Nations Security Service, at the Pregny Pavillon, Avenue de la Paix 14a, 1202 Geneva. The Security Service is open from 8 a.m. to 4:45 p.m. Because of the security measures in force, participants are strongly advised to arrive before 9 a.m. to complete entry procedures in good time and proceed to the meeting in Building E of the Palais des Nations. Participants are requested to carry a passport or similar national identity card with them.

Taxis are not allowed to enter the grounds of the Palais des Nations. Visitors should therefore be dropped off at the indicated entrance gates. Furthermore, luggage may not be brought into the buildings unless the Security Service gives special clearance.

4. Remote participation

The meeting will be organized through the Zoom platform. Guidelines for virtual participation will be available in the [webpage](#) of the meeting and also here:

[Recommendations for Zoom meeting attendees.](#)

[Requirements for remote participation.](#)

A link to the virtual meeting will be sent to registered and approved participants, at the email address used for registration, one day in advance of the start of the session.

Please connect to the session at earliest 15 minutes in advance. The UNCTAD secretariat will test Zoom with speakers listed in the programme 60 minutes before the meeting.

When connecting, please type your credentials: Country or Organization_First Name Last Name.

5. Visas

Switzerland joined the Schengen visa scheme on December 12, 2008. All foreign nationals who require a visa for entry into the Schengen visa area, need a visa to enter Switzerland.

Delegates are advised to seek information on requirements applicable in their case from Swiss diplomatic or consular missions in their home countries. Information on visa and other relevant regulations for travelling to Switzerland is available at: <https://www.eda.admin.ch/countries/usa/en/home/visa.html>.

In countries where no Swiss representation exists, missions from European Union member States should be contacted. Where a visa is required, applicants are advised to apply at least six weeks prior to departure to Geneva.

Should you require UNCTAD assistance with issuance of a visa, please send the official letter of your nomination to represent your country to the UNCTAD secretariat: jacqueline.bouvier@unctad.org.

6. Accommodation

Delegates are requested to make their own hotel reservations. A list of hotels in Geneva is available at: <https://www.geneve.com/fr/preparer-son-sejour/where-to-stay>.

Delegates are advised to book hotel accommodation well in advance of the meeting. Hotels in Geneva during the week of the meetings are in very high demand and may be fully booked, given the large number of conferences and other events.

For delegates from Least Developed Countries (LDCs), the organization Geneva Welcome Center (CAGI) offers logistical support for the planning of accommodation and may grant financial aid to reduce the cost. Delegates from LDCs wishing to apply for logistical and financial support are invited to contact CAGI as soon as possible, following this link: <https://www.cagi.ch/en/delegates-welcome/accommodation-for-delegates.php>.

7. Duration and interpretation

The session will take place on Monday 3 and Tuesday 4 between 10 a.m. and 1.00 p.m. and between 3.00 and 6.00 p.m. Interpretation to the six United Nations languages (Arabic, Chinese, English, French, Russian and Spanish) will be provided. Please note that interpretation for interventions by remote participants is limited to a cumulative total of 30 minutes in the morning and afternoon, and thus after participant interventions made remotely exceed 30 minutes, interpretation will be subsequently provided only for in-person interventions.

8. Statements and interventions

Delegations that would like to make an intervention during any of the sessions are strongly encouraged to inform the UNCTAD secretariat not later than 20 June 2023 at jacqueline.bouvier@unctad.org. Delegations are invited to make one statement per country or organization per session, and to participate in the discussions through one delegate who will take the floor. During the sessions, delegates can request the floor by raising their country nametag in the room or using the “hand raising” functionality on the online platform.

Delegates are asked to observe the time limit of 3-4 minutes for interventions during the sessions.

To facilitate interpretation, delegates are kindly requested to submit a copy of their written interventions/remarks in advance by email to the UNCTAD secretariat: jacqueline.bouvier@unctad.org, indicating whether they should be made available in the event website.

9. Agreed Conclusions

The Intergovernmental Group of Experts is expected to adopt its Agreed conclusions at its closing plenary on Friday 7 July 2023 in the afternoon. The UNCTAD secretariat will circulate a draft text to Permanent Missions in Geneva and to registered and approved delegates on Thursday 6 July 2023 at lunch time.

The UNCTAD secretariat will host informal consultations in English regarding the Agreed Conclusions of the session on Monday 3 July 2023 afternoon and Tuesday 4 July 2023 during the lunch break in Room XXVI, at the first floor of the E-Building, Palais des Nations, Geneva, Switzerland and online. An online link to these consultations will be sent to registered and approved participants.

10. Side events

The UNCTAD secretariat is making available some rooms for side events organized at the margins of the session. Side events are organized by and are the responsibility of delegations and not the UNCTAD secretariat. In-person and remote participation will be available.

Delegations wishing to organize side events are invited to send their request to the UNCTAD secretariat: ana.cipriano@unctad.org and valentina.rivas@unctad.org.
