



Annex. B:

Logistical and procedural aspects for holding the in-person meeting of the 13th session of the Conference of States Parties to the CRPD and elections of nine members of the Committee on the Rights of Persons with Disabilities whose term expires on 31 December 2020

United Nations Headquarters, General Assembly Hall

30 November 2020, from 10.00 a.m to 13.00 p.m and from 3:00 to 6.00 p.m (should the need arise)

I. Introduction

1. This note sets out the logistical and procedural aspects for the in-person meetings of the elections of nine members of the Committee on the Rights of Persons with Disabilities, as part of the 13th session of the Conference of States Parties to the Convention on the Rights of Persons with Disabilities.
2. The meeting will be held during the plenary meeting of the thirteenth session of the Conference of States Parties to the Convention on the Rights of Persons with Disabilities on Monday, 30 November 2020 at 10.00 a.m in the General Assembly Hall at the United Nations Headquarters.

II. Arrival, check-in desks, credentials, contact tracing registration, ballots pick-up desk, seating chart and maps, access for persons with disabilities

Arrivals

3. All attendees are urged to check that their badges have not expired. If they have expired, attendees are encouraged to renew them prior to 30 November 2020 to avoid crowding and choke-points. Details on obtaining

a pass are available at

<https://www.un.org/esa/coordination/ngo/passes.htm>. Attendees without a valid ground pass will not be admitted to the UN premises.

4. Starting at 9:00 am, the single-entry point will be open for delegates to check in to the General Assembly Building vestibule through its main entrance, namely the entrance on 1st avenue and 45th street (see map annexed).
5. To allow for social distancing while awaiting admission to the General Assembly Building vestibule through its main entrance, delegates are kindly requested to enter through the single- entry point, namely the entrance on 1st avenue and 45th street. Delegates will wait for their turn to enter the General Assembly Building vestibule in a queue on the sidewalk along the main circle, while maintaining social distancing of at least 2 meters.

Check-in desks

6. A 'check in' desk will be set up at the delegates entrance with two staff member(s) from DESA. A floater staff may be present, to deal with any issues that need to be addressed (to allow the 'check-in' to continue). The staff and representatives shall wear face coverings and the staff will be further protected by two perspex barriers.

Credentials

7. As this is a meeting of States Parties, in keeping with the rules of procedures and practice, all delegations are kindly requested to submit (1) a scanned copy of the credentials issued by the Head of State or Government, or by the Minister of Foreign Affairs, and (2) a scanned copy of a duly signed communication from the Permanent Mission to the United Nations in New York containing information concerning the appointment of the representative participating in the first-day in-person meetings of the thirteenth session of the Conference on 30 November that will elect the nine members of the Committee on the Rights of Persons with Disabilities. Delegations are requested to send these two scanned documents via emailing to zhangg@un.org, copying to satarova@un.org, **by 5:00pm on 23 November 2020** at the latest.
8. Due to risks associated with the COVID-19 pandemic, States Parties are furthermore kindly requested to bring the original hard copy of the formal credentials to the East Document Counter located towards the back of the General Assembly Hall, adjacent to GA0214, on the day of the meeting only.

States Parties are requested **NOT** to mail in or hand deliver formal credentials ahead of the meeting.

9. Delegates who have previously submitted a scanned copy of their credentials may drop off the original credential at the East Document Counter where they pick up their ballots, located towards the back of the General Assembly Hall, adjacent to GA0214 where they pick up their ballots, staffed by Secretariat staff members.

Contact tracing registration

10. Secretariat staff will register participants and support staff present on the day and forward this to the DHMOSH Occupational Safety and Health team as a record in support of contact tracing. Should any attendee become unwell with or be diagnosed with COVID-19 within 14 days of the meeting, they are requested to contact DHMOSH medical staff through the confidential address osh@un.org. Contact tracing will take place and testing will be offered to those considered contacts.
11. For this purpose, each State Party is requested to as soon as possible and by 20 November to visit the following website [link](#) to register the name and contact details of its main representative and an alternate representative, on the understanding that only one of them can be present at the in-person meetings on 30 November Monday. This link will also be used to note accessibility requirements of the delegate.

Ballots pick-up

12. All delegates will then be requested to proceed to the East Documents Counter to pick up their ballots, located towards the back of the Hall, adjacent to GA0214, and then to their allocated seating in the General Assembly Hall.

Seating chart and maps

13. A seating chart for the General Assembly Hall will be circulated electronically in due course, by email and will be posted in the devoted COSP13 website [link](#) to facilitate the identification of the respective seats.
14. Seating will be arranged in alphabetical order of States Parties. Seating arrangements will be announced and made available beforehand to enable the representative to easily identify, and proceed directly to, their assigned seats upon entering the General Assembly Hall. Delegates will assume their

- seat behind the nameplate of their country, unless otherwise identified on the floor plan to ensure social distancing in certain parts of the Hall. Once seated, representatives shall be requested to remain in their seats at all times.
15. Maps for delegations to follow in arriving at the exiting the General Assembly Hall are appended.

Access for persons with disabilities

16. Attendees with disabilities who require taking an elevator to get access to the second floor of the General Assembly Hall, accessible seating and/or other specific accessibility requirements in participating the meeting are kindly requested to register their requirements in the above-mentioned devoted website [link](#). They can also bring this matter at the soonest time possible, no later than 16 November, to the attention of the secretariat via emailing to evelyn.wonosaputra@un.org; lamrabat@un.org).

III. Election procedure

Quorum

17. Article 34, paragraph 5, of the CRPD and Rule 12 of the Rules of Procedure of the Conference of States Parties to the Convention on the Rights of Persons with Disabilities (CRPD/CSP/2008/3), provide that two-thirds of the States Parties shall constitute a quorum at that meeting.

Required majority

18. In accordance with article 34, paragraph 5, of the CRPD and Rule 19 of the Rules of Procedure of the Conference of States Parties those nominees who obtain the largest number of votes and an absolute majority of the representatives of States Parties present and voting shall be declared elected.

Ballots

19. Article 34, paragraph 5, of the CRPD and Rule 18 of the Rules of Procedure of the Conference of States Parties, provides that the members of the Committee shall be elected by secret ballot.
20. The members of the Committee are elected from the list of persons nominated by States Parties in accordance with article 34, paragraph 5, of the CRPD and Rule 17 (2) of the Rules of Procedure of the Conference of States Parties.
21. Only those candidates whose names appear on the ballot papers are eligible for election. A vote for a candidate is cast by placing a cross in the box to the left of the name. Blank ballot papers are considered abstentions and

States Parties that have cast such ballot paper will be considered as not voting. Ballot papers marked for more candidates than the number of seats indicated are considered invalid. If a ballot paper contains any notation other than votes in favor of specific candidates, those notations will be disregarded.

Ballots casting and counting

22. Two ballot boxes will be placed at the front right of the General Assembly Hall where tellers will be able to observe the ballot boxes as well as the casting of ballots.
23. For the casting of ballots, the President will request each delegation to proceed to cast their ballot in the English alphabetical order of States Parties (see Annex: States Parties to the CRPD). Representative will be requested to maintain distancing of no less than two meters and to proceed to cast their ballot only when the previous representative has completed casting their ballot and until the last representative has cast their ballot.
24. In order to minimize the risks posed by prolonged exposure and crowding, representatives are requested to leave the General Assembly Hall upon the casting of the ballot through the exit on the west side of the Hall.
25. The President will at the outset inform the meeting that once the last ballot is cast, the meeting will automatically adjourn. The six tellers and UN staff members will move to the Trusteeship Council Chamber for the counting of votes.

Exiting the General Assembly Hall

26. As indicated above, delegates will exit the General Assembly Hall through the doors located on its west side and depart to the ground floor to exit the General Assembly Building from the delegates' entrance.

Announcement of election results

27. Upon receipt of the results certified by the tellers, the Chairperson shall immediately circulate a letter to all States Parties in order to inform them of the results and to declare elected those nominees that have received the largest number of votes and an absolute majority of the votes of the representatives of States Parties present and voting.
28. The results will also be announced by the President through the UN webcast.

29. The announcement will also contain information concerning the date, time, and venue for the following balloting, as needed and if available.

IV. Meeting services and other arrangements

UN Webcast and UN Journal

30. The UN Webcast will provide live and on-demand streaming coverage of the elections, including the announcement of the results of the elections. The coverage will be available on the UN Web TV Website (<http://webtv.un.org>).
31. The UN Journal announcement regarding the elections will include a link to the webcast.
32. Queries about webcast coverage should be directed to the UN Webcast Unit (Telephone: 212 963 6733; email: damianou@un.org)

Interpretation

33. Simultaneous interpretation to six UN official languages and Sign Interpretation will be provided.

e- Statements

34. Delegations wishing to post their statements online should email to eStatements@un.org their interventions in both PDF and WORD formats indicating clearly the name of the meeting, speaker, delegation, agenda item and date.

Use of restrooms including accessible one

35. Attendees should use only restrooms (including at least one accessible toilet) located in the back of the General Assembly Hall. Representatives waiting their turn outside the restroom should maintain social distancing of no less than 2 meters at all times.

Focal points

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