

Organizational arrangements for the fifth informal thematic session on “*Smuggling of migrants, trafficking in persons and contemporary forms of slavery, including appropriate identification, protection and assistance to migrants and trafficking victims*”

4 and 5 September 2017

**United Nations Office at Vienna
Plenary Room, M building**

A letter from the President of the General Assembly, on behalf of the co-facilitators and the Secretary-General for the intergovernmental conference, dated 27 July 2017, was sent to all permanent representatives and permanent observers which include:

- A procedural note for the first thematic session
- The Inter-Agency issue brief for the fifth thematic session

All related information can be found on the website:

<https://refugeesmigrants.un.org/smuggling-and-trafficking-migrants>

Further details on organizational arrangements:

1. The thematic session will take place on 4 and 5 September in the Plenary Room, on the first floor of the M-Building at the United Nations Office at Vienna.
2. The co-facilitators are inviting all stakeholders for an informal dialogue on 5 September at 9:00 to 10:00 AM in the Plenary Room (invitation letter sent by the co-facilitators, dated 27 July 2017). Member States are welcome to attend. There will be no interpretation for this session.
3. All sessions (also the informal dialogue with the co-facilitators on 5 September at 9-10 AM) will be webcasted and recorded: <http://webtv.un.org/>
4. Member States will be seated in alphabetical order and will be allocated one seat at the table (plus one). Extra participants can be seated in the back or along the sides.
5. The remaining table seats will be reserved for International Organizations and entities that have observer status, UN agencies and stakeholders (seated on a first-come, first-served basis).
6. Member States will be given speaking priority and will make their interventions from the floor. Time permitting other speakers will be invited for an intervention.
7. There will be no pre-established list of speakers. Speaking requests should be raised in the room. Delegations are encouraged to limit their interventions to three minutes.
8. Delegations and stakeholders can submit written inputs via email to gcmigration@un.org. Inputs will be uploaded to the website. Furthermore, delegations and stakeholders are kindly requested to forward any prepared written statements to Meetings Management Unit (conference@unvienna.org) for interpretation services or present a hard copy to the conference officer in the Plenary, in advance of their speech.

9. Side events may be organized during the lunch break (1:15 pm to 2:45 pm) or preceding the plenary sessions. Organizers of side events are encouraged to coordinate their plans with the office of the Secretary-General of the intergovernmental conference before **10 August 2017** (gcmigrationparticipationvienna@un.org). There is a limited availability of rooms. Information on side events will be made available on the website.
10. All participants will need a UN conference ground pass to attend the meeting. A note verbale stating the participants of Member States for the meeting must be provided in advance. The details of delegates (name, title/function, workplace, fax and telephone numbers and individual e-mail address), to be sent on official letterhead, should be sent to the Secretariat as soon as possible, and not later than Wednesday, **23 August 2017**. A valid photo ID is required to access the premises. The address of the Secretariat is as follows: gcmigrationparticipationvienna@un.org.
11. UN agencies, International Organizations and entities that have observer status attending the meeting must provide the participant's details (name, title/function, organization, fax and telephone numbers and individual e-mail address), to the Secretariat as soon as possible, and not later than Wednesday, **23 August 2017** (gcmigrationparticipationvienna@un.org).
12. Stakeholders wishing to participate must have been registered their application by 31 July 2017 (<https://www.un-ngls.org/index.php/global-compact-migration/apply-to-attend-thematic-sessions>) and will receive a conference badge.
13. Providing the individual e-mail addresses will ensure that all representatives receive an automatic e-mail response confirming their registration. The automatic e-mail response will also contain a link to a site where each delegate may upload a photograph (in JPEG file format), 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 their photographs taken upon arrival at Gate 1 of the Vienna International Centre.
14. As part of the security arrangements, all participants are required to present their invitations or official communications identifying them as delegates, together with their passport or another official photograph-bearing identity document. Grounds passes must be worn visibly at all times in the Vienna International Centre. All persons and their bags and briefcases will be screened at the entrance to the Centre. The Pass Office is open between 8 a.m. and 4 p.m., Monday through Friday. Please note that Friday 1 September is an official holiday at the UN and the Pass Office will be closed.
15. Permanent Missions are encouraged to collect access cards for their delegates who have pre-registered at the Pass Office at Gate 1 as of Wednesday **30 August 2017**. Staff from Permanent Missions, collecting conference badges for their delegates, will have to present an official letter at the Registration Counter for that purpose. The letter must be signed by the Head of Mission.
16. In the case a delegate would require specific assistance related to the premise logistics during the session, please contact: Mr. Sebastian Boel Byth, Associate Expert, Human Trafficking and Migrant Smuggling Section with UNODC. Office Phone (+43-1) 26060-83176; Mobile: (+43) 68110749599; email: sebastian.byth@un.org