



## Information Note for the Practical Arrangements for the COSP15 14 to 16 June 2022

The 15th session of the Conference of States Parties to the CRPD (COSP15) will be scheduled to take place at the United Nations Headquarters, New York, from 14 to 16 June 2022, during which an election of nine members of the Committee on the Rights of Persons with disabilities will be conducted.

The COSP15 will be held in in-person format, with its opening meetings in the General Assembly Hall and other roundtable meetings on 15th and 16th of June will be in Conference Room 4. The overall theme this year is **“Building disability-inclusive and participatory societies in the COVID context and beyond”**.

Three subthemes will focus on:

1. Innovation and technology advancing disability rights
2. Economic empowerment and entrepreneurship of persons with disabilities
3. Participation of persons with disabilities in climate action, disaster risk reduction and resilience against natural disasters

### In-person formal meetings

The Conference is expected to hold in-person meetings on 14 June 2022, in the General Assembly Hall and on 15-16 June in conference room 4.

For the in-person meetings, the use of the General Assembly Hall and the conference room 4 is with the understanding of a limitation of delegation size to 1+5 representatives in the General Assembly Hall and 1+1 representatives for CR 4.

The proceedings of the meetings will be webcast live and on demand on UN Web TV:  
<http://webtv.un.org>.

Delegations are requested to inform the UN Accessibility Centre ([accessibilitycentre@un.org](mailto:accessibilitycentre@un.org)) and the COSP Secretariat ([enable@un.org](mailto:enable@un.org)) of any accessibility requirements as soon as possible before

15 May 2022 per requested by the secretariat, in order to inform necessary preparation and adaption to meet the specific needs and facilitate participation. Adjustments may be made to seating arrangements for in-person meetings to enable the participation of persons with disabilities.

*\*\* Subject to change to the safety and security measures in place at the time of the meeting in view of the ongoing Covid-19 pandemic.*

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## Virtual participation by selected roundtable panelists

The Zoom platform will be available, with remote simultaneous interpretation (RSI), only for **selected roundtable panelists**. However, the entire roundtable meetings will be streamed live on UN Web TV channel at <https://media.un.org>. The selected panelists are strongly encouraged to join the virtual platform 1 hour before the start time of the meeting in order to confirm that their equipment and connections are working properly and use the time while the live-virtual connection service is available for them.

Please view the following tutorial videos to familiarize yourself with the Zoom platform:

- Joining a Zoom Meeting: <https://support.zoom.us/hc/en-us/articles/201362193>
- Using the interface including the different functions, tools, and features: <https://support.zoom.us/hc/en-us/articles/200941109>
- Role definitions along with the attributes: <https://support.zoom.us/hc/en-us/articles/360040324512>

### Link to join virtual meetings:

Before joining the virtual meetings, all panelists must log in to their own Zoom account first. Once logged in, participants can click the “COSP ZOOM” link and enter the meeting passcode.

For those who do not have a Zoom account, please visit the following link to create your own account for free: <https://explore.zoom.us/docs/en-us/freesignup.html>.

In order to assist the presiding officer in identifying panelists on the Zoom platform, when joining the meeting, panelists are requested to indicate their full name and organization as follows:

**[FIRST NAME] [LAST NAME] [Affiliation/Organization]**

If panelists do not clearly identify their affiliation on the platform, admission to the meeting may be delayed and they may be requested to leave the meeting temporarily and rejoin with the correct naming convention above.

The Chrome browser is recommended when accessing the virtual platform link. All panelists should

close other applications in order to improve audio and video qualities and keep their microphones muted when not speaking. In case of connection problems, please contact to [unvc@un.org](mailto:unvc@un.org) with reference to the meeting date and time or call a technician at +1 212 963 8649.

Only approved panelists intending to speak in a given meeting should log in to the Zoom platform. All other participants can watch the meetings live on UN Web TV at <http://webtv.un.org>. There is no limit to the number of persons who can follow the discussions through UN Web TV, and the Webcast will be archived.

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## General Debate

The General Debate will be organized and will begin on the first day of the conference on 14 June 2022.

Inscription to speakers list will be open from 23 May at 10am, and close on 6 June at 6pm (New York time). Governmental delegations are requested to inscribe their speaker via the e-DELEGATE/E-speaker portal. A valid inscription must provide the full name of the speaker, the speaker's title, and the inscription submitter's contact email address. The registered NGOs, UN entities, National Human Rights Institutions (NHRIs) and United Nations system entities are requested to inscribe to the list and register their speakers with all requested information and submit within the same timeline.

The speaking limit for each statement will be 3 minutes which will be strictly enforced and the speaker's microphone will be cut off automatically.

Individual reasonable accommodation will be granted for persons with disabilities and needs must be clearly indicated in the inscription and communicated in advance.

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## Interpretation Requirements

Interpretation in all six UN official languages will be available in person and on the Zoom platform. Please see the required set up for virtual meetings with interpretation (Annex I).

- Ensure the speaker speaks clearly and at a moderate pace to enable accurate interpretation.
- Provide a copy of the script of the recorded video statement 7 days before the session namely by 7 June 2022, via emailing to [estatements@un.org](mailto:estatements@un.org) (scripts are mandatory for interpretation).
- For languages other than an official UN language, provide an audio recording of the interpretation into one of the UN official languages embedded in the video. In addition, provide the text of the statement script translated into one of the official UN languages.

All written statements should be sent to [estatements@un.org](mailto:estatements@un.org) at least three hours in advance of delivery.

Provision of interpretation will be subject to fulfilment of the guidelines attached in Annex I. In cases when sound quality deteriorates due to participants' set up, internet connectivity or other issues, interpretation will be suspended.

For pre-recorded video statements which may contain any recording anomalies (such as low speaking volume, noisy background, unclear diction, background music, etc.), delegations may be requested to provide a revised recording to remedy the anomalies or interpretation services might not be provided.

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## Attendance

All delegations are requested to arrive at the General Assembly Hall the meeting venue and take their seats at their national delegation position no later than 9.50am. Delegations are requested to deposit their original copy of the credentials at the secretariat desk located near the eastern entrance of the General Assembly Hall.

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## Interventions during interactive discussions

There will be no pre-established list of speakers for the interactive discussions of the COSP. Given the limited time available and in order to allow the maximum number of participants to intervene, interventions should be limited to no more than two minutes each. The Chair or moderator, after the completion of the panelists' oral presentations, will ask delegations and other participants to press their button to make requests before calling their names and give the floor.

Written copies of all statements delivered during the interactive discussions should be sent to [estatements@un.org](mailto:estatements@un.org) at least three hours in advance of intended delivery in order to ensure proper interpretation.

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## Documentation and additional information

More information on the programme and documents is available on the COSP15 website (subject to change): <https://www.un.org/development/desa/disabilities/conference-of-states-parties-to-the-convention-on-the-rights-of-persons-with-disabilities-2/cosp15.html>.