



THE PRESIDENT
OF THE
GENERAL ASSEMBLY

3 May 2021

Excellency,

I have the honour to refer to my letter dated 26 March 2021 regarding the Special Session of the General Assembly on Challenges and Measures to Prevent and Combat Corruption and Strengthen International Cooperation, to be held from 2 to 4 June 2021 at United Nations Headquarters, in New York, pursuant to General Assembly resolutions 73/191 and 74/276, as well as decisions 74/568 and 75/562 entitled “Special session of the General Assembly against corruption”.

In this regard, I would like to circulate, as an annex to this letter, information outlining practical arrangements for participation in the Special Session, including registration of delegations, list of speakers, guidelines for submission of pre-recorded statements, security and other logistics.

As we prepare for this Session of the General Assembly, I urge delegations’ cooperation in adhering to the time limit for statements as set out in resolution A/RES/74/276 five minutes for individual delegations and seven minutes for statements made on behalf of a group of States to allow the broadest possible participation. Your support in encouraging active participation and providing the pre-recorded statements in a timely manner - at least four days before the date that the statement is scheduled to be broadcast- is also highly appreciated.

In the light of the challenges posed by pandemic and similar to the 31st Special Session in response to the COVID-19 pandemic, I recommend that the Assembly considers accepting the credentials submitted for the seventy-fifth session for purposes of the Special Session against Corruption.

As for the conduct of the Special Session of the General Assembly in person, it will be in line with the mitigation measures related to the coronavirus (COVID-19) pandemic as reflected on the risk assessments and advice provided by the Occupational Safety and Health Committee of the Crisis Operations Group. The final risk assessment and mitigation measures for the meetings in June 2021 will be communicated in due course.

All Permanent Representatives and
Permanent Observers to the United Nations
New York

International travelers are kindly reminded to familiarize themselves with local health requirements.

Pursuant to operative paragraph 16 of the resolution 74/276, preparations are also underway for a high-level supporting event on the margins of the Special Session. Further details regarding this event will be communicated in due course.

For additional information regarding the Special Session, your office may contact Mr. Igor Bondiuk, Advisor for Human Rights and Humanitarian Affairs (igor.bondiuk@un.org), Ms. Inga Kanchaveli, Senior Advisor for General Assembly Affairs (inga.kanchaveli@un.org), copying Ms. Hila Wesa, Team Leader for Human Rights and Humanitarian Affairs (wesa@un.org).

Please accept, Excellency, the assurances of my highest consideration.

A handwritten signature in blue ink, appearing to read 'Volkan Bozkir', is positioned above the printed name.

Volkan BOZKIR

Annex I

I. List of speakers

1. The Secretariat will open the list of speakers for inscription on Wednesday, 5 May 2021. Pursuant to General Assembly resolution 74/276 of 1 June 2020, Member States, States and regional economic integration organizations parties to the United Nations Convention against Corruption and observers to the General Assembly, wishing to deliver statements are invited to inscribe on the list of speakers by sending an email to the General Assembly Affairs Branch (email: galindo@un.org with copy to gaspeakerslist@un.org). In line with resolution 74/276, a list of speakers will be established in accordance with the established practices of the Assembly. The provisional list of speakers of the special session will be made available on Friday, 21 May 2021.

2. In accordance with General Assembly decision 75/562 of 16 April 2021, Member States, States and regional economic integration organizations parties to the United Nations Convention against Corruption and observers to the General Assembly, in line with paragraph 2 (c) of resolution 74/276, may submit a pre-recorded statement by their Head of State or Government, head of delegation or other dignitary, which will be played in the General Assembly Hall during the special session, after introduction by their representative who is physically present in the Assembly Hall. Due to time constraints, it is expected that the introductory remarks will be kept concise.¹ The level of the speaker will be determined by that of the pre-recorded statement. Alternatively, representatives physically present in the Assembly Hall may deliver their own statements. Details on the submission of the pre-recorded video are provided in Annex II.

3. In accordance with resolution 74/276, the time limit for the statements will be five minutes for individual delegations and seven minutes for statements made on behalf of a group of States. The length of the introductory remarks and the length of the video itself shall be counted in the allocated time limit.

4. Pursuant to decision 75/562, in addition to the verbatim records of the special session, the President of the General Assembly will circulate as a document of the Assembly a compilation document of the statements delivered by means of pre-recorded statements during the special session and submitted to the President no later than the day on which the pre-recorded statement is played in the Assembly Hall, and such pre-recorded statements will be attached to the verbatim records of the special session. Submissions in this regard should be sent to estatements@un.org (preferably in Microsoft Word, as well as in PDF format; see para. 7 below for more details).

¹ Model sentence:

Permanent Representative or other member of the delegation: Mr. President, I have the honour to introduce the pre-recorded statement by [His/Her Excellency Mr./Ms. xxxx, President/Prime Minister of xxx.]

5. In accordance with paragraph 2 (c) of resolution 74/276, time permitting, the plenary meetings will include statements by a limited number of representatives from relevant organizations attending the special session, in line with paragraphs 2 (d) and 2 (e) of resolution 74/276, selected by the President of the General Assembly, in consultation with Member States, with due regard for geographical balance and gender equity. In accordance with decision 75/562, those who were invited to participate in line with paragraphs 2 (d) and (e) of resolution 74/276, may submit a pre-recorded statement, which will be played in the General Assembly Hall after introduction by the President of the General Assembly at the special session.

II. Registration

6. Registration of official delegations will be carried out by the Protocol and Liaison Service. Missions and offices are required to submit their registration requests for members of their delegations by using the existing online e-Registration system, available through the e-deleGATE portal (<https://delegate.un.int>). Delegations wishing to obtain information on the system may refer to the updated “Guidelines on e-Registration” and “Frequently asked questions” sections posted on the Protocol and Liaison Service website (<https://www.un.org/dgacm/en/content/protocol/meetings>). It should be noted that all registration requests, including requests for VIP passes, must be submitted through the e-Registration system.

III. Interpretation

7. In order to facilitate the provision of interpretation and verbatim reporting services, delegations are invited to submit electronic versions of their statements (preferably in Microsoft Word, as well as in PDF format) by email to estatements@un.org well in advance of the meeting but no later than two hours before delivery. The name of the meeting and of the speaker, as well as the agenda item, should be indicated in the subject line of the email and in the heading of the statement. The statements will remain embargoed until their delivery and will then be posted in the Journal under the “estatements” tab for the meeting.

8. Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Speakers are requested to deliver the statement at a speed that is interpretable. While delegations are increasingly given a time frame in which to deliver their statements, they are kindly requested to do so at a normal speed, to enable the interpreters to provide an accurate and complete rendition of their statements. When statements are delivered at a fast pace, the quality of the interpretation may suffer. It is suggested not to exceed the speed of about 100 to 120 words per minute (as a guide for statements delivered in English) in order to ensure that the statement is delivered at a normal pace.

9. Any speaker may also make a statement in a language other than the official languages. In such cases, in accordance with rule 53 of the rules of

procedure of the Assembly, the delegation in question must provide an interpreter from the non-official language into an official language. However, due to the physical distancing guidelines, there will be only limited facilities to accommodate such non-official language interpreters on site. Alternatively, any speaker may also make a pre-recorded video address in any of the six official languages, or in a language other than the official languages. In the latter case, the delegation in question should provide an audio recording of the interpretation into one of the official languages embedded in the video as well as the text of the statement translated into one of the official languages. Special requests for a recording of the interpretation in one of the six official languages should be made in advance, subject to the availability of recording facilities. When the pre-recorded video address in a non-official language is played back and broadcast on the “floor” channel in the original language, the audio of the pre-recorded interpretation will be simultaneously broadcast on the corresponding language channel. Detailed guidelines are provided in Annex II in this regard.

IV. Accessibility: arrangements for persons with disabilities

10. Delegations are requested to inform the Secretariat of the accessibility requirements of delegates in order to facilitate participation in meetings. Upon request, adjustments can be made to seating arrangements with a view to enabling the participation of persons with disabilities, in accordance with paragraphs 33 and 34 of General Assembly resolution [73/341](#). For individual requests, please contact the Meetings Support Section of the Department for General Assembly and Conference Management (email: prepwork@un.org; telephone: 212 963 7349) no later than three working days prior to the meeting.

11. The United Nations Accessibility Centre offers assistive information and communications technology to support those with auditory, visual or physical impairments. The assistive devices are available on-site or as a loan to participants with disabilities. The Accessibility Centre is located in the Conference Building (level 1B, by the Secretariat Building escalators). For more information, please visit www.un.org/accessibilitycentre/.

12. A limited amount of printing on demand in Braille is available through the Accessibility Centre with prior notice.

V. Security

13. The Headquarters complex will remain closed to the public, inclusive of guided tours. The reopening of the complex to the public and the resumption of guided tours will be announced at a later date. Access to the United Nations complex will be restricted to delegates and their staff; staff members of the United Nations Secretariat and of the funds, programmes and agencies of the United Nations system; accredited media; and affiliates who have been issued a United Nations grounds pass. For all government delegations (Member States or observers), grounds passes will be issued at the office of the Pass and Identification Unit, located at 320 East 45th Street. It should be noted that access to the United Nations Headquarters

complex will be denied to anyone who is not in the above-listed categories and who is not in possession of a valid grounds pass. To avoid last-minute difficulties, all Governments are requested to ensure the proper accreditation of their delegations.

14. Security related questions or concerns should be directed to Michael Browne, Chief, United Nations Headquarters, Security and Safety Service, by contacting the Security Event Planning Unit (Captain Charlene Wilson, telephone: 212 963 2867 or 646 322 8231).

VI. Access to the General Assembly Hall

15. The practical arrangements for the conduct of the special session in-person will be in line with the mitigation measures related to the coronavirus (COVID-19) pandemic as reflected on the risk assessments for General Assembly meetings for the month of June 2021 and advice provided by the Occupational Safety and Health Committee of the Crisis Operations Group. International travelers are reminded to familiarize themselves with local health requirements.

VII. Webcast

16. The plenary meetings of the special session will be webcast.

VII. Side events

17. Information on the side events is available on the website of the special session: <https://ungass2021.unodc.org/ungass2021/en/information-on-ungass2021.html>

Annex II

Audio-Video Guidelines for Pre-Recorded Statements

Please read this entire document before submitting your pre-recorded video statement

Kindly note that all pre-recorded video statements should be submitted at least four days before the date that the statement is scheduled to be broadcast.

Audio visual file general guidance for Broadcast and Conferences

For technical questions, please call [+1 212 963 8648](tel:+12129638648), **Option 3**.

Video

For file submission video quality preferably:

- HD resolution of 1920 x 1080 pixels in an aspect ratio of 16:9
- 29.97 frames per second (60 fields) known as 1080i/29.97, top field first; colour sub-sampled at a ratio of 4:2:2 (8 bits per channel with 10 bits per channel preferred). As is common with MPEG4 or MOV files.

Alternately file submission video quality as a minimum:

- HD resolution of 1280 x 720 pixels in an aspect ratio of 16:9
- 30 frames per second (60 fields) known as 720p top field first; colour sub-sampled at a ratio of 4:2:2 (8 bits per channel with 10 bits per channel preferred). As is common with MPEG4 or MOV files.

Audio

- General recommendation is that material should conform to SMPTE 382M Standard or AES3
- The preferred bit depth for audio recording is 24 bits per sample. The minimum bit depth is 16 bits per sample.
- All audio should be recorded at a minimum sample rate of 48 kHz, although sampling at 96 kHz is encouraged. Recording or digitizing audio using an uncompressed lossless codec, such as WAV-PCM.
- Sound must be recorded with appropriately placed microphones, giving minimum background noise and without peak distortion.
- The audio must be free of spurious signals such as clicks, noise, hum and any analogue distortion.
- The audio must be reasonably continuous and smoothly mixed and edited. Audio levels must be appropriate to the scene portrayed and dynamic range must not be excessive. They must be suitable for the whole range of domestic listening situations.
- Surround and Stereo audio must be appropriately balanced and free from phase differences.
- The audio must not show dynamic and/or frequency response artefacts due to the action of noise reduction or low bit rate coding systems.
- Please kindly **refrain from including any background music** with the speech statement.

Interpretation requirements related to the pre-recorded video messages:

1. Ensure the speaker speaks clearly and at a moderate pace to enable accurate interpretation;
2. Provide a copy of the text of the statement to **estements@un.org**;
3. 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 your statement translated into one of the official languages.²

IMPORTANT NOTE REGARDING ORIGINAL LANGUAGE STATEMENTS:

Please insert the original language audio into the left channel (or channel 1) of the video, and kindly include an official UN language translation in the right channel (or channel 2). English is the preferable UN language translation.

The audio should not be submitted in separate files. Both audio channels (original and official languages), should be embedded in the video file.

File-Naming and Submission Guidelines

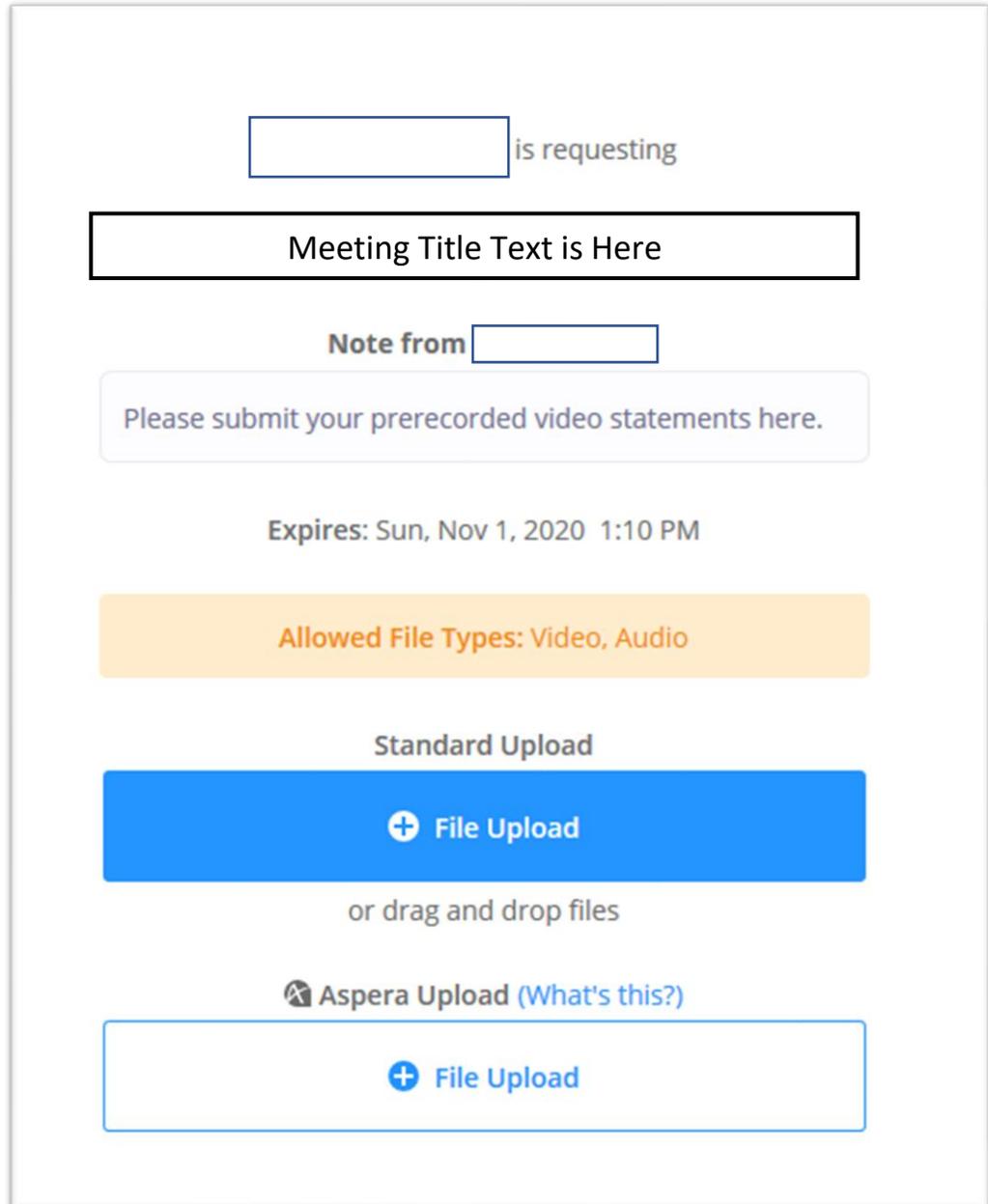
Before submitting your video file, please use the following template for naming your file (without brackets):

[Delegation or Country or Presenter Name]_[EVENT DATE]_[EVENT NAME].[extension] *(please exclude the brackets)*

² In case of non-official languages, when a video address is played back and broadcast on the “floor” channel in the original language, the audio of the pre-recorded translation needs to be synchronously broadcast on the corresponding language channel.

Please follow the steps below for submitting your video file.

1. You should have received a link to the cloud storage space from your United Nations coordinator or representative. The link will take you to a web page like the one in the image below.



The image shows a web interface for submitting a video file. At the top, there is a placeholder box followed by the text "is requesting". Below this is a box containing the text "Meeting Title Text is Here". Underneath is a "Note from" label followed by another placeholder box. A light blue rounded rectangle contains the instruction "Please submit your prerecorded video statements here." Below this, the expiration date and time are shown: "Expires: Sun, Nov 1, 2020 1:10 PM". An orange banner highlights the "Allowed File Types: Video, Audio". The "Standard Upload" section features a prominent blue button with a plus icon and the text "File Upload", with the instruction "or drag and drop files" below it. The "Aspera Upload (What's this?)" section features a white button with a blue plus icon and the text "File Upload".

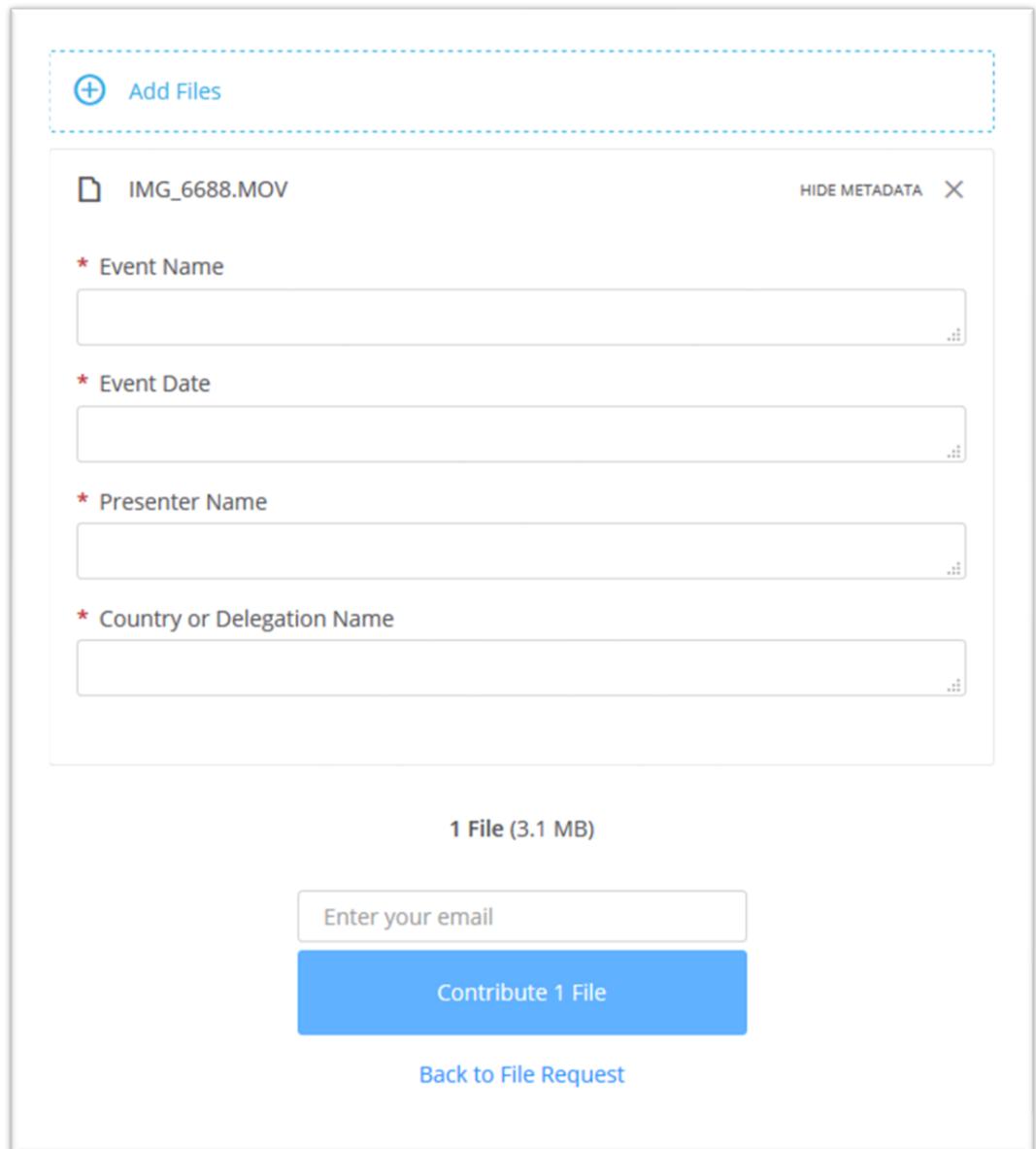
2. Click on the blue **“File Upload”** button (Standard Upload), or drag-and-drop your video file into the dialog window.

Once you have selected or dragged-and-dropped your file, the following dialog window should appear. Click on the **“Show Metadata”** button.

The screenshot shows a file upload dialog window. At the top, a text box contains a name followed by "is requesting". Below this is a large black-bordered box containing the text "Meeting Title Text is Here". Underneath is a "Note from" field with a name box, followed by a light blue box with the text "Please submit your prerecorded video statements here." Below that is the expiration date: "Expires: Sun, Nov 1, 2020 1:10 PM". An orange box contains the text "Allowed File Types: Video, Audio" and "File Metadata Requested: Please select files to add." To the right of this box is an "Expand All" button. Below a dashed line is an "Add Files" button. A file list shows "IMG_6688.MOV" with a "SHOW METADATA" button circled in red. Below the file list is the text "1 File (3.1 MB)". At the bottom, there is an "Enter your email" input field, a blue "Contribute 1 File" button, and a "Back to File Request" link.

3. You will then be prompted to enter a few mandatory metadata fields. ***Please note that if you do not enter data in these fields, your file will not be accepted by the cloud upload service.*** The information you are asked to enter is as follows in the image below. Enter the requested information and then enter your **email address** in the indicated field. Then, click on the blue **“Contribute 1 File”** button.

Your video file will be uploaded into the system.

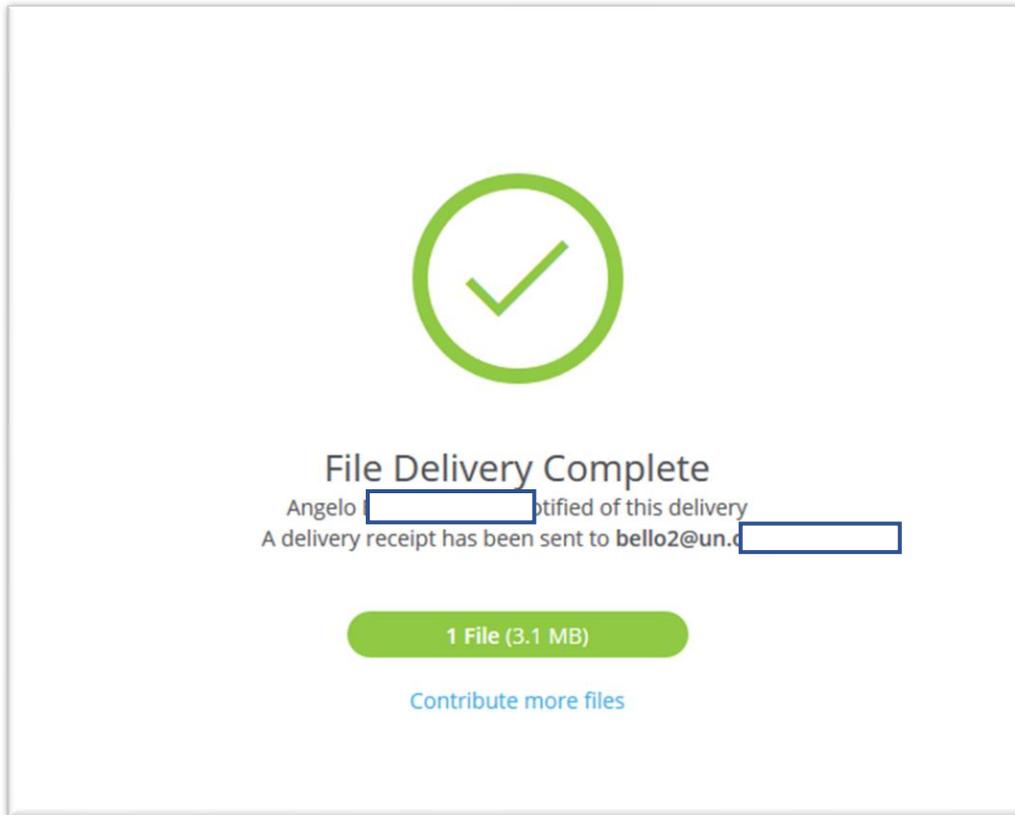


The screenshot displays a file upload interface. At the top, there is a dashed blue box containing a plus icon and the text "Add Files". Below this, a file named "IMG_6688.MOV" is shown with a "HIDE METADATA" button and a close icon. The metadata section contains four mandatory fields, each with a red asterisk and a text input box with a small grid icon on the right:

- * Event Name
- * Event Date
- * Presenter Name
- * Country or Delegation Name

Below the metadata fields, the text "1 File (3.1 MB)" is displayed. At the bottom, there is a text input field labeled "Enter your email", a blue button labeled "Contribute 1 File", and a blue link labeled "Back to File Request".

4. You will then see a progress bar indicator, followed by the dialog window below, indicating successful upload.



For technical questions, please call **+1 212 963 8648, Option 3.**