

Program and Budget Committee (PBC) 33rd Session Communication to the Delegations

I. INTRODUCTION

The 33rd session of the Program and Budget Committee (PBC) is scheduled to be held from September 13 to September 17, 2021. The meeting will be conducted in a hybrid format, i.e., participation is either (a) in-person, with a maximum of two delegates per Member or Observer State; or (b) remotely, through the online virtual conferencing platform Interprefy.

As mentioned in the email sent to Regional Group Coordinators on August 9, each delegation may decide if its two in-person representatives will be Geneva-based and/or capital-based delegates.

The organizational arrangements for the PBC session, as set out below, continue to be guided and impacted by COVID-19 related restrictions. As such, these arrangements are subject to change, depending on the evolution of the pandemic and consequent guidance or restrictions.

Time (duration of the daily sessions)

Plenary: usual timing, subject to the Chair's approval (i.e., from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.). There will be no breaks and no night sessions.

Informal Consultations: As communicated to the Regional Group Coordinators, informal consultations are scheduled to take place starting the week of August 30.

II. REGISTRATION AND ATTENDANCE OF DELEGATES

Registration of delegates (both those who will be physically present and those who will participate remotely) will take place as per usual practice *via* the [online registration form](#) on the WIPO website¹. Delegations are kindly requested to allow time for the necessary pre-meeting preparations, technical arrangements and coaching sessions for remote participants to be put in place. **The registration form must be completed at the very latest by 6 p.m. (Geneva time) on Tuesday, August 31, 2021.**

In addition to an e-mail address, a telephone number will be required to facilitate contact tracing. Since the session will take place in hybrid format, the form also requests delegates to indicate whether they will be participating in person and/or remotely *via* the online platform; and whether they expect to have a speaking role.

As per usual practice, any delegates planning to follow the proceedings *via* webcasting only do not need to register.

The final List of Participants will only include the names of registered delegates who attended the meeting physically or via the Interprefy platform.

A. PHYSICAL PRESENCE

Number of delegates

- In accordance with guidance issued by the United Nations Security Management Team, a two-meter social distancing requirement applies to all UN meetings, including at WIPO. This considerably reduces the maximum occupancy of WIPO

¹ The secure code for online registration was provided in the invitation circular sent in July 2021

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meeting rooms. As a result, in-person presence on site is limited to two delegates per Member or Observer State.

- Change in the composition of the delegation is only possible during lunch breaks and from one day to the next.

Number of badges and tickets

- Personalized conference badges and two non-transferable tickets per a.m./p.m. session will be provided per Regional Coordinator, per Member State and per Observer State (i.e., 20 tickets for a 5-day meeting). The tickets will be provided in bulk (to be picked up on Friday, September 10) with a clear color-coding per day for easy recognition by security guards and WIPO conference staff.
- Geneva-based permanent mission participants who already have a valid UN photo badge may use that photo badge for access, along with their conference badge. Other delegates will be provided with a conference badge that will incorporate the delegate's photo. We note that some UN badges may have recently expired or renewed. Should this be the case, delegates should come to the WIPO Access Center on day 1 of the PBC to get their UN badges reactivated in WIPO's access control system.
- Pick up and use of the conference badge and the non-transferable tickets is to be coordinated by each Member State or Observer State delegation. Once the maximum of two tickets has been distributed for a given morning or afternoon session, it will not be possible to issue further tickets for that session.
- Conference badges and tickets may be collected at the registration desk in the WIPO Access Center at *34 Chemin des Colombettes* (north side of the WIPO AB Building; Tel: +41 22 338 7942) **Friday, September 10**. Any lost badge should be reported without delay to the WIPO reception desk.

Current COVID-19 Pandemic Health and Safety Measures

- Following recommendations from the UN Medical Directors network, all delegates and WIPO staff present on the WIPO campus will have to wear masks at all times, except when seated at the cafeterias and when taking the floor. Masks will be made available to delegates if needed.
- Also in line with COVID-19 health and safety measures, the document distribution counter will be closed, and there will be no distribution of documents in the meeting rooms. Delegates are requested to bring pre-printed copies and/or to use portable computers/devices.

Parking

The WIPO car park at 34 Chemin des Colombettes is accessible for pre-accredited vehicles from permanent missions with a magnetic WIPO access badge. Delegates can park their cars on a first-come-first-served basis in the delegates parking area, marked in yellow (levels -2 and -3). Delegates will be asked to produce the relevant morning or afternoon ticket prior to accessing the WIPO car park. Vehicles which are not pre-accredited may park at the public car park *Place des Nations*, very close to WIPO (more information on the [parking fee](#)).

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Documents

The document distribution counter will be closed and there will be no distribution of documents in the meeting rooms. This includes the List of Decisions for the 32nd PBC session and any written proposals made by Member State delegations before or during plenary. The List of Decisions will be sent to all delegations electronically and will be displayed on both the WIPO Conference Hall screen and Interprefy. Any written proposals that Member State delegations wish to share with the Committee should be sent to controller.mail@wipo.int and copy the following; paradzai.nematadzira@wipo.int; shauna.chang@wipo.int; genevieve.doyon@wipo.int. The Secretariat will handle the dissemination of those proposals. Working documents for the 32nd PBC session can be found on the [PBC webpage](#).

B. ONLINE PARTICIPATION

The Interprefy platform

Interprefy is the online multilingual platform used by WIPO since 2020 for remote participation in WIPO conferences. Interpretation will be available in all six languages. The [Interprefy user-guide for WIPO delegates](#), together with additional information, can be found on the [WIPO Virtual and Hybrid Meetings](#) webpage.

All delegates who have indicated on the registration form that they will be participating remotely will, prior to the meeting, receive additional guidance, joining instructions, and an invitation to a pre-meeting mini-coaching and connectivity test session.

C. WEBCASTING

For any delegate who does not plan to take the floor, the live [webcasting](#) is the simplest way to follow the proceedings, since it is easy to access and does not require any pre-meeting authentication, training or connectivity testing processes. Webcasting is available in all six UN languages.

III. CONDUCT OF THE MEETING

A. REQUESTS FOR THE FLOOR

The Chair will announce how s/he will manage the floor, and the order in which s/he will invite the different categories of speakers to request the floor. Generally, the speaking order of these categories is as follows:

1. Regional Group Coordinators
2. Member State delegations
3. Observer State delegations

Delegates who are physically present in the WIPO Conference Hall will use the usual microphone system to request and take the floor. Therefore, delegates who are physically present should not connect to the virtual platform. If there are exceptional circumstances that require a physically present delegate to need to log in to Interprefy, they may only do so as passive participants.

Delegates connected remotely via Interprefy should click the raise-hand icon in the platform to request the floor, as shown in the [Interprefy user-guide for delegates](#).

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B. GENERAL STATEMENTS

It is proposed to limit the duration of statements to **three minutes** for Regional Group Coordinator statements made on behalf of their Group (approximately 390 to 480 words, read at a speed that allows for accurate interpretation), and to **two minutes** per Member and Observer State delegation (approximately 260 to 320 words). As per usual practice, written statements may be provided for inclusion in the report without taking the floor. For this session, pre-recorded statements can also be provided, to be broadcasted at the plenary. If delegations plan to submit pre-recorded statements, kindly send an e-mail to controller.mail@wipo.int and copy the following; paradzai.nematadzira@wipo.int; shauna.chang@wipo.int; genevieve.doyon@wipo.int. All statements, including those not delivered orally, will be included in the report.

C. INTERVENTIONS ON AGENDA ITEMS

As per usual practice, the Chair will open the floor for the delegations to make their interventions following each presenters' introduction of their respective agenda item. The delegate speaking order will be based on Regional Group Coordinators being invited to speak first and then Member State and Observer State delegations, as far as practicable, based on the order in which the physical and virtual requests are received.

In the hybrid format, the Secretariat of the PBC will be supporting the Chair in monitoring two separate queues of floor requests (i.e., those received from in-person delegates *via* the Conference Hall microphone system (physical) and those received from remote delegates *via* Interprefy (virtual)). The Chair will inform delegates how s/he intends to manage the two queues of floor requests in the interests of transparency, inclusiveness, efficiency and clarity. Individual delegations comprising both in-person and remote delegates should coordinate amongst themselves to avoid a floor request for the same item being made in parallel by the in-person and the remote delegate.

D. RAISING A POINT OF ORDER

If a remote delegate needs to raise a "point of order", this should be done by means of a written message "in the "Event Chat" as shown in the [Interprefy user-guide for delegates](#). This is because the raised-hand function alone does not distinguish a "point of order" from a speaking request.

E. USE OF THE CHAT FUNCTIONS

Remote delegates connected via the Interprefy system are able to access the chat functions. However, as the PBC is a formal Committee meeting, the Interprefy event chat should not be used in place of an oral intervention, or for general comments or questions by delegates.

The "Event Chat" ([chat to all participants](#)) will generally be used by delegates who need to raise a "point of order", the Secretariat, the platform operators or by the interpreters. This Chat is intended for communications purposes to all remote participants and for technical or practical reasons. Messages in the event chat will generally be in English.

The private chat function can be used by remote delegates for private messages to any other participant in the Interprefy participant list, for communicating with the Secretariat team, or for messaging technical support (*via* the "remote support chat"). The chat will remain private and is not visible to other participants nor saved by the system. The private chat should not

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be used to message the Chair, who will be fully occupied managing the proceedings and would not be expected to monitor a chat box.

IV. OTHER MATTERS

- If requested, meeting rooms for Regional Group coordination will be provided. Nevertheless, the same two-meter rule and the wearing of masks will apply and the maximum occupancy of the meeting rooms is therefore considerably reduced. Information on the maximum capacity for each room will be provided with the confirmation of the booking. Requests by Group coordinators to book a meeting room should be sent to meetings@wipo.int.
- The New Building cafeteria will be open to delegates with some distancing and capacity restrictions. To support contact tracing, delegates will be required to badge prior to entering the cafeteria.
- The WIPO Medical Unit will be reinforced on-site and available for delegates. Delegates physically attending will find that all measures will be in place. The health and safety of delegates is a priority.
- If delegates experience any technical issues with Interprefy during the session, please notify the “REMOTE SUPPORT CHAT” on the Interprefy platform.
- For questions on the PBC, please send an e-mail to controller.mail@wipo.int and copy the following; paradzai.nematadzira@wipo.int; shauna.chang@wipo.int; genevieve.doyon@wipo.int.