

Standing Committee on the Law of Trademarks, Industrial Designs and Geographical Indications

**Forty-Third Session
Geneva, November 23 to 26, 2020**

ORGANIZATIONAL ARRANGEMENTS

prepared by the Secretariat

INTRODUCTION

1. The forty-third session of the *Standing Committee on the Law of Trademarks, Industrial Designs and Geographical Indications* (hereinafter referred to as “the SCT”) will take place from November 23 to 26, 2020, in hybrid format, at the WIPO Conference Hall (hereinafter referred to as “the WCH”).
2. COVID-19 related guidance and restrictions define the organizational arrangements of the session, as set out below. These arrangements are subject to change, depending on the evolution of the pandemic and the resulting change in guidance or restrictions.
3. The SCT will meet each day of the session from 12 noon to 2:30 p.m., Geneva time (GMT +2). Taking into account the progress of the discussions and preferences expressed by the delegations at the session, the Chair may propose changes to the time and length of those meetings, as appropriate.

4. For the convenience of remote participants, the Secretariat has prepared a proposed timetable*. The proposed timetable is merely indicative. If the SCT does not conclude discussions on an item by the end of the day, discussions on that item would continue at the start of the next day, unless otherwise proposed by the Chair.

5. Documents of the session are available at the following address:
https://www.wipo.int/meetings/en/details.jsp?meeting_id=55468

6. For questions concerning the session, please, email the Secretariat at SCT Forum (sct.forum@wipo.int) and copy Ms. Katia Pla Diaz (email: katia.pladiaz@wipo.int) and Mr. Ahmad Ahadi (email: ahmad.ahadi@wipo.int).

ATTENDANCE OF DELEGATES

ON-SITE DELEGATES

7. COVID-19 related guidance and restrictions define the organizational arrangements of the session, as set out below. These arrangements are subject to change, depending on the evolution of the pandemic and the resulting change in guidance or restrictions.

8. Currently, there are extremely strict limits on the number of delegates that may be accommodated in any given meeting room. Please note, therefore, that a seat may only be allocated for Regional Coordinators (or their nominee from the regional group) in the WCH during the SCT.

9. Any other Member-delegation participants wishing to attend onsite will be seated in an ancillary meeting room, and will be required to use the Interprefy platform in order to request the floor and to make an intervention. For this purpose, all delegates other than the Regional Coordinators who wish to attend onsite are kindly requested to bring a laptop and headset in order to be able to connect via Interprefy. Should it not be possible to bring a laptop, Conferences Services will arrange for you to be seated in an ancillary area equipped with PCs.

10. It is recommended that the on-site composition of the delegations remains the same throughout the session.

11. The WCH and other conference rooms will be cleaned every evening. Delegates must not leave personal belongings in conference rooms at the end of each day.

12. Each on-site delegate must proceed to the registration desk on the first day of on-site attendance for conference. The registration desk is located in the WIPO Access Center at 34 *Chemin des Colombettes* (north side of the WIPO AB Building; Tel: +41 22 338 7942).

13. On-site delegates must report any lost badge to the WIPO reception desk immediately.

14. All delegates, including Geneva-based delegates, are required to complete the online registration form, (regardless of whether attending on-site or remotely).

* See document SCT/43/INF/1

15. Following recommendations by the UN medical directors network, delegates and WIPO staff present in the WIPO campus must wear masks at all times, except when seated at the New Building cafeteria or when taking the floor to make an intervention. They must also follow all other health and safety guidelines. Masks are available, upon request, in the Access Center.
16. WIPO has reinforced its Medical Unit, which is available to assist on-site delegates. On-site delegates will also find that all health and safety measures are in place. The health and safety of delegates is a priority.
17. The New Building cafeteria will be open to on-site delegates from 2 p.m. to 3 p.m., with some distancing and capacity restrictions. Coffee and vending machines are available on the 13th floor of the WIPO AB Building.
18. The WCH document distribution counter is closed and there will be no paper distribution of documents. Delegations who wish to share written proposals with the SCT must send them to the Secretariat at as above.
19. Meeting rooms for Regional Group coordination meetings are available upon request. Regional Group coordinators may book a meeting room by sending a request to meetings@wipo.int. The meeting room booking confirmation will indicate the maximum capacity of the room. The two-meter social distancing and mask requirements also apply to Regional Group coordination meetings conducted on WIPO premises.

REMOTE DELEGATES

20. Interprefy is the online multilingual platform for remote participation in WIPO meetings. Interpretation will be available in all six UN languages on Interprefy. An Interprefy user-guide for WIPO delegates, together with additional information, is available on the WIPO Virtual and Hybrid Meetings webpage.
21. Prior to the session, delegates who have registered for remote participation will receive additional guidance and an invitation to a brief pre-meeting mini-coaching and connectivity test session with an Interprefy technical assistant. All remote participants are strongly encouraged to attend this connectivity test session, which will help identify and address any potential technical issues in advance of the meeting.
22. Remote delegates who experience any technical issues during the session must contact the technical support team via the “moderator-chat” session (private chat) on the Interprefy platform. An Interprefy help-line telephone number will also be provided to remote participants with the joining instructions.

WEBCASTING

23. Delegates who do not plan to take the floor may follow the live webcasting of the session. This is the simplest way to follow the proceedings because it is easy to access and does not require a pre-meeting authentication, training or connectivity testing process. Webcasting is available in all six UN languages. The official List of Participants of the session will only include the names of registered delegates who attended the meeting either on-site or remotely via the Interprefy platform.

CONDUCT OF THE MEETING

REQUESTS FOR THE FLOOR

24. The Chair will announce how she or he will manage proceedings and the order in which she or he will invite the different categories of speakers to request the floor. The speaking order will follow the usual practice, that is:

- (a) Member delegations
- (b) Member State observer delegations
- (c) Observer organization delegations

25. Only those delegates who have registered for remote participation should connect to the virtual platform. Those delegates who have registered for on-site participation and are present at the WCH must use the microphone system to request and take the floor as usual. These delegates should not connect to the virtual platform or do so as passive participants.

26. Delegates participating via Interprefy must click the raise-hand icon in Interprefy to request the floor, as shown in the Interprefy [user-guide](#) for delegates.

INTERVENTIONS ON AGENDA ITEMS

27. After the introduction of each agenda item by the Secretariat, the Chair will open the floor for the delegations to make their interventions. The Secretariat will support the Chair in managing both on-site and remote requests for the floor. Delegations will be invited to speak in the order indicated above and, as far as practicable, in the order in which on-site and remote requests are received.

28. The Chair will limit the duration of interventions due to meeting time constraints. More extensive interventions may be submitted for posting on the meeting webpage and for inclusion in the record of the proceeding.

29. Delegations participating both on-site and remotely should coordinate to avoid making parallel on-site and remote requests for the floor.

RAISING A POINT OF ORDER

30. Remote delegates must raise a “point of order” by writing a message in the “event-chat”, as indicated in the Interprefy [user-guide](#) for delegates. The raised-hand function alone would not allow the Chair to distinguish a “point of order” from a floor request.

USE OF THE CHAT FUNCTIONS

31. Remote delegates connected via the Interprefy system are able to access the private chat and even chat functions. However, as the SCT is a formal WIPO meeting, delegates may not use the Interprefy event-chat in place of an oral intervention or for general comments or questions.

32. The Secretariat, the microphone operators or the interpreters may also use the event-chat to communicate with all remote participants. Messages in the event-chat will generally be in English.

33. Remote delegates may use the private-chat function to send private messages to any other participant in the Interpreting participant list, to the Secretariat or to the technical support team (*via* the “moderator-chat”). Private-chat messages are neither visible to other participants nor saved by the system. Remote participants should not use the private-chat function to send messages to the Chair, who will be occupied managing the proceedings and unable to monitor the chat box.

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