

## **Intergovernmental Committee on Intellectual Property and Genetic Resources, Traditional Knowledge and Folklore**

**Forty-First Session**  
**Geneva, August 30 to September 3, 2021**

### **ORGANIZATIONAL ARRANGEMENTS**

*Prepared by the Secretariat*

### **INTRODUCTION**

1. The Forty-First Session of the Intergovernmental Committee on Intellectual Property and Genetic Resources, Traditional Knowledge and Folklore (“IGC”) will take place from August 30 to September 3, 2021, in hybrid format, at the WIPO premises in the WIPO Conference Hall (WCH), and via the virtual conferencing system platform Interprefy.
2. COVID-19 related guidance and restrictions by the Swiss Government, including the Council of State of the Republic and Canton of Geneva, guide the organizational arrangements for this session, which are set out in detail below. These arrangements are subject to change, depending on the evolution of the pandemic and any resulting change in guidance or restrictions.

### **MEETING SCHEDULE AND DOCUMENTS**

3. The Committee will meet from August 30 to September 1, 2021, from 12:00 to 14:30 (CEST) each day.
4. For the convenience of all participants, the Secretariat has prepared an annotated agenda with a timetable, which is available on the IGC webpage. As reflected in the annotated agenda, if the Committee concludes discussions on an agenda item before the end of the allocated time, discussions will begin on the next agenda item.

5. The meeting documents for the session and other related documents are available at the following address: [https://www.wipo.int/meetings/en/details.jsp?meeting\\_id=55246](https://www.wipo.int/meetings/en/details.jsp?meeting_id=55246).
6. For questions concerning the session, please contact the Secretariat at [grtkf@wipo.int](mailto:grtkf@wipo.int).

## ATTENDANCE OF PARTICIPANTS

### ON-SITE DELEGATES

7. The number of delegates that may be physically present on the WIPO Campus is currently limited to up to two Geneva-based delegates per Member State.
8. The NCH will be thoroughly cleaned every evening. Delegates are therefore kindly requested to remove all personal belongings from the conference hall at the end of each day.
9. On the first day, each delegate is kindly requested to proceed to the registration desk at the WIPO Access Center to retrieve a personalized badge to access WIPO premises. The WIPO Access Center is located at 34 Chemin des Colombettes (north side of the WIPO AB Building; tel: +41 22 338 7942).
10. Any lost badge must be immediately reported to the WIPO Access Center.
11. All delegates, including Regional Coordinators, are required to complete the online registration form irrespective of how they are attending the meeting, i.e., physically on-site or remotely.
12. WIPO has reinforced its Medical Unit, which is available to assist on-site delegates. On-site delegates will also find that all recommended health and safety measures are in place. The health and safety of delegates is a priority.
13. Please note that, for the time being, all external on-site attendees are requested to read and sign the [Health and Safety Form](#). The form should be completed and given to a security guard upon arrival at the entrance of the WIPO Access Center. Access to WIPO premises will be conditional upon completion of the Health and Safety Form.
14. In addition, in accordance with guidance issued by the United Nations Security Management Team, delegates and WIPO staff present on the WIPO campus should wear masks at all times, except when seated in the New Building cafeteria or when taking the floor to make an intervention. They should also follow all other health and safety guidelines. Masks are available in the WIPO Access Center upon request.
15. The New Building cafeteria will be open to on-site delegates from 12:00 to 15:00 with some distancing and capacity restrictions. Coffee and vending machines are available on the 13<sup>th</sup> floor of the WIPO AB Building.
16. There will be no paper distribution of documents.

## REMOTE PARTICIPANTS

17. Interprefy is the online multilingual platform for remote participation in WIPO meetings. Interpretation will be available in all six UN languages. An Interprefy user-guide for WIPO delegates, together with additional information, is available in six languages on the WIPO Virtual and Hybrid Meetings webpage<sup>1</sup>.

18. Prior to the session, participants 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 them identify and address any potential technical issues in advance of the meeting.

19. Remote participants who experience any technical issues during the session should contact the technical support team via the “remote support” 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

20. Participants 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 since 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.

21. The official List of Participants of the session will only include the names of delegates who registered for the meeting.

## CONDUCT OF THE MEETING

### REQUESTS FOR THE FLOOR

22. The Chair will announce how proceedings shall be handled and the order in which the different categories of speakers requesting the floor will be invited. As per usual practice, the speaking order is as follows:

- Members
- IGOs
- Observers

23. Delegates present on the WIPO campus are invited to use the WCH microphone system to request and take the floor, as per usual practice.

24. 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

25. During the live session, for each agenda item, 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

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<sup>1</sup> [https://www.wipo.int/meetings/en/virtual\\_meetings/index.html](https://www.wipo.int/meetings/en/virtual_meetings/index.html)

indicated above and, as far as practicable, in the order in which on-site and remote requests are received.

26. Delegations are requested to coordinate in order to avoid more than one representative of the same delegation making parallel requests for the floor.

27. Due to meeting time constraints, the duration of interventions will be limited in time. More extensive interventions may be submitted for posting on the meeting web page and for inclusion in the record of the proceedings.

28. Participants who wish to share written statements with the Secretariat should send them to [grtkf@wipo.int](mailto:grtkf@wipo.int). Statements may be submitted in advance for posting on the IGC web page in searchable pdf format. Kindly note that statements will be posted in the official language in which they are submitted.

#### RAISING A POINT OF ORDER

29. Participants connected via Interprefy 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 does not allow the Chair to distinguish a point of order from a floor request.

#### USE OF THE CHAT FUNCTIONS

30. Participants connected via Interprefy are able to access the “private chat” and “event chat” functions. However, as the IGC session is a formal WIPO meeting the Interprefy event-chat should not be used in place of an oral intervention or for general comments or questions.

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

32. Participants connected via Interprefy may use the private-chat function to send private messages to any other participant in the Interprefy participant list, to the Secretariat, or to the technical support team (via the “remote support 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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