

Committee on WIPO Standards (CWS)

Eighth Session
Geneva, November 30 to December 4, 2020

ORGANIZATIONAL ARRANGEMENTS

Document prepared by the Secretariat

INTRODUCTION

1. The eighth session of the Committee on WIPO Standards (“CWS” or “Committee”) will take place on November 30 to December 2 and December 4, 2020, in hybrid format, at the WIPO premises in the WIPO Conference Hall (“WCH”) and in other rooms as needed, and on the virtual conferencing system based on the *Interprefy* platform.
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.

ORGANIZATIONAL ARRANGEMENTS FOR THE EIGHTH SESSION

MEETING SCHEDULE AND DOCUMENTS

3. The Committee will meet on November 30 to December 2 and December 4, from 12:00 to 14:30 (CET) each day.
4. For the convenience of all participants, the Secretariat has prepared an annotated agenda with a timetable, which will be posted in WIPO website at: https://www.wipo.int/meetings/en/details.jsp?meeting_id=57089, where meeting documents for the session and other related documents are available.
5. For questions concerning the session, please contact the Secretariat at cws.mail@wipo.int.

ATTENDANCE OF PARTICIPANTS

ON-SITE DELEGATES

6. While physical attendance at WIPO intergovernmental meetings is still permitted, the latest guidance issued by the Council of State of the Republic and the Canton of Geneva imposes tight limits on the number of delegates who may be seated in any meeting room. For this reason, one seat in the WIPO Conference Hall (“WCH”) will be allocated to each Regional Group Coordinator, who may designate someone else to use the seat. Following the maximum occupancy guidance, any other delegates wishing to participate in the CWS on the WIPO premises will be seated in other WIPO conference rooms, and will use the *Interprefy* platform in order to request the floor and to make interventions.
7. Any delegates other than the Regional Coordinators (or their designates) who wish to attend on-site are requested to bring a laptop and headset in order to be able to connect on *Interprefy*. Delegates without a laptop would be seated by WIPO Conference Services in an ancillary area equipped with computers for individual use.
8. The WCH and other conference rooms will be cleaned every evening. Delegates must not leave personal belongings in the WCH and other conference rooms at the end of each day.
9. Each on-site delegate must proceed to the registration desk on the first day of on-site attendance for conference badge arrangements.
10. Each on-site delegate will receive a personalized badge to access WIPO premises. 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).
11. On-site delegates are requested to report any lost badge to the WIPO reception desk immediately.
12. All delegates, including Geneva-based delegates, are required to complete the online registration form, regardless of whether attending on-site or remotely.
13. 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.
14. Following recommendations by the UN medical directors network, delegates and WIPO staff present on the WIPO campus must wear masks at all times, except when seated in 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 in the 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 13th floor of the WIPO AB Building.
16. The WCH document distribution counter is closed and 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](#) webpage¹.

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 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 “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

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 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 delegates who registered for the meeting.

CONDUCT OF THE MEETING

REQUESTS FOR THE FLOOR

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

- (a) Members
- (b) IGOs
- (c) Observers

22. Those delegates who are present in the WCH must use the microphone system to request and take the floor as usual.

23. 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

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

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

¹ https://www.wipo.int/meetings/en/virtual_meetings/index.html

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

27. Participants who wish to share written statements with the CWS should send them to the Secretariat at cws.mail@wipo.int. Statements may be submitted in advance for posting on the CWS web page in searchable pdf format. Statements will be posted in the official language in which they are submitted.

RAISING A POINT OF ORDER

28. 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 would not allow the Chair to distinguish a point of order from a floor request.

USE OF THE CHAT FUNCTIONS

29. Participants connected via *Interprefy* are able to access the 'private chat' and 'event chat' functions. However, as the CWS session 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.

30. 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.

31. 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 "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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