



**Organization for Security and Co-operation in Europe
The Secretariat**

Vienna, 26 January 2021

29th OSCE Economic and Environmental Forum

**“ Promoting comprehensive security, stability and sustainable development in the OSCE area
through women’s economic empowerment”**

FIRST PREPARATORY MEETING

Vienna, 15-16 February 2021
via VTC (Zoom)

LOGISTICAL MODALITIES

FORMAT AND VENUE

The First Preparatory Meeting of the 29th OSCE Economic and Environmental Forum will be held in Vienna 15 – 16 February 2021. Reference is made to the Permanent Council Decision PC.DEC.1387/20.

The Forum Meeting will be opened in the morning of Monday, 15 February 2021 at 09:30 and closed at 13:00 on Tuesday, 16 February 2021.

Due to lockdown in Austria and in several countries as a result of the coronavirus pandemic the Swedish OSCE Chairpersonship has decided to conduct this Forum Meeting via VTC (Zoom).

INTERPRETATION

Simultaneous interpretation in English and Russian will be provided.

PARTICIPANTS’ PROFILE

High-level and senior officials from participating States, responsible for shaping international economic and environmental policy in the OSCE area, representatives of the OSCE Parliamentary Assembly and the Partners for Co-operation as well as OSCE Field Operations are invited to participate.

Representatives of international organizations, expert academics and business representatives, non-governmental organizations with relevant experience in the area under discussion will participate in the meeting, according to the Decision of the OSCE Permanent Council (PC.DEC/1387/20).

The OSCE is committed to gender equality and aims at having a gender balanced representation of participants at all events. To this end, the OSCE encourages participating States to also identify female experts to participate in the First Preparatory Meeting of the 29th OSCE Economic and Environmental Forum.

No fee for participation is requested.

ONLINE REGISTRATION

Please note that only registered participants will be granted access to the different sessions.

In case of interest please contact the Office of the Co-ordinator of OSCE Economic and Environmental Activities (Email: andrea.gredler@osce.org) to **register** before the **deadline of Thursday, 11 February 2021 e.o.b.**

PARTICIPATION VIA ZOOM

The **Zoom link** will be provided to registered participants on **Friday, 12 February 2021 noon**.

For technical reasons, we kindly request to limit delegations to up to **6** accounts/delegation, which of course can be used as rotation to allow further representatives to attend and join via zoom according to the subject or the respective sessions.

When joining the Forum via **Zoom** :

It is mandatory for Delegates/Participants to **log in with**:

⇒ **Participating States and Partners for Co-operation:**

3-letter ISO-3166 abbreviation of country name, f.i. ALB, UKR, AUT, DEU, etc. and add first and last name:
e.g. DEU, Jann-Einar Schultz.

⇒ **International Organizations**

Please use your official abbreviation e.g. UNHCR, CoE, ICRC etc and add your first and last name
e.g. IACA, Hermann Meier.

⇒ **NGOs, Civil Society, Business, Academics:**

Please use a very obvious abbreviation not longer than 6 digits for your entity/affiliation and add your first and last name: : e.g. University of Vienna, UniVie, Sonja Rattmann, Western Untion, e.g WesUni, Guenther Ziehmman.

A guide on how to follow meetings via Zoom is annexed hereto.

⇒ **Please ensure that Zoom application is downloaded to/available on a respective device for the possibility to use interpretation function, which the web version does not provide.**

The sessions can be joined 15 minutes before the indicated starting time. Participants are requested to log in early or at least 15 minutes in advance in order for their credentials to be checked prior to the start of the respective session.

All participants should ensure that **their microphone is muted and their camera disabled at all times**, except when taking the floor.

Participants are encouraged to **use a cabled (ethernet) connection** to their computer when joining the meeting and **wear a USB headset with in-built microphone** when making their statements.

This will significantly enhance the audio quality of the meeting and help facilitate the English and Russian interpretation.

The Chairperson will deliver brief introductory remarks at the beginning of each session. Following this intervention, the Chairperson will invite keynote speakers to deliver their presentations.

Following the presentations of the keynote speakers, the Chairperson opens the floor for contributions by participants. They will announce the name of the delegation or organization to which the floor will be given, according to the speakers' list (see related paragraphe below). The delegation or organization should

then proceed to unmute itself and activate its camera if applicable.

Following the intervention, the delegation or organization should mute itself and hand the floor back to the Chairperson. This process is repeated for each delegation or organization that is given the floor.

In case of technical problems (e.g. unmuting function not working for a delegate who wishes to intervene, etc.), participants should use the **Chat** function in zoom or send an email all three e-mail addresses: Christian.ruehrig@osce.org, Juergen.weilguny@oce.org, Gerald.kosobud@osce.org.

LIST OF SPEAKERS/PARTICIPATING IN DISCUSSION TIMES

Participants will have full audio&video access and be able to request the floor and deliver their statements.

Participants are kindly requested to register to the speaker's list in advance by sending their request to MAU-at@osce.org until Friday, 12 February 2021 CoB.

Ad hoc request to take the floor during the Forum should be made by using the **Chat** function in Zoom. If using the Chat function, *please clearly indicate* „Country /FO /Institution, name, wishes to take the floor“.

DOCUMENT DISTRIBUTION

The Organizers invite participants to submit any statement and written contributions they may have to Conference Services (documents@osce.org) and preferably in advance in order to facilitate interpretation during the oral statement.

All documents of the Forum Meeting will be distributed on the Delegate Website and published on the Forum website: https://www.osce.org/event/29th_eef_prep1

TECHNICAL SUPPORT FOR SPEAKERS

Detailed guidelines for speakers are provided by individual correspondence.

Speakers are kindly requested to send a **short bio** (with photo) and an **electronic copy of their presentation in advance** to the Office of the Co-ordinator of OSCE Economic and Environmental Activities **no later than by Monday, 8 February 2021** to:

Mr. Dario Krasniqi, Email: Dario.Krasniqi@osce.org

and Mr. Maksym Mishalov Dragunov, Email: Maksym.MishalovDragunov@osce.org

The speakers are invited to join a Zoom test session the week ahead of the Forum Meeting to check their video and audio connectivity.

CONTACTS

Organization for Security and Co-operation in Europe
Office of the Co-ordinator of OSCE Economic and Environmental Activities
Wallnerstrasse, 6, 1010 Vienna, Tel: +43 1 514 36 6151

For substantial issues:

Mr. Lorenzo Rilasciati
Senior Economic and Environmental Officer
Head of the Economic Governance Unit
Head of the Economic and Environmental Forum
Unit a.i.
E-mail: lorenzo.rilasciati@osce.org
Mob. +43(0)664 8590893

For logistical queries:

Ms. Andrea Gredler
Economic and Environmental Forum Unit
E-mail: andrea.gredler@osce.org
Mob. +43(0)664 1858396