

**4<sup>th</sup> OSCE-wide Seminar on Passenger Data Exchange**  
**29 – 30 October 2020, Hofburg, Vienna**

**LOGISTICAL NOTE**

**ORGANIZATIONAL MODALITIES**

The Passenger Data Exchange Seminar will be held in OSCE premises in the Hofburg, Vienna: <http://www.hofburg.com/en>. on 29 and 30 October 2020. The seminar is organized by the OSCE and UNOCT.

Due to the COVID-19 crisis and taking into account the limitations to travel, the Seminar will be organized in “blended” format in order to allow for physical participation of Delegations/Organizations that are already present in Vienna and online participation of other representatives that are located elsewhere.

**PARTICIPANTS**

Participating States and Partners for Co-operation are invited to nominate representatives at the expert-level who either will be or have been involved in the establishment of national API/PNR and representatives from national targeting centres and/or Passenger Information Units (PIUs). Experts from private companies, in particular airlines, and IT service providers offering API/PNR systems as well as from International and Regional Organizations offering additional support and assistance to States in the implementation of Resolution 2396 will also be invited to share their expertise, perspectives and ideas.

Active exchange and interaction from the participants, and if the time allows, will be considered the most beneficial aspect of this event. Interventions should therefore focus on concrete examples and recommendations and be as concise as possible, not exceeding 3 minutes.

**VENUE AND PARTICIPATION MODALITIES**

**Physical attendance:**

The seminar sessions will be held in Ratsaal (on 29 October 2020) and in Neuer Saal (on 30 October 2020) of the Hofburg (see Technical Note below for further details). Due to the situation with regards to COVID-19 and respective restrictions, the format of the physical attendance of the conference in the Ratsaal and Neuer Saal will be limited to maximum one representative for each delegation.

The health and safety measures in place have to be respected at any time. Hands have to be washed several times and masks must be worn at any time when not seated. Masks are encouraged while seated.

Participants residing outside of Austria and planning to attend the Passenger Data Exchange Seminar in person should do so at their own responsibility and should keep abreast of local health advice, including that of countries of transit, both prior to and during travel. They should also check both Austrian and their respective home country's regulations before travelling. Up-to-date information on the existing travel restrictions in Austria can be found here: <https://www.bmeia.gv.at/>

**Participation via Zoom:**

The link to access the Passenger Data Exchange Seminar via Zoom will be sent after the registration deadline to all participants who have signed up. Virtual participation via Zoom is limited to 4 accounts per delegation. Participants will be requested to log in with their country (in case of delegations) or organization name, followed by a functional identifier and/or name (e.g. **DEU Ruediger Maier PolAdv, for Germany, Ruediger Maier, Political Advisor**).

**Participants, who are not following the naming convention, will not be able to access the meeting.**

The sessions can be joined 30 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.

In case of technical problems (e.g. unmuting function not working), participants should email to all three e-mail addresses: [Christian.ruehrig@osce.org](mailto:Christian.ruehrig@osce.org), [Juergen.weilguny@oce.org](mailto:Juergen.weilguny@oce.org), [Gerald.kosobud@osce.org](mailto:Gerald.kosobud@osce.org) so necessary action can be taken.

Please be reminded, that up to 4 accounts per delegation will be accepted at any time during the Conference due to technical reasons. We encourage delegations to consider rotation of their representatives joining via Zoom according to the subject or the respective sessions.

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.

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

Participants via zoom intending to show a presentation, have to use the “share function” as only this guarantees proper visibility for all participants. Explanations on how to share presentations can be found in the annexed zoom guidelines.

Videos to be shown during events and video conferences must not exceed the specifications of Full-HD resolution of 1920 x 1080, ideally (for easier transmission) they are just 720p resolution with an aspect ratio 16:9. 4K videos are not supported due to technical restrictions. Ideally videos are submitted as MPG4 files (compression) with a 3-second fade-in at the beginning and fade-out at the end to avoid inexact video starts and endings for the audience.

**Video/audio access information:**

Physical participants located in Neuer Saal, as well as remote participants, will be able to request the floor and deliver their statements during the sessions taking place in Neuer Saal. Remote participants will have full audio and visual access to the Neuer Saal. Ratsaal is equipped with limited technical means. An USB camera capturing the head table will send the video of persons at the headtable to the virtual platform. The sound system will be linked to

the virtual platform. The sound from all persons attending in person in Ratsaal will be available on zoom.

The Chairperson or designated moderator will deliver brief introductory remarks at the beginning of each session. Following this intervention, the Chairperson or Moderator will invite keynote speakers to deliver their presentations. Should the timing of the session allow, the floor will then be opened for contributions by delegations/organizations. They will announce the name of the delegation/organization to which the floor will be given. The delegation should then proceed to unmute itself and activate its camera if applicable.

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

In case of technical problems (e.g. unmuting function not working for a delegation who wishes to intervene, etc.), participants should email to all three e-mail addresses: [Christian.ruehrig@osce.org](mailto:Christian.ruehrig@osce.org), [Juergen.weilguny@oce.org](mailto:Juergen.weilguny@oce.org), [Gerald.kosobud@osce.org](mailto:Gerald.kosobud@osce.org) so necessary action can be taken.

## **LIST OF SPEAKERS/SPEAKING AT SESSIONS**

### **Moderators**

Each session will be chaired by a moderator who will introduce the speakers. Moderators will also enforce time limits and will ensure that speakers, discussants and participants limit their presentations and contributions to substantive issues only. Moderators are expected to serve as rapporteurs in the sense of summarizing the presentations and discussions, as well as suggesting how the OSCE, building on its expertise and structures, could continue working in this field, complementing efforts of international and regional organizations. These conclusions will be presented by moderators to the participants in the concluding session. Moderators should receive keynote speakers' and discussants' short biography beforehand to be able to introduce them to the audience.

### **Speakers**

Each working session will have a limited number of speakers. Speakers will limit their presentations to concrete examples, good practices and lessons learnt that enrich OSCE's discussions. They will make every effort to include suggestions for potential policy recommendations, and/or follow up activities for/with the OSCE, offer thoughts for further consideration, and suggest possible national and/or regional and international action for meeting the challenges. Each keynote presentation should be of maximum 6-8 minutes. Speakers should then be ready to engage in debate, including with the discussant, following their presentations. Keynote presentations and remarks should be sent to the Passenger Data Exchange Seminar contact points two weeks prior to the conference. Keynote speakers are expected to agree to circulate their remarks/presentations to all participants. The institutional background of each speaker will be introduced by the moderator allowing the speaker to devote his presentation fully and only to the topic itself.

### **Statements/contributions from the floor**

Participants are invited to contribute to the discussions with statements/short contributions. Statements/contributions should not exceed 3 minutes. Institutional background should be

avoided. They will focus on concrete examples and lessons learned directly related to the subject of the session. They may include suggestions for potential policy recommendations and/or follow-up action in the form of deliverables. Delegations, non-governmental experts, and international and regional organizations are requested to pre-register their intention to contribute with short statements from the floor by contacting the conference organizers **before 15 October 2020**. Participants should indicate whether their remarks will be delivered from Neuer Saal/Ratsaal or via Zoom.

If a delegation participating via Zoom wishes to make an impromptu intervention (e.g. right of reply), it can use the Chat function to request to take the floor. A session moderator will then give the floor to the delegation. Participants in the Neuer Saal may request the floor by raising their hands.

Requests to be included in the list of speakers should be sent to [Armin.Dervoz@osce.org](mailto:Armin.Dervoz@osce.org) and [Cameron.Walter@osce.org](mailto:Cameron.Walter@osce.org) indicating if the statement will be done in person or via zoom.

Advance copies for interpreters should be sent to [documents@osce.org](mailto:documents@osce.org). Given the special format of the meeting sending statements in advance would facilitate the work of interpreters and improve the quality of interpretation.

## **MEDIA**

The OSCE Communication and Media Relations Section will facilitate appropriate media coverage by informing media and the press.

## **REGISTRATION/ACCREDITATION**

Please note that only registered participants will be granted access to the different sessions, either through physical presence of delegation members accredited to the OSCE or virtual attendance. Each participant is requested to **register online** before the **deadline of 27 October 2020 via following link:**

<https://events.osce.org/2020-passenger-data-exchange/registration>

Or QR code:



**This link will only be accessible during the registration period from 28 September – 27 October 2020.**

As registrations are subject to approval, participants must provide some personally identifiable information, including an email address, when submitting an online registration request. Please note that it is possible for one person to register several participants using the same account. To log-in persons who have registered for other OSCE events (e.g. 2020 ASRC, Conflict Cycle Seminar, PC meetings or any other meeting at Hofburg) may use the same password. It is not necessary to create a new account.

Upon submitting a registration form, you will be informed that data has been successfully submitted, which should not be confused with approval of a given registration request. Upon approval by the organizers, a separate email will be sent to the indicated e-mail confirming physical participation or the meeting access details for virtual participants. For security reasons, links and passwords will be sent in two different e-mails.

Please be informed that OSCE Conference Services will offer a Zoom test session for capital representatives ahead of the upcoming meeting.

The **test session** will take place on **28 October from 13.30 – 14.30** Vienna time (CEST).

The test session is voluntary. It will demonstrate to capital delegates the functionality of the platform, as well as testing their connection ahead of the conference itself.

**Please note that all speakers who have registered until 27 October, 10 a.m., will receive the link and the password for the test run in two separate e-mails after registration deadline.**

#### **WORKING LANGUAGE**

The working language of the meeting will be English with Russian translation.

#### **CATERING**

Lunch and coffee will be served on both 29 and 30 October 2020 in the Hofburg. Please note that the catering company will follow the current COVID-19 rules set by the Austrian government. However, the participants are strongly encouraged to obey the physical distance requirements.

#### **POINTS OF CONTACT**

##### **OSCE Transnational Threats Department**

For substantial inquiries, please contact:

Mr Cameron Walter

Associate Programme Officer, TNTD/BSMU

[cameron.walter@osce.org](mailto:cameron.walter@osce.org)

For administrative/logistical inquiries, please contact:

Mr Armin Dervoz

Project Assistant, TNTD/BSMU



[armin.dervoz@osce.org](mailto:armin.dervoz@osce.org)

**United Nations Office of Counter-Terrorism**

For inquiries on CT Travel Programme and the goTravel software, please contact:

Mr Simon Deignan

Programme Management Officer, UNOCT

[simon.deignan@un.org](mailto:simon.deignan@un.org)