

ANNUAL POLICE EXPERTS MEETING 2020

Police and the Media:

Co-operation in Public Interest

28 September 2020

ORGANIZATIONAL MODALITIES

The Annual Police Experts Meeting 2020 on “*Police and Media: Co-operation in Public Interest*” (APEM) will be held in Vienna, on 28 September 2020, and is organized by the Albanian Chairmanship with the support of the OSCE Transnational Threats Department’s Strategic Police Matters Unit and in co-operation with the OSCE Representative on Freedom of the Media.

Due to the COVID-19 crisis and taking into account the limitations to travel, the Albanian OSCE Chairmanship has decided to organize the APEM in “blended” format, meaning that the Meeting will be a combination of online and physical participation. Participants not part of the delegations in Vienna, are invited to attend online only.

Simultaneous interpretation will be provided in English and Russian

PARTICIPANTS

This Meeting is intended for law enforcement experts and other criminal justice practitioners, OSCE Delegations, representatives of the media, representatives of regional and international organizations, technical specialists and researchers, as well as civil society representatives from the OSCE participating States and Partners for Co-operation to share information and exchange views and good practices on the meeting’s subject matters.

Active exchange and interaction will be considered very beneficial aspect of this meeting. Interventions should therefore focus on questions, concrete examples and recommendations and be as concise as possible, not exceeding 2 minutes.

VENUE AND PARTICIPATION MODALITIES

Physical attendance:

The meeting sessions will be held in Neuer Saal of the Hofburg. Due to the situation with regards to COVID-19 and respective restrictions, the format of the physical attendance of the conference in the Neuer Saal will be limited to two representatives from each OSCE delegation. Detailed information for a special seating arrangement, taking into account the need for physical distance, will be circulated in due course.

Other participants will be invited to join the meeting via a video conferencing platform (Zoom).

Participation via Zoom:

The link to access the APEM 2020 via Zoom will be sent immediately after the registration to all participants who have signed up. Virtual participation via Zoom is limited to 4 accounts per OSCE 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. The meeting is set up with a **waiting room** function. Upon log in participants will enter the waiting room while their credentials are checked prior to the start of the meeting. Therefore, participants are requested to log in at least 15 - 20 minutes in advance. Once participants are recognized, the meeting host will grant access to each participant individually.

Please ensure that the Zoom application is downloaded to/available on a respective device for the possibility to use interpretation function.

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 email addresses: Christian.Ruehrig@osce.org, Juergen.Weilguny@osce.org, Gerald.Kosobud@osce.org, so necessary action can be taken.

Please be reminded that a maximum of up to 4 accounts per OSCE delegation will be accepted at any time during the Meeting due to technical reasons.

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 interpretation into Russian and English.

Vide o/audio access information:

Physical participants located in Neuer Saal, as well as remote participants, will be able to request the floor and deliver their comments and place questions to keynote speakers during the sessions. Remote participants will have full audio and visual access to the Neuer Saal.

Participants in Neuer Saal as well as remote participants, following the meeting via Zoom, will be able to listen to simultaneous interpretation in the English and Russian languages. Delegates in Neuer Saal are encouraged to bring their own headphones and use the provided handsets to select their preferred language.

The Chairperson or a designated moderator will deliver brief introductory remarks at the beginning of each session. Following this intervention, the Chairperson or moderator will invite speakers to deliver their presentations. The floor will then be open for discussions and/or questions by delegations or other participants. The Chairperson or moderator will announce the name of the delegation or online participant to which the floor will be given. The delegation or the online participant should then proceed to unmute and activate its camera if applicable.

Following the intervention, microphone should be muted and camera deactivated again and the Chairperson or moderator takes over the floor. This process is repeated for each delegation or online participant that is given the floor.

In case of technical problems during the meeting (e.g. the unmuting function does not work for a delegation wishing to intervene, etc.), participants should inform the moderator of the respective session and the host of the meeting using the **chat function**.

LIST OF SPEAKERS/SPEAKING AT SESSIONS

Moderators

Each session will be chaired by a moderator who will introduce the speakers, and will ensure that speakers 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. These conclusions will be presented by moderators to the participants in the concluding session. Moderators should receive speakers' short biography beforehand to be able to introduce them to the audience.

Keynote speakers

Each working session will have a limited number of speakers. Speakers will limit their presentations to concrete examples, good practices and lessons learned that enrich OSCE's discussions. Each presentation should be of maximum 12-14 minutes. Speakers should then be ready to engage in discussions following their presentations. The presentations should be sent to the APEM contact points at the OSCE Transnational Threats Department (see below) one week prior to the meeting, i.e. before 21 September 2020. Speakers are expected to agree to circulate their remarks to all participants. Requests for technical support should be addressed well in advance to the APEM contact points.

Contributions and/or questions from the floor

If a delegation or another participant wishes to make an online intervention via Zoom, following a presentation, they can use the **chat function** to request to take the floor informing the moderator and the host of the meeting. The moderator will then give the floor to the delegation or participant. Participants in the Neuer Saal may request the floor by raising their hands.

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 24 September 2020** via the following link:

<https://events.osce.org/2020-apem/registration>

This link will only be accessible during the registration period from 07 – 24 September 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 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 your 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 all speakers ahead of the upcoming APEM.

The **test session** will take place
on **25 September from 15.00 – 15.30** Vienna time (CEST).

The test session is voluntary. It will demonstrate to speakers 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 24 September**, 10 a.m., will receive the link and the password for the test run in two separate e-mails after registration deadline.

TEA, COFFEE AND LUNCHESES

The organizers will provide coffee/tea breaks and a luncheon at the meeting venue on 28 September 2020.

POINTS OF CONTACT

Albanian OSCE Chairmanship:

Commissar Edasarela Mustafaraj, Expert for Security Issues

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OSCE Media Contacts:

Communication and Media Relations Section

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