

MINISTERIO DE RELACIONES EXTERIORES  
Y MOVILIDAD HUMANA

MISIÓN PERMANENTE DEL ECUADOR  
ANTE LAS NACIONES UNIDAS  
NUEVA YORK



New York, 5 November 2020

Dear Colleagues,

Further to my earlier letter dated 19 October 2020, concerning the thirteenth session of the Conference of States Parties to the United Nations Convention on the Rights of Persons with Disabilities (CRPD), I am writing to provide delegations with detailed information on the procedural requirements in line with the United Nations Division of Healthcare Management and Occupational Safety and Health (OSH) approved modalities for in-person meetings at UNHQ, as well as logistical arrangements for the upcoming in-person meetings including elections of the Committee on the Rights of Persons with Disabilities on Monday, 30 November 2020 (commencing at 10:00 a.m. at the General Assembly Hall).

In order to ensure social distancing, the meeting will be limited to one representative from each State Party to the CRPD. This limitation does not apply to delegations that include tellers. Those designated as tellers for the election will be seated in different sections of the GA Hall, and they cannot share the same seating with their representative.

#### **Risk Assessment/ Mitigation measures**

The United Nations Division of Healthcare Management and Occupational Safety and Health (OSH) has conducted a risk assessment (attached Annex: OSH risk assessment blank approval) regarding the in-person meetings. This assessment was conducted in accordance with New York City and State requirements regarding public gatherings and Phase 2 restrictions for activities at the United Nations Headquarters complex, as detailed in the Crises Operations Group Reintegration Plan.

I wish to bring to your attention that the OSH has assessed the meeting as “low risk”. This assessment reflects the planned conduct of the meeting, including the election, as outlined in this communication. It is based on a detailed activity plan and walk through of the meeting rooms by the OSH team with key representatives from other departments within the Secretariat and members of the Bureau.

I would like to emphasize that the Conference should take place in the safest possible environments in accordance with these guidelines. It is incumbent on all States Parties and other participants to be in alignment with the safety and risk mitigation measures that have been in place. This includes securing of necessary social distancing and mitigation measures, such as wearing of face masks at all times, to minimize the risk of infection for all delegations as well as the staff of the United Nations. I appeal to all participants in the Conference to be guided by the risk assessment and to strictly adhere to the mitigation measures. I have been advised that the OSH team will closely observe the



proceedings of our meetings. If strict adherence by participants is absent, the OSH would be obliged to reclassify the meeting as “medium risk”, which could adversely impact on the timely proceedings of the Conference, including its programmes following the election.

### **Online registration for case tracing**

The Secretariat will register participants and support staff to facilitate the contact tracing, as needed, in line with the COVID-19 related protocol. Should any attendee becomes unwell or be diagnosed with COVID-19 within 14 days following the meeting, they are requested to contact the medical service of the UN Secretariat confidentially through the email address [osh@un.org](mailto:osh@un.org). The Contact tracing will then take place, and testing will be offered to those who have or may have been in contact with the person who is infected with COVID-19.

For this purpose, each of all State Parties is requested to as soon as possible click the following [link](#)<sup>1</sup>, to register the name and contact details of the sole representative who will present at the in-person meetings on 30 November 2020. The registration must be completed by 16 November 2020.

### **Modalities for the in-person elections**

The modalities for the in-person meeting, including the election of the Committee members, have been prepared on the basis of the attached risk assessment and are detailed in the attached note (Annex A: CRPD run of show: Proposal and Annex B: Logistical and Procedural Arrangements on the in-person meeting including the election for the Committee), in particular with a view to minimizing the amount of time needed for participants to be physically present in the meeting room.

### **Credentials**

The Secretariat circulated a Note Verbale, on 22 October 2020, which contains all relevant information concerning the credentials, and is also available at the website [link](#)<sup>2</sup>. Delegations are kindly requested to submit the requisite credentials to the Secretariat, in line with the rules of procedure of the Conference, by forwarding a scanned copy of the credential to the Secretariat/DESA via email to [zhangg@un.org](mailto:zhangg@un.org), with copies to [satarova@un.org](mailto:satarova@un.org), by 23 November 2020. Delegates may also deposit the original copies of the credentials at the East Document Counter, where they pick up their ballots, located at the General Assembly Hall, adjacent to GA0214.

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<sup>1</sup> <https://www.surveymonkey.com/r/cosp13-inperson>

<sup>2</sup> <https://www.un.org/development/desa/disabilities/conference-of-states-parties-to-the-convention-on-the-rights-of-persons-with-disabilities-2/cosp13.html>

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**Tellers**

Chairs of regional groups are requested to inquire and coordinate internally in order to designate one teller per region, who will assist during the elections of the Committee on the Rights of Persons with Disabilities on Monday, 30 November 2020. The name and contact information of the designated teller is to be provided to the regional representative to the Bureau of the Conference of State Parties to the CRPD, with e-mail copy to [zhangg@un.org](mailto:zhangg@un.org) and [satarova@un.org](mailto:satarova@un.org), by 17 November 2020.

Please accept, Excellencies, the assurances of my highest consideration.

**Cristian Espinosa**

Ambassador, Permanent Representative of the Republic of Ecuador  
to the United Nations

President of the thirteenth session of the Conference of States Parties to the  
Convention on the Rights of Persons with Disabilities



**Representatives of States Parties to the Conference of States Parties to the  
Convention on the Rights of Persons with Disabilities**