



**SIXTIETH ANNUAL SESSION OF THE ASIAN-AFRICAN LEGAL CONSULTATIVE  
ORGANIZATION (AALCO), NEW DELHI (HQ), INDIA**

**HOSTED BY THE AALCO SECRETARIAT**

**ADMINISTRATIVE ARRANGEMENTS**

**26<sup>th</sup>-28<sup>th</sup> September 2022**

NOTE: For latest updates please refer to <http://www.aalco.int>

**1. TIME AND VENUE**

The Sixtieth Annual Session of AALCO will be hosted by the AALCO Secretariat from 26<sup>th</sup> -28<sup>th</sup> September 2022 at **Le Meridien Hotel, New Delhi (India).**

The Venue for the Sixtieth Annual Session would be:  
Sovereign Hall  
Le Meridien Hotel  
Windsor Place, Janpath, New Delhi,  
Delhi 110001

**2. CONTACT INFORMATION AT THE AALCO SECRETARIAT IN NEW DELHI**

AALCO Secretariat  
29-C, Rizal Marg, Diplomatic Enclave, Chanakyapuri, New Delhi.  
Tel: 00 91 11 26117641/42                      Fax: 00 91 11 26117640  
Email: [as60@aalco.int](mailto:as60@aalco.int)

**3. INVITATIONS**

- a) The Secretary-General of AALCO will send invitations to the Ministers of Justice/Ministers of Foreign Affairs/Attorneys General of Member States to allow them to arrange their schedules. **Since the Annual Session is being hosted by AALCO Secretariat, all the esteemed participants including Ministers/Attorneys General are kindly requested to take care of their own expenses including hotel accommodation, and necessary protocol arrangements.**

- b) Invitations will also be sent by the Secretary-General of AALCO to the Heads of Diplomatic Missions of the Member States in New Delhi.
- c) The Secretary-General of AALCO will send invitations together with details of the Administrative Arrangements, Provisional Agenda, Explanatory Memorandum and the Schedule of Meetings to all Member States, Observers (non-Member States and International Organizations) as and when they are ready.

#### **4. FLIGHT AND HOTEL ACCOMMODATION**

- a) Participants are requested to make their own flights arrangements.
- b) All the diplomatic missions of the AALCO Member States and Observers to the Session are requested to receive their respective delegations upon their arrival at the Indira Gandhi International Airport.
- c) The AALCO Secretariat has negotiated special rate at Le Meridien Hotel, New Delhi. Since the conference venue will also be at the same hotel, the participants are advised to book their accommodation at the same hotel. All the participants are kindly requested to make their hotel accommodation booking directly with the hotel. **The hotel reservation form is attached for necessary action.**

**The details of the hotel:**

Le Meridien New Delhi

Windsor Place, Janpath, New Delhi-110001, India

Phone: 91(011) 2371 0101

[www.lemeridien.com](http://www.lemeridien.com)

#### **5. REGISTRATION**

- a) An online registration system will be operational from **1 August 2022** at <https://www.aalco.int/form/registration-form-for-60th-as>
- b) All the delegates are requested to fill out the registration form.

**ALTERNATIVELY:** If one encounters technical problems in accessing the registration system, delegates may also fill out the registration form which can be downloaded from the above mentioned website, and send it to [as60@aalco.int](mailto:as60@aalco.int)

- c) The online registration will remain open until **16 September 2022**. All registrations are required to be submitted before/by that date.

## **6. SPECIAL ARRANGEMENTS IN LIGHT OF THE COVID-19 PANDEMIC**

- a) In order to minimize the risks posed by the Covid-19 pandemic, taking into consideration the practices of other international meetings, the Sixtieth Annual Session will be held in a hybrid (online and physical) format.
- b) Delegates who are based in New Delhi, for example, representatives from their respective Embassies/High Commissions, could attend the Annual Session in person. Delegates based outside New Delhi may attend in person following necessary health protocols set out by the Indian Government, which may be changed from time to time (**For details, see <https://www.mohfw.gov.in/>** All delegates attending in person are requested to also comply with the sanitary and hygienic measures imposed at the Venue (such as temperature check, use of hand sanitizer and face masks, social distancing and provision of contact information etc.)
- c) Each Member State and Observer will also be provided with links to attend the Annual Session online through the computer application “Zoom”. Detailed arrangements will be provided in due course. A unique link to access the Session will be provided to each online delegate shortly before the Annual Session.

## **7. INAUGURAL SESSION**

- a) The Inaugural Session will be held on Monday, 26 September 2022 at **12:00 NOON (INDIAN time)**. All delegates are requested to be present and seated/logged into the teleconference room at **11: 45 A.M.**
- b) The Chief Guest for the inaugural session will be a high-level dignitary from the Government of India.
- c) After the completion of the Inaugural Session, there will be a “Group Photo Session” of all delegates.

## **8. MEETING ARRANGEMENTS**

### **a) Registration upon Arrival and Venue facilities**

- (i) Registration desks will be opened at the Venue on Sunday, 25 September 2022 from **10:00 – 17:00 (INDIAN time)** and will continue on Monday, 26 September 2022 from **10:00-12:00 (INDIAN time)**.
- (ii) Delegates attending in person at the Venue should register their arrival and pick up the Meeting Badges and materials.

- (iii) Delegates attending online will not be required to pick up Meeting Badges and materials. Materials for the Annual Session will be made available by electronic or other appropriate means.
- (iv) The Venue is equipped with audio and video arrangements for the meeting such as microphones, projectors, equipment for powerpoint presentations, etc. Other equipment and facilities include;
  - Nameplates for the delegations.
  - A prayer room for Muslim delegates.
  - A dedicated space/ business centre with desktop/laptop computers and printers for delegations.

**b) Working Language**

- (i) The working language will be English and Arabic and all key documentation will be in English and Arabic.
- (ii) The Secretariat reports on the deliberated agenda items, which will be translated into Arabic as well.
- (iii) There will be simultaneous interpretation during the Session from English to Arabic and vice versa at the general meetings and the meetings of the delegations (Heads of Delegations) of the AALCO Member States.

**c) Dress Code**

- (i) Business attire or national Dresses will be required for delegates attending the meetings in person.

**d) Distribution of Documents**

- (i) The documents of the session will be available on AALCO website: [www.aalco.int](http://www.aalco.int). The Secretariat of AALCO will be distributing an official set of the meeting documents to all Member States during the registration upon arrival (only one set per delegation). Delegates are reminded to bring their downloaded meeting documents with them as no additional copies will be distributed during the Annual Session. One set of the documents in Arabic would also be distributed for the Arab Member States at the Session.
- (ii) Observer delegations will also receive one set of documents at the time of registration upon arrival.

**e) Matters for Consideration**

The 60<sup>th</sup> Annual Session is to be held in a hybrid (online and physical) format and its duration is shortened.

The topics for deliberation at the Sixtieth Annual Session:

- i. Organizational, Administrative, Financial Matters and Reports
- ii. Topics on the Agenda of the International Law Commission
- iii. The Status and Treatment of Refugees
- iv. Violations of International Law in Palestine and other Occupied Territories by Israel and other International Legal Issues related to the Question of Palestine
- v. Environment and Sustainable Development
- vi. International Trade and Investment Law

**f) Time Limit**

Given the tight schedule and the hybrid mode of participation, it is particularly important to keep the discussion on each item on the agenda within the time allocated. Delegations are encouraged to provide hard and soft copies of their statements in advance and are requested to kindly refrain from making any long oral statement exceeding **ten (10) minutes**.

**g) Secretariat and Help Desk**

- (i) There will be a Secretary-General's Office located at the Venue for bilateral consultations and other administrative issues. The office will have a working computer (with internet) and a printer at the Secretary-General's Office.
- (ii) The AALCO Secretariat will be located at the Conference Venue. The Secretariat will be provided with record, printing and photocopying facilities. Working computers and or laptops (with internet) will be provided at the Secretariat office.
- (iii) At the end of every working day a summary report of all activities and outcomes will be prepared by the Secretariat.
- (iv) Official photography and video recording will be done for the event.
- (v) A help desk for all delegates will be available at the Conference venue from 26<sup>th</sup>-28<sup>th</sup> September 2022 (Monday to Wednesday).
- (vi) First Aid facility will be available at the help desk for the duration of the session.

**9. TECHNICAL ARRANGEMENTS FOR ONLINE MEETING**

**a) General Information/Technical Requirements**

- (i) The Annual Session will be conducted via the "Zoom" platform. A unique link to access the Annual Session and any side events/working groups registered will be provided to

each online delegate shortly before the Annual Session. The detailed technical information will be sent to the Member States in due course.

- (ii) Participants are advised to adjust their indoor lighting and camera angle to ensure that their face and upper shoulder remain clearly visible within the video frame, and to use a headset with a built-in microphone or an external microphone.
- (iii) Further information on the “Zoom” platform can be found at: <https://support.zoom.us/hc/en-us/articles/360034967471-Getting-started-guide-for-new-users>

**b) Access to the online meeting room**

- (i) Participants are encouraged to conduct a test run two (2) hours prior to the actual meeting.
- (ii) Only one delegate from each Member State will turn on the video when accessing the online meeting room. Other delegates from the same Member State and Observers will disable their camera and microphone at all times throughout the meeting unless the Chair passes the floor to them.
- (iii) Please note that the AALCO Secretariat has no control over the arrangement of participants in the virtual meeting room or the participant list in the virtual meeting platform.
- (iv) Delegates are requested to follow the following format in their user name/display name:
  - a. Delegate Code– First name– Last name.
  - b. Observers’ Delegate Codes will be updated in accordance with registration.

<b>Delegate Code</b>	<b>Delegation</b>
CHAIR	Chair
ORG	Organiser
AALCO	AALCO Secretariat
CHN	People’s Republic of China
BHR	Kingdom of Bahrain
BGD	Bangladesh
BRN	Brunei Darussalam
CMR	Cameroon
CYP	Cyprus
EGY	Arab Republic of Egypt
GHA	Ghana
GMB	The Gambia
IDN	Indonesia

IND	India
IRQ	Iraq
IRN	Islamic Republic of Iran
JPN	Japan
JOR	Hashemite Kingdom of Jordan
KEN	Kenya
KOR	Republic of Korea
KWT	State of Kuwait
LBN	Lebanon
LIB	State of Libya
LKA	Sri Lanka
MMR	Myanmar
MNG	Mongolia
MUS	Mauritius
MYS	Malaysia
NPL	Nepal
NGA	Federal Republic of Nigeria
OMN	Sultanate of Oman
PAK	Pakistan
PAL	State of Palestine
PHL	Philippines
PRK	Democratic People's Republic of Korea
QAT	State of Qatar
SAU	Kingdom of Saudi Arabia
SDN	Sudan
SEN	Senegal
SGP	Singapore
SLE	Sierra Leone
SOM	Somalia
SYR	Syrian Arab Republic
THA	Kingdom of Thailand
TUR	Türkiye
TZA	United Republic of Tanzania
UGA	Uganda
VNM	Socialist Republic of Viet Nam
YEM	Yemen
ZAF	South Africa

**c) Interventions**

- (i) If any Delegate participating online wishes to speak, please indicate so in the Chatbox function in the meeting platform.

- (ii) The Chair will accord permission for interventions by Delegates according to the sequence of the intervention indicated in the Chatbox.
- (iii) If the Delegate encounters technical difficulty during their intervention, the Chair will proceed to the next intervention. Once the technical issue has been resolved, the Delegate will be invited to make his/her intervention again.
- (iv) Please refrain from using the Chatbox function for any other business during the meeting.

## **10. QUARANTINE/VACCINATION**

- a) Delegates who wish to attend the Annual Session in person from outside India are required to fulfil the prevailing boarding and quarantine requirements as set out by the Government of India (**which may be changed from time to time**). Please check the latest requirements at <https://www.mohfw.gov.in/>
- b) The guidelines for international travellers arriving in India have been reviewed & formulated taking a risk-based approach. The Government of India has amended the protocols for international travellers as mentioned below:
  - a. Submit self-declaration form on the Air Suvidha portal.
  - b. Upload a negative COVID-19 RT-PCR report conducted within 72 hrs prior to undertaking the journey OR
  - c. Upload a Certificate of completing full primary vaccination schedule of COVID-19 vaccination.
  - d. Exit the airport or take connecting flights, upon arrival in India.
  - e. Self-monitor their health for next 14 days of arrival.
- c) 2% of passengers per flight will be randomly tested upon arrival. If such passengers are found to be symptomatic or tested positive, they shall be managed as per laid down standard protocol.
- d) For the health and safety of those who attend in person, all delegates travelling from abroad must meet the above requirements without exception.

## **11. OTHER USEFUL INFORMATION**

Any delegate wishing to obtain more information about Indian visa application, may make an enquiry on website <https://indianvisaonline.gov.in/>