

**CONFERENCE GUIDE**

***FOR THE MEMBERS, OBSERVERS AND GUESTS  
OF THE STATUTORY MEETINGS  
4–12 December 2019***

The 2019 Statutory Meetings will take place in Geneva from 4 to 12 December 2019. These include:

- the 22nd Session of the General Assembly of the International Federation of Red Cross and Red Crescent Societies (General Assembly): 5–7 December 2019
- the Council of Delegates of the International Red Cross and Red Crescent Movement (Council): 8 December 2019
- the 33rd International Conference of the Red Cross and Red Crescent (International Conference): 9–12 December 2019.

All meetings will take place at the **International Conference Centre of Geneva (CICG)**, Rue de Varembé, 15 – 1211 Geneva 20 (Switzerland).

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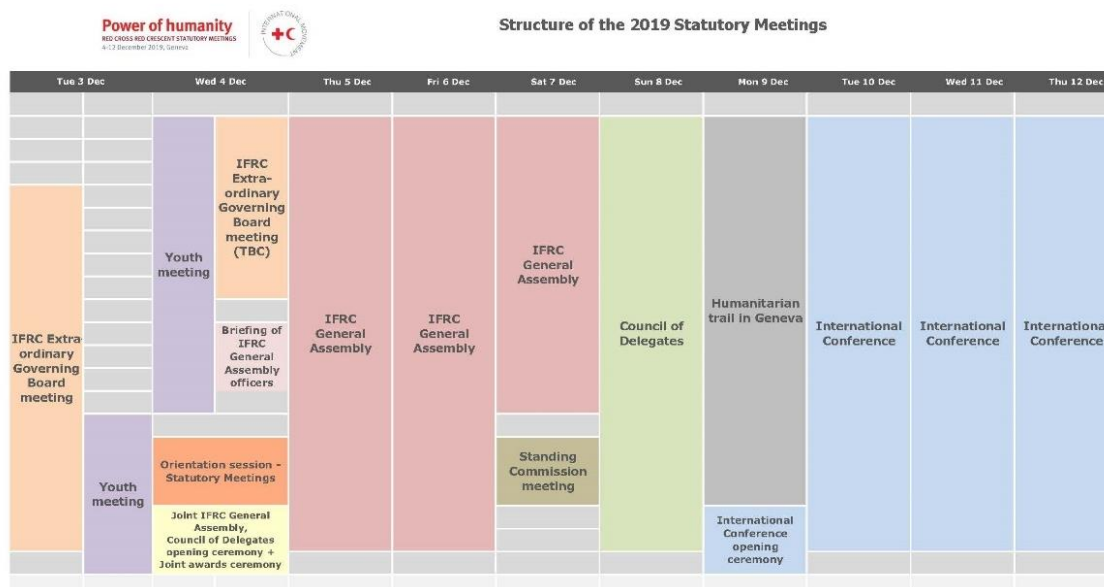
***Fundamental Principles of the International Red Cross and Red Crescent Movement***

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The Fundamental Principles – Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality – are defined in the **Preamble of the Statutes of the International Red Cross and Red Crescent Movement**.

All participants shall respect the Fundamental Principles, and all documents presented shall conform to them.

## 1. Structure of the Statutory Meetings



### 1.1 Statutory Meetings orientation session (4 December 2019, 15:00–16:00, Room 2, CICG)

**Participants:** Delegates from National Societies and observers to the General Assembly and International Conference are welcome to participate in this informative session. It is recommended that all heads of delegation attend this session or appoint a representative to take their place if they are unable to do so.

**Seating arrangement:** Free seating

During this session, the following information will be provided by the organizers of the Statutory Meetings: structure and format of the different sessions, the election procedure and processes (election of the Youth Commission during the General Assembly and the election of the Standing Commission members during the International Conference), the Humanitarian Village, social and cultural events and all practical arrangements.

### 1.2 Youth Forum (3–4 December, Room 3 & 4, CICG)

**Participants:** Youth delegates and representatives from National Red Cross and Red Crescent Societies

### **1.3 Joint IFRC General Assembly and Council of Delegates opening ceremony and awards ceremony (4 December, 16:30, Room 1 & 2, CICG)**

**Participants:** Delegates from the International Red Cross and Red Crescent Movement and observers and guests to the IFRC General Assembly

**Seating arrangement:** Free seating

This opening ceremony is one of the main events celebrating the 100-year anniversary of the International Federation of Red Cross and Red Crescent Societies (IFRC). It will commemorate the foundation of the IFRC and the 70th anniversary of the Geneva Conventions, highlighting the important humanitarian work carried out by the International Red Cross and Red Crescent Movement (Movement) to help people in need and alleviate suffering.

The joint opening ceremony will conclude with the awards ceremony, at which the following IFRC and Movement awards will be presented:

- Youth on the Move Award presented by the IFRC
- Volunteering Development Award presented by the IFRC
- Henry Davison Medal presented by the IFRC
- Florence Nightingale Medal, information on medals awarded by the International Committee of the Red Cross (ICRC) in 2019
- Red Cross and Red Crescent Prize for Peace and Humanity awarded by the Standing Commission of the Red Cross and Red Crescent (Standing Commission)
- Henry Dunant Medal awarded by the Standing Commission.

A cocktail reception hosted by the IFRC and the ICRC will take place at the Conference venue immediately after the ceremonies.

### **1.4 22nd session of the General Assembly of the International Federation of Red Cross and Red Crescent Societies (5–7 December, CICG)**

#### **1.4.1 Participants**

- Members: member National Societies of the IFRC
- Observers and guests

**Seating arrangement:** Formal and pre-assigned. Each member delegation will have a total of four official seats.

The General Assembly format will comprise plenary and workshop sessions. The workshops will not adopt decisions but can propose decisions for adoption through the Drafting Committee of the General Assembly. The proposed running order of the General Assembly is available at [<https://fednet.ifrc.org/en/ourifrc/statutory-meetings/general-assembly-2019/official-documents-for-2019/>]. Please note that the running order is subject to change.

Tue 3 Dec	Wed 4 Dec	Thur 5 Dec	Fri 6 Dec	Sat 7 Dec
President – Vice-Presidents meeting 9:00 – 10:30	Federation extraordinary GB (if need be) 9:00-12:30	Federation General Assembly plenary 9:00-18:30	Federation General Assembly Plenary 09:00 -14:30	Federation General Assembly Plenary
Federation extraordinary GB (Lunch break included) 11:00-18:00	Briefing of the officers of the General Assembly 13:30-14:30			Workshops 9:15-12:30
	General Assembly, CoD & IC Orientation session 15:00-16:00		Plenary 14:45 – 16:15	Plenary 14:00 – 17:00
Youth Forum 15:00-20:00	Joint opening General Assembly and Council of Delegates <i>Award Ceremony</i> 16:30-18:00		Roundtables 15:30 – 17:30	
			Plenary 17:45 - 18:00	

## 1.4.2 Debates, languages, documents and voting

### Languages

Simultaneous interpretation will be provided in **English, French, Spanish, Arabic** and **Russian** and, in some sessions, also in **Chinese**.

### Right to speak

Delegates representing National Societies **have the right to take part in all discussions during the meeting**.

**Observers** may speak only at the invitation of the chair of the Conference and provided that none of the delegations has any objections.

No delegate may take the floor without permission from the chair.

Delegations should ask for the floor by raising their name plate. There is no pre-registered list of speakers for the General Assembly. The list of speakers will be set once the chair opens the floor for debate. Speakers should keep their statements relevant to the specific theme of the debate and to no more than **three** minutes when they speak on behalf of their delegation and no more than **five** minutes when they speak on behalf of a group of National Societies.

### Working documents

The official working documents of the General Assembly are available on FedNet [<https://fednet.ifrc.org/en/ourifrc/statutory-meetings/general-assembly-2019/official-documents-for-2019/>]. Participants are invited to refer to these documents when preparing for the General Assembly.

### Consensus and votes

The General Assembly endeavours to adopt its decisions by consensus, and voting is by a show of hands (Rule 19.1 of the IFRC Rules of Procedure). Consensus is understood to mean the absence of any objection expressed and submitted by a delegation as constituting an obstacle to the adoption of the decision in question.

The vote will be taken by roll call if so requested by five delegations. In such an event, the delegations will be called in alphabetical order. The name of the National Society to vote first will be chosen by the drawing of lots (Rule 19.3 of the IFRC Rules of Procedure).

The vote will be taken by secret ballot if a simple majority of the National Societies present and voting so decides (Rule 19.4 of the IFRC Rules of Procedure).

#### Who may vote

Only the heads of delegation are authorized to vote. If the head of delegation is not able to cast the vote for his/her delegation, then he/she must delegate the voting power to another member of the delegation using the proxy form attached to this Conference Guide. Proxy forms will also be available on FedNet and at the registration and information desk.

For the proxy form to be valid, the head of delegation must sign and submit the proxy form at the registration desk. If the head of delegation is unable to do so in person, the substitute delegate must present both his/her own photo ID and a photo ID of the head of delegation. The proxy form must be received by the Election Committee in good time before the vote takes place on the first day of the General Assembly.

#### Electronic voting card for keypads

Electronic voting keypads will be used. Once registered, the heads of delegation (or their substitute by proxy) should pick up their unique electronic voting card at the registration desk (available for collection from the morning of Wednesday, 4 December). Full instructions on how to use the electronic voting system will be provided to delegates at the General Assembly.

The unique electronic voting card is required in order to vote using the keypads provided in the Plenary Room. Delegates are reminded that no electronic voting cards will be distributed or available in the Plenary Room and that it is therefore vital for them to collect their electronic voting card in good time before the General Assembly commences on 5 December.

If the head of delegation cannot pick up his/her election credentials or will not be present for the vote, he/she may designate another person from the delegation by completing the proxy form attached to this Conference Guide. Proxy forms will also be available on FedNet and at the registration and information desk.

The unique electronic voting card issued to each delegation will be required for all votes during the Statutory Meetings (including the Council of Delegates and the International Conference), and it is therefore important for heads of delegation (or their substitute by proxy) to keep hold of their voting card throughout the Statutory Meetings and to bring it with them to every meeting held in the Plenary Room.

### **1.4.3 Youth Commission election**

The election of the Chair and eight members of the Youth Commission will take place during the General Assembly. Further to amendments to the statutory texts in 2017, the members of the Youth Commission are now selected by election rather than appointment. Votes can be cast **only** by the Youth Delegate who have been (1) nominated by each National Society and (2) duly registered with the Election Committee.

The list of candidates for the Chair and members of the Youth Commission is published on Fednet and is arranged in four separate lists according to the four statutory regions (except in the case of candidates for Chair): <https://fednet.ifrc.org/en/ourifrc/statutory-meetings/general-assembly-2019/nominations-for-commissions-and-committee/>.

Voting will take place using a secure electronic voting mechanism which allows for a secret ballot. The voting platform will be accessible in the IFRC's four working languages. Youth Delegates will cast their vote in secret on their own electronic device (mobile, tablet or laptop) at the General Assembly or remotely. Alternatively, Youth Delegates may use the tablets placed at their disposal in allocated voting booths in the Plenary Room. The voting period in the Youth Commission election will be open for a period of several hours in order to ensure that Youth Delegates may vote at a reasonable time, using the secure electronic voting platform, wherever they are in the world.

All communications and instructions relating to the vote have been sent directly to the Youth Delegate only. Please note that in order to access the secure electronic voting platform and vote, the duly registered Youth Delegate will receive a unique username and password before the vote takes place during the General Assembly.

Please address any questions in respect of the Youth Commission election to the Election Committee at [federation.electioncommittee@ifrc.org](mailto:federation.electioncommittee@ifrc.org).

## **1.5 Council of Delegates of the International Red Cross and Red Crescent Movement** *(8 December from 09:00, Room 1 & 2, CICG)*

### **1.5.1 Participants**

- Members: recognized National Red Cross and Red Crescent Societies, the IFRC and the ICRC
- Observers and guests from the International Red Cross and Red Crescent Movement

**Seating arrangement:** Formal and pre-assigned. Each member delegation will have a total of four official seats.

The Council will take the form of a plenary meeting and will focus on two key themes: accountability and integrity, and addressing needs and vulnerabilities. The Council will also adopt the provisional agenda and programme of the 33rd International Conference and propose the Conference officers.

### **1.5.2 Provisional agenda of the Council**

The provisional agenda and programme has been shared with the members and will be adopted at the opening of the Council.

### **1.5.3 Debates, languages, documents and voting**

#### Languages

Simultaneous interpretation will be provided in **English, French, Spanish, Arabic, Russian and Chinese**.

#### Right to speak

Delegates representing **members of the Council have the right to take part in all discussions during the meeting.**

**Observers** may speak only at the invitation of the chair of the Council and provided that the Council has no objections.

No delegate may take the floor without permission from the chair.

Delegations are invited to speak for *three* minutes or, when speaking on behalf of a group of participants, for *five* minutes.

#### Working documents

The official working documents, **including draft resolutions**, have been approved by the Standing Commission and are available on the website at <https://rcrcconference.org/council-of-delegate/2019-council-of-delegates/documents-of-council-of-delegates/>. Participants are invited to refer to these documents when preparing for the Council.

#### Consensus and votes

The Council endeavours to adopt its resolutions by consensus, as provided in the Movement's Rules of Procedure. Consensus is understood to mean the absence of any objection expressed and submitted by a delegation as constituting an obstacle to the adoption of the resolution in question. If no consensus is reached, a vote is taken in accordance with the Rules of Procedure, and resolutions are adopted by a majority of the members present and voting.

As a general rule, voting is by a show of hands. If so requested by at least ten delegations, the vote will be taken by roll call or by secret ballot. The vote of each delegation will be cast by its head or by the delegate he/she has designated to replace him/her by way of proxy.

#### Who may vote

Only the heads of delegation are authorized to vote. If the head of delegation is not able to cast the vote for his/her delegation, then he/she must delegate the voting power to another member of the delegation using the proxy form attached to this Conference Guide. Proxy forms will also be available on FedNet and at the registration and information desk.

For the proxy form to be valid, the head of delegation must sign it and submit it at the registration desk. If the head of delegation is unable to do so in person, the substitute delegate must present both his/her own photo ID and a photo ID of the head of delegation. The proxy form must be received by the Election Committee in good time before the vote takes place on the first day of the Council of Delegates.

#### Electronic voting card for keypads

Electronic voting keypads will be used. Once registered, the heads of delegation (or their substitute by proxy) should pick up their unique electronic voting card at the registration desk (available for collection from the morning of Wednesday, 4 December). Full instructions on how to use the electronic voting system will be provided to delegates at the Council of Delegates.

The unique electronic voting card is required in order to vote using the keypads provided in the Plenary Room. Delegates are reminded that no electronic voting cards will be distributed or available in the Plenary Room and that it is therefore vital for them to collect their electronic voting card in good time before the Council of Delegates commences on 8 December.

If the head of delegation cannot pick up his/her election credentials or will not be present for the vote, he/she may designate another person from the delegation by completing the proxy form attached to this Conference Guide. Proxy forms will also be available on FedNet and at the registration desk.

The unique electronic voting card issued to each delegation will be required for all votes during the Statutory Meetings (including the General Assembly and the International Conference), and it is therefore important for heads of delegation (or their substitute by proxy) to keep hold of their voting card throughout the Statutory Meetings and to bring it with them to every meeting held in the Plenary Room.

## 1.6 33rd International Conference of the Red Cross and Red Crescent (9–12 December, CICG and Varembe Conference Centre – CCV)

### 1.6.1 Participants

#### Members

Recognized National Red Cross and Red Crescent Societies, the ICRC, the IFRC and the 196 High Contracting Parties to the Geneva Conventions

#### Observers and guests

Observers and guests may attend the meetings of the Conference by invitation only.

### 1.6.2 Provisional agenda of the International Conference

The Standing Commission has prepared the provisional agenda of the 33rd International Conference. The Council of Delegates (meeting on 8 December 2019) will adopt the Conference agenda.

### 1.6.3 Debates, languages, documents and voting

#### Non-political nature of the International Conference

The chair of the International Conference and elected officers will ensure that none of the speakers engages in controversies of a political, racial, religious or ideological nature. The Bureau of the Conference, as defined in the Rules of Procedure, will apply the same standard to documents before authorizing their circulation.

#### Languages

Simultaneous interpretation will be provided in **English, French, Spanish, Arabic, Russian and Chinese (the latter only in Rooms 1 and 2)** during **plenary sessions, including Voices from the Conference, Commissions and spotlight sessions**, and at **Drafting Committee** meetings. Several side events will include interpretation (as per the information provided on the website).

#### Right to speak

Delegates representing members of the International Conference have the right to take part in all the sessions of the Conference.

**Observers** may speak only at the invitation of the chair (of the Conference or of a Commission/spotlight session) and provided that the Conference has no objection.

Except for the Voices from the Conference session (see section 1.6.4.6 below), there will be no list of pre-registered speakers for the Commissions, plenary meetings, spotlight sessions or side events; participants can indicate their desire to speak by raising their hand after the chair/moderator opens the discussion.

#### Working documents

The official working documents, **including draft resolutions**, have been approved by the Standing Commission and are available on the website at <https://rcrcconference.org/about/33rd-international-conference/documents/>. Participants are invited to refer to these documents when preparing for the Conference.

#### Consensus and votes

All delegations to the International Conference have equal rights to vote, with each delegation having a single vote to cast. The Conference endeavours to adopt its resolutions by consensus, as provided in the Rules of Procedure. Consensus is understood to mean the absence of any objection expressed



and submitted by a delegation as constituting an obstacle to the adoption of the resolution in question. If no consensus is reached, a vote is taken in accordance with the Rules of Procedure, and resolutions are adopted by a majority of the members present and voting.

As a general rule, voting is by a show of hands. If so requested by at least ten delegations, the vote will be taken by roll call or by secret ballot. The vote of each delegation will be cast by its head or by the delegate he/she has designated to replace him/her by way of proxy.

For more information on the Statutes and Rules of Procedure of the International Red Cross and Red Crescent Movement that apply to the International Conference, please refer to <https://standcom.ch/statutes-and-rules-of-procedure/>.

#### Who may vote

Only the heads of delegation are authorized to vote. If the head of delegation is not able to cast the vote for his/her delegation, then he/she must delegate the voting power to another member of the delegation using the proxy form attached to this Conference Guide. Proxy forms will also be available on the Conference website and at the registration and information desk.

For the proxy form to be valid, the head of delegation must sign it and submit it at the registration desk. If the head of delegation is unable to do so in person, the substitute delegate must present both his/her own photo ID and a photo ID of the head of delegation. The proxy form must be received by the Conference Bureau or the Electoral Cell in good time before the vote takes place on the first day of the International Conference.

#### Electronic voting card for keypads

Electronic voting keypads will be used. Once registered, the heads of delegation (or their substitute by proxy) should pick up their unique electronic voting card at the registration desk (available for collection from the morning of Wednesday, 4 December). Full instructions on how to use the electronic voting system will be provided to delegates at the International Conference.

The unique electronic voting card is required in order to vote using the keypads provided in the Plenary Room. Delegates are reminded that no electronic voting cards will be distributed or available in the Plenary Room and that it is therefore vital for them to collect their electronic voting card in good time before the International Conference commences on 9 December.

If the head of delegation cannot pick up his/her election credentials or will not be present for the vote, he/she may designate another person from the delegation by completing the proxy form attached to this Conference Guide. Proxy forms will also be available on the Conference website and at the registration and information desk.

The unique electronic voting card issued to each delegation will be required for all votes during the Statutory Meetings (including the General Assembly and the Council of Delegates), and it is therefore important for heads of delegation (or their substitute by proxy) to keep hold of their voting card throughout the Statutory Meetings and to bring it with them to every meeting held in the Plenary Room.

## 1.6.4 Structure of the International Conference

Programme of the 33rd International Conference: Act Today, Shape Tomorrow  
9-12 December 2019

Power of humanity  
33rd International Conference of  
the Red Cross and Red Crescent  
9-12 December 2019, Geneva



	9 December	10 December	11 December	12 December
07.00				
08.00		NETWORKING MORNING	SIDE EVENTS	SIDE EVENTS
09.00		OPENING PLENARY		
10.00		COMMISSION I International humanitarian law (IHL): Protecting people in armed conflict	COMMISSION II Shifting vulnerabilities	COMMISSION III Trust in humanitarian action
11.00				
12.00				
13.00	GUIDED TOURS THROUGH THE HUMANITARIAN TRAIL <i>upon registration</i>			
14.00		SIDE EVENTS	SIDE EVENTS	SIDE EVENTS
15.00	SIDE EVENTS			
16.00				REPORTS AND ADOPTION OF RESOLUTIONS
17.00	OPENING CEREMONY OF THE 33RD INTERNATIONAL CONFERENCE Official proceedings and artistic performance	MEET THE STANDING COMMISSION CANDIDATES	ELECTIONS OF THE STANDING COMMISSION	CLOSING CEREMONY
18.00				
19.00	Cocktail reception hosted by the Swiss Confederation	SIDE EVENTS		
20.00			SIDE EVENTS	
21.00				

DRAFTING COMMITTEE: from 10 December, 2.30pm to 12 December, 12.30pm

FOR THE RECORD: VOICES FROM THE CONFERENCE: from 10 December, 2.30pm to 12 December, 10.30am

### 1.6.4.1 OPENING CEREMONY (9 December, 17:00, Room 1 & 2, CICG)

**Seating arrangement:** Formal pre-assigned seating. Members of the Conference will have a maximum of four official seats per delegation. The rest of the delegation members will be asked to kindly find seats in the balcony of Room 1 on the third floor of the Conference Centre.

During the opening ceremony of the 33rd International Conference, Mr Ignazio Cassis, Federal Councillor and Head of the Federal Department of Foreign Affairs of Switzerland, will address the Conference. The opening plenary will include official speeches and an artistic performance and will also elect the members of the Bureau (i.e. the “officers” of the International Conference) and deal with procedural matters. The opening of the Conference will be followed by a cocktail reception offered by the Swiss authorities at the Conference venue. Please note that no transport will be provided back to the hotels.

### 1.6.4.2 PLENARY MEETINGS

**Seating arrangement:** Formal and pre-assigned. Unlike the opening plenary on 9 December, and due to space constraints, at all plenary meetings from 10 December to 12 December there will be **a maximum of two official seats per delegation**, one seat in front of the table with a microphone, and one behind.

#### a) Opening plenary (9 December, 17:00, Room 1 & 2, CICG)

According to the Rules of Procedure of the International Red Cross and Red Crescent Movement (Rule 15, paragraph 2) the plenary meeting of the Conference will be chaired by the chair of the Standing Commission until the chair of the Conference has been elected.

At its first plenary meeting, the Conference will elect the chair, vice-chairs, secretary general and two assistant secretaries general on the proposal of the Council, according to Rule 15, paragraph 3, of the Rules of Procedure.

**b) Plenary “Act today, shape tomorrow”** (*10 December, 09:00 to 10:00, Room 1 & 2, CICG*)

The opening plenary will set the stage for the events of the 33rd International Conference, framing its purpose and objectives. It will be moderated by the chair of the Conference and will provide the context of the three main themes and topics in order to engage and inspire the participants. Opening remarks will be delivered by external speakers and young people to illustrate how we can act today in order to shape tomorrow. The tone will be formal and focused, but also inspirational, to give participants a full grasp of the contemporary zeitgeist and what still needs to be done.

**c) Closing plenary** (*10 December, 14:30, Room 1 & 2, CICG*)

The Conference rapporteur will provide a comprehensive report on the Conference, and the chair of the Drafting Committee will report on its work and recommend the adoption of the resolutions.

#### **1.6.4.3 NETWORKING MORNING** (*10 December, 08:00–09:00, CICG*)

Members of all delegations, observers and guests are welcome to come to the CICG one hour before the start of the official proceedings to connect with one another and share their expectations of the Conference.

#### **1.6.4.4 COMMISSIONS AND SPOTLIGHT SESSIONS**

##### **Commissions**

The Commissions are subsidiary bodies open to all Conference participants. There are three Commissions devoted to the three main themes of the Conference (International humanitarian law, Shifting vulnerabilities and Trust in humanitarian action). Each Commission will start with an introductory plenary lasting one hour, followed by several spotlight sessions, and conclude with a reconvening plenary to summarize the main discussions and outcomes of the spotlight sessions. The spotlight sessions will be interactive, workshop-style events, designed to encourage dialogue and the sharing of experiences and ideas.

Outlines for the three Commissions can be found on the Conference website ([website link](#)). Participants are invited to refer to these outlines when preparing for their participation in the spotlight sessions.

##### Guest speakers and panellists

Information on the guest speakers and panellists will be provided on the Conference website and mobile application.

##### Venue

The opening and reconvening plenaries for the Commissions will take place in Room 1 & 2 at the CICG. The spotlight sessions will take place in Room 18, Room 2 or the Geneva Room at the CCV, as indicated in the detailed programme for the Conference.

##### Seating arrangement

The plenary sessions of the Commissions will have pre-assigned seating. Each delegation will have **a maximum of two official seats**. The spotlight sessions will have free seating without name plates.

#### Schedule

The Commission meetings will take place from **Tuesday, 10 December to Thursday, 12 December**.

#### Programme of the 33<sup>rd</sup> International Conference

##### 1.6.4.5 **DRAFTING COMMITTEE** (*from 10 December, 14:30, to 12 December, 12:30, Room 3 & 4, CICG*)

The Drafting Committee is tasked with reviewing and consolidating – in terms of substance and form – draft resolutions and documents submitted to the Conference for adoption.

The Drafting Committee is open only to the members of the Conference. Observers cannot participate in the discussions.

The chair of the Drafting Committee is responsible for the organization of the work, the proper conduct of the proceedings and the order and efficient progress of the debates. Delegations may take the floor more than once at the chair's discretion and time allowing. The chair will endeavour to finalize official documents for adoption by consensus. The rules of the Conference apply to the Drafting Committee. Speakers must not engage in controversies of a political, racial, religious or ideological nature.

Documents finalized by the Drafting Committee will be submitted to the final plenary session on 12 December for adoption in the working languages of the Conference (English, French, Spanish and Arabic). These will be submitted by the chair as part of the report to the Conference on the work of the Drafting Committee.

##### 1.6.4.6 **FOR THE RECORD: VOICES FROM THE CONFERENCE** (*10–12 December, Room 5 & 6, CICG*)

The purpose of this session is to provide a space for members and observers to deliver formal statements with regard to the themes of the Conference. This is an official plenary of the Conference, and the statements delivered during this session will be captured verbatim in the official record of the Conference. Official statements can be delivered in the languages of the Conference, namely: English, French, Spanish, Arabic, Russian and Chinese. Simultaneous interpretation will be provided. Statements can be made by all Conference participants, including observers.

Statements will be delivered from a lectern at the front of the room. Speakers are requested to kindly arrive 15 minutes prior to their assigned speaking time, which will be communicated in advance in the form of a speakers list. Participants are required to register in advance for inclusion on this speakers list. This can be done by sending a short email message to the following address: [commissioner33icrc@eda.admin.ch](mailto:commissioner33icrc@eda.admin.ch), indicating the name of the proposed speaker.

#### Procedure

The For the Record: Voices from the Conference session will be chaired by the chair of the International Conference or one of the vice-chairs.

The rules of procedure of the Conference apply, and speakers must not engage in controversies of a political, racial, religious or ideological nature.

The speaking time is three minutes for individual delegations, and five minutes for groups of delegations.

The speakers list will be published on 9 December at the Conference venue and online, and updates will be provided daily.

*Voices from the Conference schedule*

- Tuesday, 10 December 14:30–18:00
- Wednesday, 11 December 09:00–18:00
- Thursday, 12 December 09:00–10:00

#### 1.6.4.7 SIDE EVENTS

A series of **side events** will be held throughout the Conference. They will provide a space for informal discussions on topics related to the Conference themes and objectives. They form an integral part of the Conference programme but are not part of the formal agenda.

The programme and summary outlines of the side events are as follows <https://rcrcconference.org/about/33rd-international-conference/side-events-33rd-international-conference/>.

#### 1.6.4.8 PLEDGES

In addition to the resolutions submitted to the 33rd International Conference for adoption, the participants are invited to undertake individual or collective commitments for the period 2019–2023 in the form of voluntary **pledges**.

Model pledges on the Conference topics are available from the pledge database on the Conference website[link]. These models can be adapted according to the contexts, interests and capacities of pledge signatories.

In addition to the pledges initiated by participants, a number of **open pledges** will be submitted for consideration prior to and during the Conference. Members can sign up to open pledges online at <https://rcrcconference.org/about/pledges/>.

During the Conference, a **pledge stand** will be open at the Conference Centre where members can ask questions and submit pledges. The stand will also be open during the IFRC General Assembly and during the Council of Delegates for National Societies. Participants can submit pledges up to three months after the Conference via the [online pledge database](#), which will be open until the end of March 2020.

For further information, please refer to the **Pledge Guidelines** <https://rcrcconference.org/about/pledges/>.

#### 1.6.4.9 ELECTION OF MEMBERS OF THE STANDING COMMISSION OF THE RED CROSS AND RED CRESCENT

The Standing Commission is the “*trustee of the International Conference between two Conferences, carrying out the functions laid down in Article 18*” of the Statutes of the Movement.

*Composition*

The Standing Commission comprises nine members, namely:

- a) five representatives of different National Societies, *each elected in his or her personal capacity* by the International Conference
- b) two representatives of the ICRC
- c) two representatives of the IFRC.

#### Nomination of candidates

Information on nominations, including the nomination form, the 1995 Profile for candidates and the 2011 Guiding principles for the election of the Standing Commission, and the list of candidates are available on the Conference website (<https://rcrcconference.org/about/33rd-international-conference/election-of-the-standing-commission-2019/>). All nominations submitted prior to the Conference will be published in all the working languages on the Standing Commission and Conference websites ([www.standcom.ch](http://www.standcom.ch); [www.rcrcconference.org](http://www.rcrcconference.org)).

Nominations for the Standing Commission may be submitted in sealed envelopes, with the curriculum vitae of the candidate, to the chair of the Conference Bureau up to 48 hours before the opening of the Conference, **i.e. 18:00 on 9 December 2019 at the latest**. The Bureau will circulate the curricula vitae of all the candidates 24 hours before the election.

#### Meet the candidates for election

At 18:30 on the evening of Tuesday, 10 December, an **informal meeting** with the candidates running for election to the Standing Commission will take place in Room 2 at the CICG.

#### Election process

The International Conference will elect the members of the Standing Commission referred to in Article 17, paragraph 1 a), of the Statutes in a personal capacity, taking into account **personal qualities and the principle of fair geographical distribution**. In addition, delegates are strongly encouraged to take into account an equitable gender balance.

The members of the Standing Commission are elected by secret ballot by the members of the Conference. The election will be held using an electronic voting procedure<sup>1</sup> on Wednesday, 11 December during the final plenary session of the day starting at 18:00. The voting will start immediately after the roll call, which will determine if there is the absolute majority required for election in the first ballot.

If five candidates obtain an absolute majority in the first ballot, they are declared elected. If fewer than five candidates obtain an absolute majority in the first ballot, a second ballot will be held in which the candidate(s) obtaining the largest number of votes will be elected.

#### Electronic voting

Electronic voting will be used for the Standing Commission election. The heads of delegation should pick up their election credentials (a sealed envelope with a unique username and password) as of the morning of Friday, 9 December at the CICG registration desk. If the head of delegation cannot pick up his/her election credentials or will not be present for the vote, he/she may designate another person from the delegation by completing the proxy form attached to this Conference Guide. Proxy forms will also be available on the Conference website and at the registration and information desk. The proxy form must be submitted to the Conference Bureau or the Electoral Cell in good time before the vote takes place on the first day of the International Conference.

Delegates must have their personal voting credentials to vote in the election. They consist of: (1) a sealed envelope containing their username and password; and (2) the electronic voting card for the keypads referred to in paragraph 1.6.3 above. Delegates are reminded that no sealed envelopes or voting cards will be distributed or available in the Plenary Room and that it is therefore vital to collect their sealed envelope and voting card in good time before the voting commences on 11 December.

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<sup>1</sup> A guide for electronic voting will be made available in due course, and on-site support will be provided by the organizers.

The electronic voting platform can be accessed on any computer, smartphone or electronic tablet by using the link that will be shared with delegates before the election. Delegates also have the option of using one of the tablets in the election booths located in the Plenary Room.

Once delegates have logged in with their username and password, they may select up to five candidates and can review and change their choices before submitting their final selection. The results of the election will be displayed on the screen in the Plenary Room after the election is over.

#### Enquiries

For any enquiries, please contact the Secretariat of the Standing Commission: [contact@standcom.ch](mailto:contact@standcom.ch).

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## *2. RedTalk and Humanitarian Village*

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### **2.1 Humanitarian Village**

The Humanitarian Village is a lively, interactive multimedia and exhibition space inside the Conference Centre that will bring a hands-on, experimental and participatory element to the Conference. Delegates will be able to explore, test new ideas, share knowledge and experiences and reach a deeper understanding of humanitarian issues and potential solutions.

The Humanitarian Village will be located in the Conference Centre on level -1, the ground floor, level 2 and also outside the main entrance.

The Humanitarian Village will feature the three main areas described below.

#### **2.1.1 RedTalk**

The RedTalk stage is a space for experience and knowledge sharing, providing an opportunity for participants to engage in meaningful discussions, showcase projects and promote new initiatives. The RedTalk/projection space will run during the International Conference from 9 to 12 December.

Detailed information and the schedule of the RedTalk/projection corner can be found on the website

#### **2.1.2 Exhibitions**

Exhibition spaces will showcase projects, including participatory experiences, interactive audiovisual content and displays of materials.

A map and brief description of the exhibition spaces can be found on the website.

#### **2.1.3 Networking area**

A networking area located on the ground floor of the Conference Centre is a specially designated place where participants can connect, engage in exchanges and liaise with each other.



## 2.2 Humanitarian trail (from 4 December)

The Humanitarian Trail is an open-space museum featuring walking routes between landmarks that are rich in history and symbolism, with temporary exhibitions and events to experience along the way, all based on the themes of the 33rd International Conference.

**On 9 December**, you will have the opportunity to join free guided group tours in French, English and Arabic throughout the day to:

- explore the Conference themes by visiting historical and other relevant places and attending temporary events across the city of Geneva
- learn about the Red Cross journey from its origins through to the work undertaken by the Movement today.

### **Choose between the two trails offered:**

#### **Trail 1: The Humanitarian Legacy – Old Town**

Discover how a handful of Genevan citizens started the Red Cross story and how it quickly unfolded into humanitarian action and, later, the development of international humanitarian law.

#### **Trail 2: The Humanitarian Journey – International Quarter**

Explore the fascinating story of the International Red Cross and Red Crescent Movement, follow the remarkable development of international humanitarian action and law and learn about emerging and future challenges.

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## 3. *Mobile application*

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A mobile app will provide participants with up-to-date information and alerts on the event.

The app will include the following features:

- Activity Feed (Home page): gathers the latest updates from the Schedule, Photo Gallery and Announcements into a single information feed
- Announcements: broadcast in-app messages to all attendees
- Schedule: a complete listing of scheduled sessions and events with detailed overviews
- Photo Gallery: a moderated display of pre-loaded and user-contributed photos
- Documents: scroll through a list of general or session-specific documents and open them in a document viewer or share them via email; documents can be configured to restrict sharing
- My Briefcase: allows attendees to maintain a personal list of their favourite in-app documents for quicker access and easier sharing
  - My Notes: allows attendees to take general or session-based notes and share them via email
  - My Schedule: allows attendees to create a personalized schedule from the master event schedule
  - Session Mapping: locate the session room on an interactive map
  - Info Booth: share useful information, such as event logistic details, local maps, services, Wi-Fi login, lost and found and transportation
  - Live Insights: real-time audience engagement; live polling, results and discussions managed by the session speaker or moderator
  - Push Notifications: keeps attendees up-to-date with broadcast messages even when the app is closed
  - Search: perform a quick search for information in any of the main information categories.

Information on how to log into the mobile app: please upload “rcrc19” from your mobile phone. No username or password is needed.



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## 4. Media

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During the Statutory Meetings, media based in Geneva and within the region will be invited to attend specific Conference events. They will be asked to register prior to the Conference.

To ensure participants can speak openly and engage in healthy debate, the media will be granted limited access to sessions. A list of open sessions will be provided to the media and participants, as shown below.

### *General Assembly of the IFRC*

- Access to the opening ceremony on the evening of 4 December (including awards ceremony)
- Access to side events on request

### *Council of Delegates*

No media access

### *International Conference*

- Access to the opening ceremony on 9 December
- Access to the plenary sessions and spotlight sessions
- Access to side events on request

### Accompanying journalists

National Societies may bring journalists with them to the meetings, and they will be granted the same access to sessions as other journalists. National Societies planning to invite journalists or wishing to organize a press briefing should contact Matthew Cochrane ([matthew.cochrane@ifrc.org](mailto:matthew.cochrane@ifrc.org)) to enquire about the accreditation process.

### Accreditation

A media accreditation process will be in place to ensure that the credentials of journalists attending the event are verified. They will have media badges to identify them as such and be allowed access to specific areas and sessions.

### Proactive media outreach

In addition to inviting domestic and international/regional media to the activities outlined above, the IFRC and ICRC communications teams will carry out proactive outreach to regional and global media through multilingual press releases, use of social media and targeted media pitches and briefings on key themes and newsworthy topics.

All media requests for interviews or information about the meetings should be forwarded to the IFRC or ICRC press officers: at the IFRC, Matthew Cochrane ([matthew.cochrane@ifrc.org](mailto:matthew.cochrane@ifrc.org)) and Ann Vaessen ([ann.vaessen@ifrc.org](mailto:ann.vaessen@ifrc.org)); and at the ICRC, Ewan Watson ([ewatson@icrc.org](mailto:ewatson@icrc.org)) and Anita Dullard ([adullard@icrc.org](mailto:adullard@icrc.org)).

### Information available to the media

Dedicated spaces on the [www.rcrcconference.org](http://www.rcrcconference.org), [www.IFRC.org](http://www.IFRC.org) and [www.ICRC.org](http://www.ICRC.org) websites provide media materials, and information will also be sent proactively.

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## 5. Social media

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Delegates at the Statutory Meetings are encouraged to use social media to help build a global conversation around the overarching themes of the meetings. However, there will be a number of sessions where the chairs will ask delegates to exert caution and careful judgement in posting to social media, so as to avoid hampering healthy debate.

### Posting and tweeting

Here are some tips and suggestions to help engage your online communities in the global conversation on the Statutory Meetings:

- include **#RCRC19**, the official hashtag of the 2019 Statutory Meetings, in all your social media posts
- focus on themes and issues of interest to your context and online communities
- promote inspirational people and stories, rather than concentrating on the structure of the meetings or on the fact that they are happening
- follow the [IFRC](#) and [ICRC](#) official social media channels and like, comment and share content from their posts and tweets
- engage people in your network(s) in conversation about the key issues that are being discussed
- post and tweet about the work of your National Society and relevant humanitarian issues in your region
- promote your National Society's social media channels and encourage people to follow you
- direct people to the [official website](#) to learn more about the meetings or to articles on the [IFRC](#) and [ICRC](#) websites.

### Internet access

There will be wireless internet available throughout the venue for the Statutory Meetings. Delegates will be able to use their own computers or mobile devices to access the internet. Alternatively, there will be computer pods available at the venue that delegates can use to access their online channels.

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## 6. Practical information

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### 6.1 Meeting venue

The General Assembly of the International Federation of Red Cross and Red Crescent Societies, the Council of Delegates and the 33rd International Conference will take place at the International Conference Centre of Geneva (CICG). This building is located at 17 Rue de Varembe. The CICG has kindly been made available by the Swiss Confederation.

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#### 6.1.1 Meeting rooms

The locations of the events are indicated in the official programme. They are, however, subject to change, and we recommend you check the screens in the CICG entrance hall.

A map indicating meeting rooms, elevators and accessible toilets will be available at the accessibility information desk. Wheelchair-accessible seating is available only in designated sections in some of the plenary meeting rooms.

For presenters and speakers with mobility limitations, a ramp/lift will be available to access the stage/speaking platform in the plenary meeting rooms. Requests for wheelchair-accessible seating arrangements and the ramp/lift to access the stage must be submitted to Natacha Montenegro ([nmontenegro@icrc.org](mailto:nmontenegro@icrc.org)) at the accessibility information desk no later than one day before the session in question.

Please note that the CICG and CCV premises are non-smoking.

All participants are requested to kindly respect the CICG and CCV policy of not allowing any food or drink (except water) in their meeting rooms.

### Map of the CICG area



## 6.2 Transportation

### 6.2.1 Transportation and welcome desk at Geneva airport

The Conference organizers will provide a shuttle service from the airport to the recommended hotels listed in the practical information note. Should you wish to use this service, please make sure that you have registered in the EVENT online registration system and entered all the necessary information about your flight and arrival time.

A welcome desk will be open from 07:00 to 21:00 in the main arrival hall (next to the airport information stand) from 2 to 8 December, where a volunteer team will be happy to assist with any questions you may have. Please check in with them even if you have arranged your own transportation. Outside these times, please look out for a person holding a sign with the International Red Cross and Red Crescent Movement logo or your name on it.

### 6.2.2 Transport to the Conference venue (CICG)

Please note that no shuttle service will be available between hotels and the CICG. As part of greening efforts, Statutory Meeting participants are encouraged to use the highly efficient public transportation system (bus, tram and rail) to get around Geneva and neighbouring areas.

#### By public transport

Public transport from Cornavin main railway station	Public transport from Geneva International Airport
<ul style="list-style-type: none"> <li>▪ <b>Bus no. 5:</b> “Vermont” bus stop</li> <li>▪ <b>Bus no. 8:</b> “Nations” bus stop</li> <li>▪ <b>Tram no. 15:</b> “Nations” tram stop</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Bus no. 5:</b> “Vermont” bus stop</li> <li>▪ <b>Bus no 28:</b> “Nations” bus stop</li> </ul>

All Geneva hotels provide a free bus pass to their guests for the duration of their stay. If you are not given a pass upon arrival, please ask for one at the hotel reception. You will find information and maps at the CICG reception desk and on Geneva’s public transport website: <http://www.tpg.ch/en/web/site-international>.

Public buses and trams in Geneva are accessible to people with mobility limitations. The closest bus and tram stops are at Nations and Vermont, which are approximately 300 meters from the CICG.

#### By taxi

Taxis charge according to their taximeters (minimum fare CHF 6.30, with each additional kilometre charged at a rate of CHF 3.20 or CHF 3.80 at night, on Sundays and on public holidays, outside Geneva or for four passengers or more). Fares between lakefront hotels

(Pâquis area) and the CIGC are around CHF 20, while fares between hotels near the airport and the CIGC are around CHF 30. Waiting time is charged at CHF 60 per hour, small pieces of luggage at CHF 1.50 each and larger ones at CHF 3.00 each. Taxis can be called on +41 (0)22 33 141 33 or +41 (0)22 320 22 02 or caught at taxi stands.

## 6.3 Access to the Conference venue (CIGC) and security

For security reasons, from 4 to 12 December 2019, access to the CIGC will be restricted solely to people attending the International Red Cross and Red Crescent Movement meetings. It is strictly forbidden to park cars on the esplanade in front of the CIGC entrance. Chauffeur-driven cars must leave the esplanade once passengers have been dropped off.

Security staff will control access to the building. All participants are kindly reminded that the Conference organizers have a no-weapons policy.

Please note that an unsupervised coatroom is available at CIGC. The meeting organizers cannot be held responsible in the event of the loss or theft of valuables at the CIGC. Please do not bring luggage to the Conference venue as there is no storage space available for this purpose.

Kindly address any security-related questions to one of our security colleagues, namely: Mr Lars Tangen or Mr Karl Julisson. They can be reached 24 hours a day on the following mobile number: +41(0) 79 217 33 33.

Switzerland is considered among the safest countries in Europe. Nevertheless, the crime rate is rising in Geneva, and pickpocketing and bag snatching is becoming increasingly frequent on public transport and at shopping centres, bus stops, railway stations, restaurants, etc. We strongly recommend that you pay special attention to your personal belongings. Never carry large amounts of money on you and, if possible, leave your valuables (jewellery, identity papers, credit cards, travel tickets, etc.) in your hotel safe.

## 6.4 On-site registration and access badges

Anyone entering the CIGC must wear a badge with a photo issued by the Conference organizers. While inside the CIGC, you should wear your badge at all times. This will facilitate security checks and foster communication among participants. Should you lose your badge, please alert the reception desk immediately.

To avoid long waits at the CIGC entrance, please try to register and collect your badge, if possible, prior to the start of the IFRC General Assembly (4 December) or the 33rd International Conference (8 December). The following registration points will be open at the times indicated for your convenience:

- **20 November** 13:00–17:00 at the IFRC Secretariat (*17 ch. des Crêts*)
- **22 November** 08:30–13:00 at the IFRC Secretariat (*17 ch. des Crêts*)
- **28–29 November** 09:00–12:00 and 13:00–16:00 at the IFRC Secretariat (*17 ch. des Crêts*)
- **2 December** 12:00–18:00 at the CIGC (*17 rue de Varembe*)
- **3 December** 08:30–18:00 at the CIGC (*17 rue de Varembe*)
- **4–7 December** 07:00–18:00 at the CIGC (*17 rue de Varembe*)

- **8 December** 08:00–18:00 at the CICG (17 rue de Varembe)
- **9 December** 09:00–20:00 at the CICG (17 rue de Varembe)
- **10–11 December** 07:00–20:00 at the CICG (17 rue de Varembe)
- **12 December** 07:00–18:00 at the CICG (17 rue de Varembe)

*Please note that participants must go in person to collect their badge (photo taken on site) and present a photo ID (official document with a picture).*

## 6.5 Document distribution

Official working documents for all three meetings are available online (<https://fednet.ifrc.org> for the IFRC General Assembly and [www.rcrcconference.org](http://www.rcrcconference.org) for the Council of Delegates and the International Conference). Please note that, in line with our continued commitment to making the Conference green, no printed document packs will be available at the Conference venue. Kindly bring any printed meeting material with you.

Any new documents will be distributed in the meeting rooms and via delegation pigeon holes in the working languages of the meetings.

Your badge will indicate the language of your choice according to the following colour-code: red = English; blue = French; yellow = Spanish; green = Arabic.

If you require the official working documents in an accessible format, please contact Natacha Montenegro ([nmontenegro@icrc.org](mailto:nmontenegro@icrc.org)) no later than 15 November 2019.

## 6.6 Accessibility

An accessibility information desk will be located next to the CICG registration area where you will find information about accessibility at the Statutory Meetings, the International Conference and the Humanitarian Trail as well as publications on accessibility and inclusion of persons with disabilities. There will be volunteers at the desk to assist you with any queries you might have.

Any requests for accessibility services, such as sign language interpretation, accessible official working documents, accessible transportation to/from the airport, services for service or guide dogs, etc., must be submitted to the Accessibility and Inclusion Project Officer, Natacha Montenegro ([nmontenegro@icrc.org](mailto:nmontenegro@icrc.org)), no later than 15 November 2019. For further information on accessibility in relation to the meeting venues, transportation or accommodation available in Geneva, please contact Natacha Montenegro.

## 6.7 Green meetings

The International Red Cross and Red Crescent Movement is aware of the environmental footprint large-scale meetings leave when it convenes its membership. “Greening” our meetings has been a continuous process, and we have been incorporating sustainable development principles into all levels of meeting organization and implementation.

## 6.8 Telephones and Wi-Fi connection

Mobile phone cards can be purchased from the Post Office next to the CICG. You are requested to kindly keep your mobile phone on “silent” inside the meeting rooms.

Wi-Fi for internet access will also be available to participants using their own laptop throughout the CICG premises.

- Wi-Fi name: RCRC2019  
Password: Welcome!

## **6.9 Catering during the Statutory Meetings (restaurant/bars)**

The Conference organizers will not be providing any meals, snacks or coffee/tea during the meetings. The CICG has a self-service restaurant on the first floor which is open at lunchtime. There are also two snack bars open from 07:30 to 17:30.

Please note that food and drinks may only be consumed in the areas reserved for this purpose. It is strictly forbidden to take drinks (except water provided by the CICG) or food into the meeting rooms and offices.

## **6.10 Souvenirs**

Feel free to pay a visit to the souvenir stand where a wide range of souvenirs and other items are available for purchase.

## **6.11 Business Centre**

Computers with free unlimited internet access are at your disposal at the Business Centre (level -1). As a courtesy to other users, please limit computer use to 20 minutes at a time.

## **6.12 EVENT registration team**

Delegates requiring assistance with their hotel reservations or registration can contact the EVENT registration team by email: [event.support@ifrc.org](mailto:event.support@ifrc.org) or visit office -113/-114 while at the CICG.

## **6.13 Travel agency**

Ms Antoinette Imhof from our travel agency RAPTIM can be reached by email at [antoinette.imhof@raptim.org](mailto:antoinette.imhof@raptim.org) or by phone on +41 (0)22 730 4225.

## **6.14 Finance**

For those National Societies entitled to **travel assistance**, please see Ms Tricia Baglione in office -115/-116 (level -1), from 9:30 to 16:00, starting on 4 December. National Societies inquiring about **statutory contributions** and wishing to request appointments with the chair of the Finance Commission, please visit Ms Mary Rankin and/or Ms Nishanti Balashanmugam in office -112 (level -1) during the General Assembly from 4 to 7 December.

Government representatives eligible for travel assistance should visit the ICRC in office -112 during the International Conference from 10 to 12 December.

## **6.15 Insurance**

Participants must have valid individual accident and sickness insurance for Switzerland. It is also recommended that all delegates ensure that they have adequate travel insurance.

## 6.16 First aid

There is a first aid post and medical doctor at the CICG infirmary, on level -1, next to the Business Centre. Please dial 9302 when phoning from a CICG landline, or +41 (0)22 791 9302 when calling from a mobile phone. Refer any medical emergencies to the infirmary for immediate assistance and first aid. If required, the patient will be referred to relevant medical facilities outside the CICG.

## 6.17 Prayer space

A prayer space is available on level -1. Please be respectful of people using this area and remain quiet.

## 6.18 Geneva – general information

- Climate: In early December, temperatures usually range between 2 °C and 7 °C during the day. It is recommended to pack warm clothes, comfortable shoes and an umbrella.
- Electricity The voltage in Switzerland, as in most of Europe, is 230V/50 Hz. Switzerland uses type C (2-pin round) and type J (3-pin round) plugs.
- Languages French (other languages spoken: English and German)
- Currency Swiss franc (CHF). 1 CHF is divided into 100 centimes.
- Time zone During the winter, Central European Time (CET) applies in Switzerland.
- Smoking Since 1 May 2010, smoking has been banned in Switzerland in all enclosed places open to the public or serving as a workplace for more than one person. It is therefore forbidden to smoke in restaurants, public buildings, offices and public transport. Smoking is permitted in separate smoking rooms, outdoors and in private homes.
- Shopping Except when there is a bank holiday, the usual working week is five days, from Monday to Friday (administration, companies, banks, etc.), but stores are also open on Saturdays.
- Tipping Prices in hotels and restaurants, taxis fares, etc. are calculated to include taxes and service. A tip is not therefore obligatory but can be given in appreciation of good service (up to 10%).

### Important phone numbers

Police:	117	Duty Pharmacy Service:	1811/144
Fire Brigade:	118	SOS Doctors at Home:	022 748 49 50
Ambulances:	144	Lost and Found:	022 327 60 00
Poisons Information:	145	Taxis	022 33 141 33 or 022 320 22 02

In case of emergencies concerning logistics-related matters or if you have any further questions, please contact Ms Helena Pantelic from the IFRC on +41 79 245 70 45 or Ms Ghnima Kemmar on +41 79 248 68 08.



## **PROXY FORMS**

**Proxy Form**  
**(for collecting a voter's credentials)**

I, \_\_\_\_\_ (name of Head of Delegation) of the \_\_\_\_\_ (name of National Society or Government) hereby delegate to \_\_\_\_\_ (member of my delegation) the authority to pick up my credentials and electronic voting card (strike through those not applicable).

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

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**Procuration**  
**(pour le retrait des identifiants de vote)**

Je, soussigné(e) \_\_\_\_\_ (nom du chef de la délégation) de \_\_\_\_\_ (nom de la Société nationale ou du Gouvernement), autorise par la présente M./Mme \_\_\_\_\_ (membre de ma délégation), à retirer ma lettre d'identifiant et ma carte de vote électronique (biffer ce qui n'est pas applicable).

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

**Poder**  
**(para retirar credenciales en calidad de votante)**

El/la que suscribe, \_\_\_\_\_ (nombre del jefe/de la jefa de la delegación), representante de \_\_\_\_\_ (nombre de la Sociedad Nacional o del Gobierno) \_\_\_\_\_, delega por la presente en \_\_\_\_\_ (miembro de su delegación) la autoridad para retirar el nombre de usuario, la contraseña y la tarjeta para la emisión de voto mediante el sistema electrónico (tachar los elementos que no correspondan).

Fecha:

\_\_\_\_\_  
Firma

**توكيل**

**(ل سحب أوراق الاعتماد للتصويت)**

أنا الموقع أدناه \_\_\_\_\_ (اسم رئيس الوفد)

من \_\_\_\_\_ (اسم الجمعية الوطنية أو الوفد)، أُرخص عبر

هذا التوكيل ، للسيد /السيدة \_\_\_\_\_ (عضو في وفدي)

سحب أوراق اعتماد و بطاقة التصويت الالكتروني الخاصة بي (يرجى حذف ما لا ينطبق)

التاريخ:

\_\_\_\_\_  
التوقيع

**Proxy Form**  
**(for casting vote)**

I, \_\_\_\_\_ (name of Head of Delegation) of the \_\_\_\_\_ (name of National Society or Government) hereby delegate to \_\_\_\_\_ (member of my delegation) the authority to cast the vote for my delegation.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

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**Procuration**  
**(pour l'expression du vote)**

Je, soussigné(e) \_\_\_\_\_ (nom du chef de la délégation) de \_\_\_\_\_ (nom de la Société nationale ou du Gouvernement), autorise par la présente M./Mme \_\_\_\_\_ (membre de ma délégation), à voter au nom de ma délégation.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

**Poder**  
**(para emisión de voto)**

El/la que suscribe, \_\_\_\_\_ (nombre del jefe/de la jefa de la delegación), de \_\_\_\_\_ (nombre de la Sociedad Nacional o del Gobierno) \_\_\_\_\_, delega por la presente en \_\_\_\_\_ (miembro de su delegación) la autoridad para emitir el voto en nombre de mi delegación.

Fecha:

\_\_\_\_\_  
Firma

**توكيل (للتصويت)**

أنا الموقع أدناه \_\_\_\_\_ (اسم رئيس الوفد)

من \_\_\_\_\_ (اسم الجمعية الوطنية أو الحكومة)، أُرخص عبر

هذا التوكيل، للسيد/السيدة \_\_\_\_\_ (عضو في وفدي)

التصويت بالنيابة عني باسم وفدي

التاريخ:

\_\_\_\_\_  
التوقيع