

UN-Women Executive Board

Information Note from the Secretariat

*The **First Regular Session 2022** of the UN-Women Executive Board will be held from 14 to 15 February 2022 via virtual means.*

Documentation

Documents are posted on the [UN ODS](#) and [UN-Women Executive Board website](#) four weeks in advance of the First Regular Session 2022.

Pre-Session, informal briefings and informal consultation on draft decisions

Mandated by the rules of procedure ([UNW/2011/6](#)), a Pre-Session in advance of the First Regular Session 2022 was held on 24 January via virtual means. The presentation can be accessed [here](#).

A number of informal meetings on the reports presented to the Executive Board at this Session have been scheduled in the lead-up to the Session. The 2022 calendar can be [here](#).

Please refer to the Secretariat's email dated 3 February for a compilation of draft decisions and schedule of informal consultations on draft decisions.

Modality

The Bureau of the UN-Women Executive Board, with full consultation from the Executive Board Secretariat and relevant professionals of the UN Secretariat, have requested that this Session will also take place via virtual means for plenary meetings and informal consultation on draft decisions.

The Session will be held via virtual platform and broadcasted via UN Web TV livestream.

Credentials and registration

Please remember to submit your delegations **credentials** by COB **Thursday, 10 February** through email to unwsecretaryoftheeb@unwomen.org, which is the channel to officially register for the Session.

Zoom

The connection link to register for the virtual room of the plenary sessions and the virtual negotiation will be shared with delegations in advance via Executive Board Secretariat email. Please note that negotiations and plenary sessions will be held in separate virtual rooms.

Sharing the meeting ID and password through social media or anyone outside your delegation **is strictly prohibited** in order to minimize the risk of unauthorized participants.

Joining the meeting:

Participants are encouraged to join the meeting 5 minutes before the start time. For the ease of management and the security of meetings, all participants are requested to add their country/UN agency affiliations before their names. Permanent Representatives, Deputy Permanent Representatives and Charge d’Affaires are kindly requested to also add their titles “PR”, “DPR”, or “CDA” as appropriate after their names.

If not intervening, please keep your microphone muted to avoid background disturbance.

In the event of intermittent connectivity, please try turning off your camera and intervene by using audio only.

Whenever participants would like to intervene during the interactive segment, please indicate so by using the “*Raise Hand*” function. We kindly further ask that, after speaking, participants remember to mute their microphones and to “un-raise” their hands, in order to avoid accidental duplication.

Speakers’ list:

In response to a request from the Bureau to share the Speakers List in advance of the First Regular Session, we kindly ask delegations to enlist for the Speakers List by COB **Friday, 11 February** via email to unwsecretaryoftheeb@unwomen.org. The list of speakers will be addressed in the morning segment of the 14 February plenary and Member States will be invited to present their interventions **after the statement of the Executive Director**.

A preliminary Speakers List will be shared in advance of the opening of the Session. Should delegates not register by the deadline, delegations who wish to take the floor will have to use the raise-hand function and will then be scheduled for intervention after the last speaker of the inscribed Speakers List, regardless of level. We ask that all registered delegates be in their seat ready to take the virtual floor in the order of the Speakers List. Delegations missing their speaking slot will be rescheduled down the list. We apologize in advance for any inconvenience caused by this change in format.

National statements and interventions will be strictly limited to **3 minutes** for national statements and **5 minutes** for group and joint interventions. Time-keeping measures will be in place, and speakers will be muted after the time limit has been exceeded. Please send advance requests to be placed on the **speakers list** for the opening session by the deadline.

Since interpretation will be available 2 hours out of 3-hour meeting, should your delegation deliver its statement in a language other than English, please notify the Secretariat through your email registering your delegation on the speakers list.

There will no lists of speakers for any of the other agenda items. Instead, delegates are invited to indicate their willingness to intervene by using the '*Raise Hand*' function.

Statements and chat box:

The Papersmart portal has been replaced by the new **eStatements service**. Delegations are invited to send electronic copies of their statements (in both PDF and Word format) by e-mail to estatements@un.org (with unwsecretaryoftheeb@unwomen.org in copy) no later than two hours before delivery of the statement.

The **name of the meeting and speaker**, as well as the **agenda item**, should be clearly stated in the subject line of the email and in the heading of the statement. Statements will be embargoed until delivery and will be uploaded thereafter. Once uploaded, statements will be visible in the UN Journal of the day, under the respective calendar meeting.

We kindly request that Member States refrain from posting their statements, questions, or comments in the chat box of the Zoom platform.

The chat box is reserved for ICT questions only between the Board secretariat and the participants, with the only exception of negotiations where the proposed text can be shared via the chat box after being orally read out. There will be a shared screen showing the decision text and revised by the Board Secretariat in real time.

Languages

According to the DGACM of the UN Secretariat, **any virtual or hybrid meeting will receive 2 hours of interpretation per meeting as opposed to 3 hours when meeting fully in-person**. Hence, during every plenary meeting of the Session, only the first two hours will be equipped with simultaneous interpretation in six languages.

To ensure the best quality possible, the interpreters would like to share the following guidance, also available on the Session's webpage:

- [Listening to Language Interpretation in Zoom: this document shows you how to access the interpretation options in Zoom, both on your desktop and your mobiles](#)
- [UNHQ Recommended Requirements for Listening to Remote Interpretation: this document was produced by the UNHQ Interpretation Service and outlines some key recommended technical requirements for listening to remote interpretation in virtual platforms](#)
- [UNHQ Recommended Practices for participants in meetings with remote interpretation](#)

As usual, negotiations are conducted in English without interpretation.

Recording and webcast

Please be advised that plenary meetings will be webcast via [UN Web TV](#). Additionally, plenary meetings and informal briefings are recorded via the Zoom platform for UN-Women archiving purposes.

Negotiations are strictly not recorded or streamed via webcast.

UN-Women reiterates its commitment to zero tolerance for all forms of harassment during official meetings and events, including sexual harassment, and kindly reminds participants that the Executive Board sessions follow [the Code of Conduct to prevent harassment, including sexual harassment, at United Nations system events](#).

For assistance on all matters throughout the virtual session, please feel free to contact the UN-Women Executive Secretariat via unwsecretaryoftheeb@unwomen.org.