

UN-Women Executive Board

Information Note from the Secretariat

The [Annual Session 2022](#) of the UN-Women Executive Board will be held in person from 21 to 22 June 2022 in Conference Room 3 at United Nations Headquarters in New York.

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 Annual Session 2022 was held on 25 May 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 found [here](#).

Please refer to the Secretariat's email dated 16 June 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, including the plenary meetings and information consultations on draft decisions, will solely be taking place in-person.

The Session will be held in Conference Room 3 in the Headquarters of the United Nations in New York and broadcasted via [UN Web TV livestream](#).

Credentials and registration

Kindly remember to submit the **credentials** of your Delegation by **Friday, 17 June** through email to unwsecretaryoftheeb@unwomen.org or via the dedicated [Online Registration Form](#), which are the official channels to register for the Annual Session.

Joining the meeting

Participants are encouraged to arrive at the venue of the Session in time to allow for sufficient time for seating arrangements and other logistics to take place. For the ease of management and the security of the session, participants are requested to bring their identification and encouraged, in line with official United Nations guidelines, to wear a face mask for the duration of the Session.

Speakers list

In response to a request from the Bureau to share the Speakers List in advance of the Annual Session, we have kindly requested delegations to enlist for the Speakers List by COB **Friday, 17 June** via email to unwsecretaryoftheeb@unwomen.org. The list of speakers will be addressed in the morning segment of the 21 June 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 should contact the Secretariat and will be scheduled for intervention after the last speaker of the inscribed Speakers List, irrespective of level. We ask that all registered delegates be ready to take the floor in the order of the Speakers List. Delegations missing their speaking slot will be rescheduled further down the list.

National statements and interventions will be strictly limited to **3 minutes** for national statements and **5 minutes** for group and joint interventions.

Multilingual interpretation in the United Nation's six official languages will be available for the entire three hours of the Session.

There will no lists of speakers for agenda items other than the morning segment of the 21 June plenary. Delegates wishing to intervene are invited to indicate so using their microphone.

Statements

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.

Languages

According to the DGACM of the UN Secretariat, **meetings fully held in-person receive 3 hours of simultaneous interpretation** in six languages. 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](#).

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.