

## **UN-Women Executive Board**

### **Information Note from the Executive Board Secretariat**

*The **First Regular Session 2023** of the UN-Women Executive Board will be held in person from 13 to 14 February 2023 in ECOSOC Chamber 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 2023.

#### **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 2023 to be held on 23 January via virtual means. For more information and relevant background information, please click [here](#).

Informal briefings on the reports presented to the Executive Board at this Session have been scheduled in the lead-up to the Session. The 2023 calendar can be found [here](#).

Please note that the first informal negotiations on the draft decision(s) will take place on 6 February, at 9 a.m. – 14 p.m. in CR A. The following informal consultation will take place during the lunch time and afternoon of 13 February. An email will be circulated with the compilation of draft decision(s) and schedule of informal consultations for your kind reference.

#### **Modality**

The Bureau of the UN-Women Executive Board in consultation from the Executive Board Secretariat and relevant professionals of the UN Secretariat, has requested that this Session, including the plenary meetings and informal negotiations on draft decisions, will be taking place in-person.

The Session will be held in the ECOSOC Chamber of 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, 10 February** via the dedicated [Online Registration Form](#), which are the official channels to register for the First Regular 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.

## Speaker's list

We are kindly requesting delegations to enlist for the Speakers List by 10 AM *Friday, 10 February* to the following [Online Registration Form](#). The list of speakers will be set up for the morning segment of the 13 February plenary and Member States will be invited to present their interventions **after the statement of the Executive Director**.

A preliminary Speaker's 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 in the room and will be scheduled for intervention after the last speaker of the inscribed Speaker's List, irrespective of level. We ask that all registered delegates be ready to take the floor in the order of the Speaker's List. Delegations missing their speaking slot will be rescheduled further down the list.

National statements and interventions will be limited to **3 minutes** for national statements and **5 minutes** for group and joint interventions and regulated by a clock showing on the background screens.

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

There will be no lists of speakers for subsequent agenda items. Delegates wishing to intervene are invited to indicate so using their microphone.

## Statements

Member States statements will be uploaded on **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](mailto:estatements@un.org) (with [unwsecretaryoftheeb@unwomen.org](mailto: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](#).

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For assistance on all matters throughout the session, please feel free to contact the UN-Women Executive Secretariat via [unwsecretaryoftheeb@unwomen.org](mailto:unwsecretaryoftheeb@unwomen.org).