

UN-Women Executive Board

Information Note from the Secretariat on the participation in the Annual Session (22-23 June 2020; virtual room on Zoom)

Documentation:

Documents are posted on the UN ODS and UN-Women Executive Board website (<https://www.unwomen.org/en/executive-board/documents/2020/annual-session-2020>) four weeks in advance of the Annual Session.

Credentials and registration:

Members and Observers attending the Session are requested to send their credentials (i.e., names and titles of each delegation member, on official letterhead) to the Board Secretariat through email to unwsecretaryoftheeb@unwomen.org by **Thursday, 18 June COB**.

All participants must preregister for the plenary meetings of the annual session and informal consultations on draft decisions, i.e., negotiations, by following two links, respectively, with one link for all plenary meetings of the formal session and the other link for all negotiations (including both 18 June and during the session on 22-23 June). The two links will be shared a week in advance through the EB secretariat's emails.

Each participant must register with a unique email address and access the virtual meeting rooms by following the auto-reply emails. Sharing the auto-reply emails are discouraged because the same username will appear multiple times in the virtual room if more than one participants use the same connection link contained in the auto-reply email.

Sharing the meeting ID and password through social media or anyone outside your delegation are strongly discouraged to minimize the risk of unauthorized participants.

Joining the meeting:

Participants are encouraged to join the meeting 10 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 speaking, please keep yourself muted to avoid background noises.

In the event of intermittent sound, please try turning off your camera and use 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.

Interventions:

A list of speakers will be prepared only for the first time when the floor is opened, i.e., after opening statements by President and Executive Director of UN-Women as well as agenda items 1, 2 and 3.

For inscription on the list of speakers, please contact the secretariat by email as early as possible, but **no later than Thursday, 18 June COB**. There will no lists of speakers for any of the other agenda items;

The time limit set for delivering statements during any of the discussions is **4 minutes** for speakers on behalf of groups and **2 minutes** for individual delegations.

Delegations are invited to send electronic copies of their statements by e-mail to papersmart4@un.org during the plenary meetings of 22-23 June for posting there, and are requested to 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:

In light of the unavailability of services by the UN interpreters due to the COVID-19, as a non-precedent-setting case, the plenary meetings of the annual session 2020 will be conducted in English only.

As usual, negotiations are conducted in English without interpretations.

Recording:

Please be advised that plenary meetings and informal briefings will be recorded via the Zoom platform for archiving purpose. Negotiations will NOT be recorded.

For assistance, please feel free to contact the UN-Women Executive Secretariat through email to unwsecretaryoftheeb@unwomen.org