

## **UN-Women Executive Board**

### **Information Note from the Secretariat on the participation in the First Regular Session 2021**

**(15-16 February 2021; virtual room)**

#### **Documentation:**

Documents are posted on the [UN ODS](#) and [UN-Women Executive Board website](#) four weeks in advance of the First Regular Session 2021.

#### **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 UN-Women Executive Board Secretariat email ([unwsecretaryoftheeb@unwomen.org](mailto:unwsecretaryoftheeb@unwomen.org)) no later than **Thursday, 11 February**.

Links to access the virtual rooms of the plenary sessions and virtual negotiation rooms will be shared with delegations in advance via Executive Board Secretariat email.

Sharing the meeting ID and password through social media or anyone outside your delegation is **strongly** prohibited in order 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 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.

### **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 of the UN-Women Executive Board and the Executive Director of UN-Women.

For inscription on the list of speakers, please contact the secretariat by email as early as possible, but **no later than Friday, 12 February**.

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.

The time limit set for delivering statements during any of the discussions is **5 minutes** for speakers on behalf of groups and **3 minutes** for individual delegations.

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](mailto:estatements@un.org) 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 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:**

In light of the unavailability of services due to COVID-19, and in alignment with the practice of the Executive Boards of UNDP/UNFPA/UNOPS and UNICEF, the plenary meetings of the First Regular Session 2021 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  
via [unwsecretaryoftheeb@unwomen.org](mailto:unwsecretaryoftheeb@unwomen.org)