

UN-Women Executive Board

Information Note from the Secretariat

The Second Regular Session of 2021 of the UN-Women Executive Board will be held from 14 to 15 September 2021, in virtual Zoom rooms, with a hybrid modality for the closing segment on the 15 September afternoon.

Documentation

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

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 Second Regular Session 2021 has been scheduled for 24 August, at 10:30 a.m. on Zoom.

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 (Calendar [here](#)).

Please refer to the Secretariat's email dated 16 August for a compilation of draft decisions and schedule of informal consultations on draft decisions.

Modality

The Bureau of the Executive Board requested that this Session will also take place virtually on Zoom for plenary meetings and informal consultation on draft decisions.

Yet, the Bureaux of the Executive Boards of UNDP/UNFPA/UNOPS, UNICEF, and UN-Women have agreed that within the framework of relevant guidance issued by the UN Secretariat's Division of Healthcare Management and Occupational Safety and Health (DHMOSH), the closing segment of these Board's Second Regular Sessions may be held-in person in a hybrid modality.

Therefore, the plenary meeting during the final afternoon of the Session on 15 September (from 3p.m. to 5 p.m.), will use a hybrid format: an in-person meeting will be held at the United Nations headquarters in the Trusteeship Council, and will be virtually broadcasted using the Zoom platform.

For more details, please consult the Joint Paper entitled "Executive Boards of UNDP/UNFPA/UNOPS, UNICEF, & UN-Women: Modalities for In-Person Closing Sessions", available on the Session's webpage.

Credentials and registration

Please remember to submit your delegations **credentials** by *Friday Sept 10th, noon EST* through email to unwsecretaryoftheeb@unwomen.org, which is the channel to officially

register for the Session. The registration through Zoom is a secure measure to receive Zoom connections and thus does not replace such formal procedure.

Zoom


Links to register for the virtual rooms of the plenary sessions and the virtual negotiation 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 prohibited** to minimize the risk of unauthorized participants.


Step-by-step registration for Zoom connection:

1. Before the meeting, the Executive Board Secretariat will share an invitation via email that includes a Zoom link requesting to register in advance of the meeting. Clicking on the registration link, it will take you to the registration form, which includes fields for information that will help the meeting hosts to identify participants.

Executive Board
Second Regular Session (14-15 Sep 2021)



Meeting Registration



Topic	Second Regular Session of the UN-Women Executive Board in 2021		
Time	Sep 14, 2021 10:00 AM Sep 15, 2021 10:00 AM Time shows in Eastern Time (US and Canada)		

First Name*	<input type="text"/>	Last Name*	<input type="text"/>
Email Address*	<input type="text"/>	Confirm Email Address*	<input type="text"/>
Country/Region*	<input type="text" value="The United States"/>	Organization*	<input type="text"/>

2. Please note that **you must use a unique email address** for each participant registering for a meeting. If you use a single email address for multiple participants, only one registration will be saved.
3. After filling in the form and clicking “Register”, you will be informed that the meeting registration has been submitted to the host for approval.
4. Once approved by the host, you will receive a confirmation email with a personalized link to join the meeting. **This link is unique for each registered participant and should not be shared.** The invitation to the Zoom meeting will also provide a dial-in option that can be used as a backup should participants be unable to connect to the meeting by computer.

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 second regular session, we kindly ask delegations to enlist for the Speakers List *by Friday, Sept 10th, noon EST* by sending an email to unwsecretaryoftheeb@unwomen.org. The speakers list will be for member states interventions **after the statement of the Executive Director (or Acting Executive Director) on the 14th September** in the morning.

The Speakers List will be shared on *Monday, Sept 13th*. Should you 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 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 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 interpretations.

Recording and webcast

Please be advised that plenary meetings and informal briefings will be recorded via the Zoom platform for archiving purpose.

Plenary meetings will also be webcast via UN Web TV and YouTube.

Negotiations will not be recorded or 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, please feel free to contact the UN-Women Executive Secretariat via unwsecretaryoftheeb@unwomen.org.