



*The Executive Board
of the United Nations Development Programme,
of the United Nations Population Fund, and
of the United Nations Office for Project Services*

**ANNUAL SESSION 2024
INFORMATION FOR PARTICIPANTS**

Pre-session informal consultation (20 May 2024 10:00 a.m.)	:	Virtual
Plenary session (3 – 7 June 2024)	:	Conference room 3 (CR-3 - CB)
Daily Executive Board Bureau meeting (9:30 a.m.)	:	Suite of Offices for CR-1&2 (1 st fl, enter from East Lounge)
Secretariat of the Board:	:	Same as above
<u>Credentials and list of speakers:</u>		
<ul style="list-style-type: none">• The annual session 2024 will be conducted as an in-person event.• Delegations are kindly requested to send their credentials before the commencement of the session. To ensure that their participation is appropriately reflected in the list of participants and to secure their nameplates in the conference room, credentials should be sent to the Executive Board Secretariat (eb.secretariat@undp.org) by COB on Monday, 20 May 2024.• The annual session will continue the use of the electronic system to identify requests to take the floor. However, delegations with a special interest on any of the agenda items are kindly requested to communicate their requests for inscription to the list of speakers by Wednesday, 29 May 2024 to eb.secretariat@undp.org for UNDP and UNOPS agenda items and to speakerslist@unfpa.org for the UNFPA agenda items.		
<u>Seating arrangements:</u>		
<ul style="list-style-type: none">• Seats will be assigned for each Board Member.• Seats will be reserved for observers, representatives of the United Nations organizations, specialized agencies and NGOs/IGOs, provided that credentials have been sent in advance.		
<u>Documentation, statements, and order of interventions:</u>		
<ul style="list-style-type: none">• To ensure good quality interpretation, delegations are kindly reminded of the importance of sharing their statements 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.• Please note that questions and interventions will be strictly limited to three (3) minutes for individual interventions and five (5) minutes for group interventions.• Order of interventions: After presentations by the panel, the Members of the Bureau of the Executive Board will be provided the opportunity to take the floor first, followed by group interventions. Following the group interventions, the floor will be given to Permanent Representative that have requested in writing to be inscribed in the list of speakers in advance by the set deadline of 29 May 2024. The Permanent Representatives previously inscribed will be followed by Permanent Representative who request the floor during the meeting following the order in which the requests are made. After all the Permanent Representatives have spoken, the floor will be given to Deputy Permanent Representatives – first those that had requested to be inscribed in writing by deadline, followed by Deputy Permanent Representatives requesting the floor during the meeting. Next, the floor will be given to all other delegations that have requested to be inscribed in the list of speakers in advance, followed by all other delegations requesting the floor during the meeting.		