



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

**FIRST REGULAR SESSION 2026  
INFORMATION FOR PARTICIPANTS**

**Pre-session informal consultation:** Monday, 19 January 2026, 10:00 a.m. (Virtual)

**Plenary session:** Monday to Thursday, 2-5 February 2026 (Conference room 3, UN Headquarters)

**Daily Executive Board Bureau meeting:** 9:30 a.m. (Suite of Offices for Conference room 3, East Lounge entrance)

**Credentials and List of Speakers**

- The First Regular Session 2026 will be held **in person**.
- Delegations are requested to submit their **credentials** to the Executive Board Secretariat by completing the Credentials Registration Form by **Monday, 19 January 2026 at 5:00 p.m. (EST)**, to ensure inclusion in the list of participants and appropriate seating arrangements.
  - [Credentials registration form](#)
- Delegations wishing to intervene on any joint, UNDP, UNFPA or UNOPS agenda items are invited to submit **requests for inscription on the list of speakers** by completing the Speakers List Registration Form by **Wednesday, 28 January 2026, at 5:00 p.m. (EST)**. Any changes after this date should be communicated to the Executive Board Secretariat at [eb.secretariat@undp.org](mailto:eb.secretariat@undp.org).
  - [Speakers list registration form](#)

**Protocol for Speakers List Management**

To support efficient time management and uphold the established speaking order, the following protocol will apply:

**1. Opening and closing of the speakers list**

- The speakers list will open on **Monday, 22 December 2025**, the date on which the official invitation to the Executive Board is issued.
- The list will close on **Wednesday, 28 January 2026 at 5:00 p.m. (EST)**.
- Delegations are encouraged to submit inscriptions within this timeframe.

**2. Speaking order**

Interventions will follow the order below, based on timely receipt of requests by the deadline:

- **Members of the Bureau – 3 minutes**
- **Groups – 5 minutes**
- **Permanent Representatives (PRs) – 3 minutes**
- **Deputy Permanent Representatives (DPRs) – 3 minutes**
- **Other Delegations – 3 minutes**

**3. Late inscriptions by PRs and DPRs**

- PRs and DPRs who do not inscribe by **Wednesday, 28 January 2026**, but request the floor during the session, will be scheduled:
  - After DPRs who inscribed by the deadline, and
  - Before other delegations.
- **The speaking order during the session will follow this protocol and not the timing of floor requests.**

**4. Time Limits**

- Time limits will be strictly applied for all categories of speakers:
  - Individual statements: **3 minutes**
  - Group statements: **5 minutes**
- **The 30-second grace period will not apply.**
- Microphones will be **automatically cut off** once the allotted time has elapsed. **Speakers are kindly requested not to reactivate their microphones thereafter.**

### **Seating arrangements**

- Seats will be assigned to **each Executive Board Member**.
- Reserved seating will be made available for **observers, United Nations entities, specialized agencies, and NGOs/IGOs, provided that credentials are submitted in advance**.

### **Documentation, statements, and interpretation support**

- To support high-quality interpretation, **statements should be submitted at least two hours prior to delivery to: [estatements@un.org](mailto:estatements@un.org)**.
  - Please include the **session title, speaker name and agenda item** in the subject line and at the top of the statement.
- Statements will remain **embargoed until delivered** and will be published in the **United Nations Journal** thereafter.

For any further information or assistance, please contact the Executive Board Secretariat at: [eb.secretariat@undp.org](mailto:eb.secretariat@undp.org).