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# ***The Executive Board***

***of the United Nations Development Programme,***

***of the United Nations Population Fund, and***

***of the United Nations Office for Project Services***

**(VIRTUAL) FIRST REGULAR SESSION 2022**

**INFORMATION FOR PARTICIPANTS**

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| Pre-session informal consultation (18 January 2022) : Remote access only (Zoom link to be provided)  Plenary session (31 January – 4 February 2022) : Remote access only (Zoom link to be provided)  Daily Executive Board Bureau meeting (9:30 a.m.) : Remote access only (Zoom link to be provided)  Secretariat of the Board: : Email: [eb.secretariat@undp.org](mailto:eb.secretariat@undp.org)  +1 973-289-2931 (Ms. Henrietta Bledman)    Daily WEOG meeting (9:00 a.m.) : Remote access only (Zoom link to be provided)  Daily meetings for other groups upon request : Remote access only (Zoom link to be provided) |
| **Credentials and registration:**  Delegations are kindly requested to send their credentials before the commencement of the session. Credentials should be sent to the Executive Board secretariat at [eb.secretariat@undp.org](mailto:eb.secretariat@undp.org) with copy to [ferguson@unfpa.org](mailto:ferguson@unfpa.org) by COB on Wednesday, 26 January 2022.   * The first regular session 2022 will be conducted using a Zoom meeting format to ensure full interactivity and dialogue in a virtual space. * Participating delegations are requested to register for the first regular session (registration details will be provided). Upon registration each delegate will receive a confirmation email containing a personalized link and meeting password which will enable them to participate in the meeting. Please note that the same link will be used for the duration of the session. * Delegations joining the virtual plenary meeting are requested to identify themselves as follows: the country represented (in UPPERCASE), followed by the name and surname of the delegate. Permanent Representatives and Deputy Permanent Representatives are kindly asked to indicate PR/DPR immediately after the name of the country to ensure a smooth management of the list of speakers. |
| **Interpretation, statements, and order of interventions:**   * This virtual session will benefit from interpretation services in Zoom in the six (6) official UN languages. Due to arrangements put in place by the UN Secretariat to accommodate the provision of interpretation via virtual platforms, interpretation will be provided only for two (2) hours in the morning and two (2) hours in the afternoon. Therefore, the third hour of each segment will be without interpretation. To ensure good quality interpretation, delegations are kindly reminded of the importance of sharing their statements 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. * Please note that in this virtual modality of the first regular session, questions and interventions will be strictly limited to three (3) minutes for individual interventions and five (5) minutes for group interventions. * Dynamic participation at the Permanent Representative level from all Members of the Board and Observer delegations is encouraged. Delegations wishing to inform the Executive Board secretariat of their intention to take the floor, can do so by sending an email to [eb.secretariat@undp.org](mailto:eb.secretariat@undp.org) by COB on Wednesday, 26 January 2022 to be inscribed in the list of speakers. * 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 Representatives that have requested in writing to be inscribed in the list of speakers in advance by the set deadline of 26 January 2022. The Permanent Representatives, previously inscribed will be followed by Permanent Representatives who request the floor using the raise-hand function in Zoom during the meeting following the order in which they raise-hand. 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 using raise-hand function in Zoom 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 in Zoom. |