

**UPDATED (25 January 2022)**

## **MODALITIES FOR THE VIRTUAL EXECUTIVE BOARD MEETINGS**

### **FIRST REGULAR SESSION OF THE EXECUTIVE BOARD**

**(31 January – 4 February 2022)**

- The first regular session of the Executive Board 2022 will be held from 31 January to 4 February 2022.
- Similar to the 2021 Executive Board sessions, as a direct consequence of the continuation of the extraordinary challenges posed by the ongoing COVID-19 pandemic, and the limited return to UN HQ premises, the 2022 first regular session will be held remotely using a Zoom Meeting format to ensure full interactivity and dialogue in the virtual space.
- Please note that the UN Secretariat is providing the Zoom link for all official UN meetings. The UN Secretariat focal points will open the meeting and allow all participants to join once the passcode is inserted. If delegations have a problem with the connection, they are invited to send an email to [unvc@un.org](mailto:unvc@un.org) (with copy to [eb.secretariat@undp.org](mailto:eb.secretariat@undp.org) and to [ferguson@unfpa.org](mailto:ferguson@unfpa.org)) with reference to Zoom or eBMS# along with the delegate's phone number. A UN Secretariat (BCSS) technician will be the contact to help. Delegations may also call BCSS directly at +1 212 963 8649.
- The UN Secretariat advice is to copy and paste the Zoom meeting link address into the browser of your video communication-ready device with high-speed internet. It is recommended that participants manually enter the meeting ID and password to successfully join the Zoom meetings.
- All participants are reminded of the importance of keeping their microphones muted unless during interventions from the floor.
- Furthermore, all delegates joining the virtual plenary meeting are requested to identify themselves (re-name in zoom) as follows: country they are representing (in UPPERCASE), followed by Name and Surname. Permanent Representatives and Deputy Permanent Representatives are kindly asked to indicate "PR" or "DPR" immediately after the name of the country. Delegations connecting from capitals are also invited to kindly indicate "CAPITAL" after the name of the country.
- 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 only be provided 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. Strict adherence to time limits for interventions is thus greatly appreciated.
- To ensure good quality interpretation, delegations are kindly reminded of the importance of sharing their statements by sending them 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.
- Responding to the demand for a Q&A-style sessions and interactivity throughout the virtual first regular session, statements by the UNDP Administrator and the UNFPA and UNOPS Executive Directors will be shorter than during in-person meetings. The full version of the statements will be posted to the eStatements section of the UN Journal and on each agency's website.

- Following the practice of the second regular session 2021, the order of speakers will be organized as follows: The Chair will provide the members of the Bureau with the opportunity to open the Q&A session after each presentation from the panel. Intervention by Bureau Members will be followed by group and joint interventions. Following the group interventions, the floor will be given to PRs that have requested in writing to be inscribed in the list of speakers in advance by the set deadline of 26 January 2022. The PRs, previously inscribed will be followed by the PRs that request the floor using the raise-hand function in Zoom during the meeting following the order in which they raise-hand. After all the PRs have spoken, the floor will be given to DPRs – first those that had requested to be inscribed in writing by deadline, followed by the DPRs 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.
- The Chair will take 5 or 6 interventions in each round and will also provide opportunities for questions from the capitals. This will ensure that as many delegations as possible can intervene in a dynamic setting throughout the session.
- In this virtual modality, questions and interventions will be strictly limited to 3 minutes for individual interventions and 5 minutes for group and/or joint interventions.
- The Chair and the Bureau will encourage delegations to join cross-regional statements. All interventions by Member States, groups, and high-level representatives outside New York (i.e., from capitals) are encouraged to be focused and question-oriented.
- Full versions of written statements could be digitally uploaded and made available through the United Nations eStatements service.
- Written responses to the unanswered questions raised at formal sessions of the Executive Board will be provided in due course after the session.

### **VIRTUAL NEGOTIATIONS OF DRAFT DECISIONS**

- Decisions will be considered by the Board virtually using a Zoom Meeting format with the following security measures implemented:
  - Registration required with password protection to access the room
  - Participants are requested to identify themselves by the country they are representing (in UPPERCASE), followed by Name and Surname
  - Participants join the negotiation on mute but can unmute themselves
  - Participants can use chat messages (in particular to share text proposals with the editor during negotiations). File sharing through chat will be disabled
  - The desktop/screen sharing by participants, and on-screen annotations will be disabled
  - Delegations are requested to update to the latest Zoom version for security purposes
  - One virtual room will serve all negotiations.
- Draft decisions are shared in advance of the session. A provision of times has been made to initiate advanced negotiations on draft decisions on 25, 26, 27 and 28 January 2022. Final schedule of negotiations will be provided in due course in consultation with the facilitators.
- Furthermore, negotiations will take place throughout the first regular session from 31 January to 4 February.

- The calendar of negotiations is coordinated by the facilitators, supported by the secretariat. Negotiations will take place back-to-back in designated blocks of time in order to ensure maximum efficiency of time. Negotiations will not overlap with plenary meetings and will be conducted within normal working hours, unless otherwise requested by the facilitators.
- Facilitators will act as chairs of the negotiations and giving the floor to delegates. Delegations may request the floor by using the “Raise Hand” function.
- Delegations will be able to see the text of draft decisions being edited in real time.
- As customary, technical focal points from the agencies will be available in the virtual room for any clarifications required.
- “Breakout” rooms can be set up during negotiations, if needed. Representatives from the agencies will participate in the different “breakout” rooms by invitation from Member States.
- Latest texts of draft decisions and schedule of negotiations will be circulated to the membership by email on a regular basis.
- The final text of decisions will be placed under silence procedure and agreed ‘*ad referendum*’. The agreed text will be signed by the facilitator and the editor electronically using DocuSign.
- Decisions will be adopted at the end of the first regular session in the closing plenary meeting.

Executive Board Secretariat  
25 January 2022