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 2022
INFORMATION FOR PARTICIPANTS

Pre-session informal consultation (20 May 2022, 10:00 a.m.) : Remote access only (Zoom link to be provided)
Plenary session (6 – 10 June 2022) : Conference Room 1
Daily Executive Board Bureau meeting (9:30 a.m.) : 1SO-Suite of offices behind CR-1 CB
Secretariat of the Board: : 1SO -Suite of offices behind CR 1 CB
Daily WEOG meeting (9:00 a.m.) : CR-C
Daily meetings for other groups upon request :

### Credentials and list of speakers:
- The annual session 2022 will be conducted as an in-person event. Please note that mask use will be voluntary throughout the UN Secretariat premises.
- 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 at eb.secretariat@undp.org with copy to ferguson@unfpa.org by COB on Thursday, 26 May 2022.
- The annual session will resume the use of the electronic system to identify requests to take the floor. However, delegations with a special interest on any of the UNDP and UNOPS agenda items are kindly requested to communicate their intention to intervene during such items to the Executive Board secretariat at eb.secretariat@undp.org by Wednesday, 1 June 2022. Interventions related to UNFPA items should also be communicated by 1 June 2022 to speakerslist@unfpa.org.

### Seating arrangements:
- Two seats will be assigned per Board Member.
- One seat will be reserved for observers, representatives of the United Nations organizations, specialized agencies and NGOs/IGOs, provided that credentials have been sent in advance.

### Documentation, statements, and order of interventions:
- To ensure good quality interpretation, delegations are kindly reminded of the importance of sharing their statements to statements@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 by the set deadline of 1 June 2022. The PRs, previously inscribed will be followed by Permanent Representative requesting the floor during the meeting following the order in which the requests are made. After all the Permanent Representative 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.