

UNICEF Executive Board Annual Session 2021

1–4 June 2021

Zoom virtual meeting

INFORMATION FOR PARTICIPANTS

(7 May 2021)

The 2021 annual session of the UNICEF Executive Board will be held from 1 to 4 June 2021. The meetings will be conducted using the Zoom videoconferencing platform, with interpretation available in all official languages of the United Nations.

UNICEF seeks to promote diversity, inclusion and gender equality in all its engagements. The Office of the Secretary of the Executive Board strongly encourages women's participation in Executive Board meetings and discussions in order to promote gender balance in intergovernmental decision-making forums and processes.

UNICEF reiterates its commitment to zero tolerance for all forms of harassment, including sexual harassment, and kindly reminds participants that the Executive Board sessions follow the [Code of Conduct to prevent harassment, including sexual harassment, at UN system events](#).

Credentials

Member States, as well as observers and representatives of organizations attending the session, are requested to share the details of their participation by completing the online "[Credentials Accreditation Form](#)" as soon as possible, but no later than *Wednesday, 26 May 2021*.

Zoom registration

For security reasons, the registration link to join the Zoom meetings for the plenary meetings and the informal consultations on the draft decisions will be provided to Board members and to observers closer to the date of relevant events.

After registration, each active participant will receive separate links to join the formal session and/or the informal consultations on the draft decisions. (See the participant's guide in the annexed document.) Kindly note that, in order to register, **you must install and use the Zoom application**. Joining from a browser is not supported for registration meetings.

Executive Board members, observers and representatives of other organizations attending the session are encouraged to limit the number of active participants from their delegations attending the Zoom meetings, since Zoom has an active-participant limit.

To facilitate viewing by non-active participants, the session will be available via [UN Web TV](#) (in all official United Nations languages) and via a live stream from the Executive Board [website](#) (English only).

Participant identification

Please rename yourself in the *Participants* list by adding your **country** or **organization** before your name. You can rename yourself by choosing the option when hovering over your name in the Participants list.

If you are a Permanent Representative, Deputy Permanent Representative or Chargé d'affaires, please put PR, DPR or CDA after your name. For example:

Country–Name –PR, DPR or CDA

All names of countries and organizations will appear in the participants list after the hosts, in alphabetical order.

For reasons of security, if a participant cannot be identified by the UNICEF secretariat, he/she may be put in a waiting room until identified and renamed.

Documentation and statements

Advance copies of all documentation for the session are available on the annual session [documents page](#) of the Executive Board website. All presentations and statements (as made available to us) will also be made available on the [website](#).

Interventions

List of speakers: In accordance with rule 50 (2) of the UNICEF Executive Board's [rules of procedure and its annex](#), observer delegations are requested to communicate in writing their special interest in the items of the provisional agenda on which they intend to intervene.

Delegations are encouraged to send in such requests *by close of business on 27 May 2021*, to Ms. Hikari Arai at harai@unicef.org, with a clear indication in the subject line of the email of the date of the meeting, and the title and number of the agenda item.

Requests received by *27 May 2021* will be included in the indicative list of speakers, which will be posted online at noon on *28 May 2021* on the UNICEF Executive Board [website](#). Requests received after the deadline will be considered as requests to speak from the floor.

Statements: Delegations planning to present statements at the session are kindly requested to submit electronic versions ahead of time to Mr. Nogel Viyar at nsviyar@unicef.org. The title of the intended agenda item should be indicated in the heading of the statement and in the subject line of the email.

These statements will remain embargoed until delivery and will then be posted on the UNICEF Executive Board [website](#).

The time limit set for statements during the general discussion is **three (3) minutes** for individual delegations speaking in their national capacity and **five (5) minutes** when speaking on behalf of United Nations regional groups and for joint statements of more than two Member States. Full versions of statements, as available, will be posted on the UNICEF Executive Board [website](#).

An announcement in the [Journal of the United Nations](#) is published four weeks in advance of the session and will be published daily during the session. The announcement provides the agenda for the day along with the relevant links.

Delegations presenting statements during the general discussion and on specific agenda items will be called upon by the President in the following order of priority:

- (a) Members of the Bureau of the UNICEF Executive Board who wish to take the floor (organized by rank);
- (b) Representatives of United Nations regional groups speaking on behalf of their groups (organized by rank);
- (c) Permanent Missions of the United Nations that have sent requests in advance to the UNICEF secretariat to take the floor (with priority given to members of the Executive Board, followed by observers);
- (d) Requests received from the floor through Zoom (using the “raise-hand” function, on a first-come, first-served basis).

To ensure that the Executive Board session is accessible, speakers should introduce themselves and read out and/or verbally describe visual materials in slides, charts and graphs being presented. This is especially crucial in the context of a virtual session.

To facilitate the work of the interpreters, kindly speak clearly and at a moderate and comfortable pace. The United Nations recommends a moderate speaking pace of no more than 100 to 120 words per minute.

Persons with disabilities

If the primary participant is a person with disabilities and needs assistance from OSEB to find reasonable accommodation, kindly include the details in the online “[Credentials Accreditation Form](#)” so that we can seek to best address your needs.

Live viewing and records of the session

The session will be available via [UN Web TV](#) (in all official United Nations languages) and via a live stream from the Executive Board [website](#) (English only). UN WebTV maintains archival footage of the sessions.

The formal written report of the session will be prepared by the Office of the secretary and shared with the Executive Board for comment three weeks after the end of the session. The final report will be made available on the Executive Board [website](#) and the Official Document System of the United Nations ([ODS](#)).

Annex: Participant’s guide to virtual meetings