

Office of the Secretary of the Executive Board

The UNICEF Executive Board

An Informal Guide

2018

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UNICEF

1. The United Nations General Assembly established UNICEF on 11 December 1946 as the United Nations International Children’s Emergency Fund, to be utilized and administered “for child health purposes generally”, especially for children and adolescents in countries devastated by the Second World War.¹
2. On 1 December 1950, the General Assembly expanded its limited mandate to meet “emergency and long-range needs of children and their continuing needs particularly in under-developed countries”.²
3. On 6 October 1953, the General Assembly – considering the role the UNICEF played “for the protection of the child” and in creating “favourable conditions for the development of the long-range economic and social programmes of the United Nations and the specialized agencies” – decided to continue the organization on a permanent basis, changing its name to the United Nations Children’s Fund while retaining the acronym UNICEF.³
4. UNICEF is administered by the Executive Director under policies established by the Executive Board in accordance with such principles as may be laid down by the Economic and Social Council.
5. In 1996, the Executive Board adopted the UNICEF [mission statement](#).⁴ On 20 November 1989, the [Convention on the Rights of the Child](#) was adopted by the United Nations General Assembly. The Convention provides the legal and moral framework for all of the work of UNICEF.
6. In the seven decades since its founding, UNICEF has progressively expanded its work around the world, and currently operates in some 190 countries and territories, with a staff of more than 13,000 worldwide, the majority of whom are based in field offices.
7. UNICEF secures its funding through voluntary contributions from Governments and donations from the private sector, including the National Committees for UNICEF, and from other private sector fundraising activities.

¹ UNICEF was established by General Assembly resolution [57 \(I\)](#) of 11 December 1946, continuing the work of the United Nations Relief and Rehabilitation Administration, then being phased out.

² The initial mandate of UNICEF was extended for three years in General Assembly resolution [417\(V\)](#) of 1 December 1950.

³ The General Assembly established UNICEF as the United Nations Children’s Fund in resolution [802\(VIII\)](#) of 6 October 1953, along the lines of its previous resolutions, “with the exception of any reference to time limits”.

⁴ See Executive Board decision [1996/1 \(E/ICEF/1996/12/Rev.1\)](#).

8. The current work of UNICEF is guided by the Strategic Plan, 2018-2021, which was adopted by the Executive Board at its second regular session in September 2017.⁵

Executive Board

9. The General Assembly established the Executive Board as the governing body of UNICEF when it created the Fund in 1946. UNICEF reports annually through the Executive Board to the Economic and Social Council, which in turn reports to the General Assembly⁶

10. UNICEF financial reports and accounts and the report of the Board of Auditors are submitted annually to the General Assembly and reviewed by its Fifth Committee and by the Advisory Committee on Administrative and Budgetary Questions (ACABQ). The Advisory Committee also reviews the UNICEF biennial support budget and other related reports, as appropriate.

11. Since 1994, the Executive Board has been operating in its current structure, comprising 36 members, elected to three-year terms by the Economic and Social Council, with the following regional allocation of seats: 8 African States, 7 Asian States, 4 Eastern European States, 5 Latin American and Caribbean States and 12 Western European and Other States (including Japan).⁷

12. The annual term of the Executive Board is identical to a calendar year and runs from 1 January to 31 December. Each year, the Economic and Social Council elects members to the Board from among the United Nations Member States or States Members of the specialized agencies.⁸ To ensure continuity of experience, only a certain number of new members are elected in any given year. Usually, each member serves a three-year term.⁹ The group of Western European and Other States has established a rotation schedule for its members under which some States do not serve a full three-year term.¹⁰

⁵ On the UNICEF Strategic Plan, 2018-2021, see decision [2017/13](#).

⁶ See General Assembly resolutions [48/162](#) of 20 December 1993 and [50/227](#) of 24 May 1996 on the restructuring and revitalization of the United Nations in the economic, social and related fields. See also General Assembly resolutions [62/207](#) of 19 December 2007 and [63/232](#) of 19 December 2008, as well as Economic and Social Council resolutions 2009/214 and 2009/215 of 22 July 2009 ([E/2009/INF/2/ADD.1](#)); and General Assembly resolutions [67/226](#) of 21 December 2012 and [71/243](#) of 20 December 2016 on the quadrennial comprehensive policy review of operational activities for development of the United Nations system.

⁷ On the governing bodies of the development funds and programmes, see in particular paragraphs 21 to 29 of General Assembly resolution [48/162](#) of 20 December 1993.

⁸ These elections are held during a resumed organizational session of the Economic and Social Council, held usually in the second quarter of each year.

⁹ See the [composition](#) of the Executive Board since 1946.

¹⁰ The curator of the rotation scheme is currently Switzerland. The United States of America does not participate in the rotation scheme.

Functions of the Executive Board

13. The Executive Board provides intergovernmental support to the programmes of UNICEF, and supervises its activities, in accordance with the overall policy guidance of the General Assembly and the Economic and Social Council. The Board also makes sure that UNICEF is responsive to the needs and priorities of recipient countries.

14. The UNICEF Executive Board is subject to the authority of the Economic and Social Council and has the following functions:

- (a) Implement the policies formulated by the General Assembly and the coordination and guidance received from the Economic and Social Council;
- (b) Receive information from the Executive Director and provide guidance on the work of UNICEF;
- (c) Ensure that the activities and operational strategies of UNICEF are consistent with the overall policy guidance set forth by the Assembly and the Council, in accordance with their respective responsibility as set out in the [United Nations Charter](#);
- (d) Monitor the performance of UNICEF;
- (e) Approve programmes, including country programmes, as appropriate;
- (f) Decide on administrative and financial plans and budgets;
- (g) Recommend new initiatives to the Council and, through the Council, to the Assembly, as necessary;
- (h) Encourage and examine new programme initiatives;
- (i) Submit annual reports to the Council at its substantive session; these could include recommendations, where appropriate, for improvement of field-level coordination.

Bureau

15. Five Officers of the Executive Board constitute the Bureau. They are elected by the Executive Board at its first regular session of each year from among the members for that year.¹¹ The Officers – the President and four Vice-Presidents – represent each of the five

¹¹ Prior to 1994, the officers of the Executive Board formed a Governing Council headed by a Chairman and four Vice-Chairmen. See the [officers](#) of the Executive Board since 1946. The election of the Bureau is a

regional groups, with the presidency rotating among groups every year. As a matter of custom, permanent members of the Security Council do not serve as officers of the Board.¹²

16. The Bureau serves as a bridge between the UNICEF secretariat and the regional groups, dealing primarily with liaison, administrative and functional matters to enhance the effectiveness of the Executive Board. Members of the Bureau normally coordinate informal consultations within their respective regional groups. The Bureau normally meets monthly, and daily during the three yearly sessions of the Executive Board.

17. The members of the Bureau play a vital role in facilitating the work of the Executive Board by coordinating consultations within and between their respective regional groups, and by working with the secretariat in between sessions on ongoing issues of concern. The President also maintains contact with the Presidents of the Executive Boards of the other funds and programmes with regard to joint meetings and related issues.

18. In the election of the President, regard is held for the equitable geographic rotation of this office among the regional groups. Since 2002, the Presidency has been held by each of the five regional groups: Africa; Asia; Eastern Europe; Latin America and Caribbean; and Western Europe and Others.

Presidents of the UNICEF Executive Board

Year	Member State
2002	Colombia
2003	Switzerland
2004	Lesotho
2005	Iran (Islamic Republic of)
2006	Belarus
2007	Bolivia (Plurinational State of)
2008	Sweden
2009	Mali
2010	Bangladesh
2011	Slovenia
2012	Antigua and Barbuda
2013	Finland
2014	Kenya
2015	Pakistan
2016	Estonia
2017	Antigua and Barbuda

formal agenda item for the first regular session, but is held separately, typically a few weeks earlier than the session.

¹² See also the rules of procedure ([E/ICEF/177/Rev.6](#)), in particular rules 11, 12 and 13 for details concerning their election and term of office.

Office of the Secretary of the Executive Board

19. The Office of the Secretary of the Executive Board (OSEB) is responsible for maintaining effective relationships between the UNICEF secretariat and the Executive Board. In consultation with the President and other members of the Bureau, it organizes the business of the Executive Board and services all its sessions. OSEB also provides editorial and technical services for all documentation submitted to the Executive Board or resulting from its formal meetings. It has similar responsibilities in relation to informal consultations and briefings and Bureau meetings. OSEB coordinates the yearly field visits of the Bureau and the Executive Board. In addition, on a rotational basis with the other funds and programmes, it coordinates the annual joint field visit and the joint meeting of the Executive Boards of UNDP/UNFPA/UNOPS, UNICEF, UN-Women and WFP.

Executive Board sessions

20. The Executive Board holds an annual session, usually in June of each year, as well as two regular sessions, the first generally in February and the second in September of each year. The sessions are held at United Nations Headquarters, although the Executive Board may accept invitations to meet elsewhere.¹³

21. The Executive Board maintains a general outline of the division of labour between annual and regular sessions, although it retains the flexibility to discuss topics as required at any given session. The number of regular sessions is dictated by the workload of the Executive Board in a given year.¹⁴

22. In keeping with recent practice, the UNICEF Executive Board sessions are usually held after the corresponding session of the Executive Board the United Nations Development Programme (UNDP), the United Nations Population Fund (UNFPA) and the United Nations Office for Project Services (UNOPS), and shortly before or after the corresponding sessions of the Executive Board of UN-Women.

Annual organization of work

23. The Executive Board approves its annual programme of work at the last session of the preceding year, based on a draft prepared by the secretariat, which is based on previous Board decisions, requests from delegations and consultation with the secretariat and the Bureau. The draft programme also indicates whether a report will be written or oral. The programme of work is subject to change, as the Board also approves the specific agenda for each session at the start of that session. An online version of the

¹³ Under the terms set by General Assembly resolution [31/140](#) of 17 December 1976, the host Government will defray the additional cost to UNICEF of holding the session away from United Nations Headquarters.

¹⁴ See the addendum to Executive Board decision [1994/R.1/2 \(E/ICEF/1994/13/Rev.1\)](#).

programme of work, available on the [home page](#) of the Executive Board website, provides updated information, as approved by the Executive Board. At all sessions, the Executive Director, as required, reports to the Executive Board on the relevant issues on the agenda.¹⁵

24. The documents presented at Board sessions are organized under the following categories:

- organizational and procedural matters;
- programme and policy matters;
- evaluation, audit and oversight matters;
- resources, financial and budgetary matters; and
- other matters.

A selection of the documents typically considered under each of the three yearly sessions is listed below.

First regular session

25. The first regular session usually focuses on the following agenda items:

- (a) Private Fundraising and Partnerships: annual workplan and proposed budget;
- (b) UNICEF financial report and audited financial statements and report of the Board of Auditors;
- (c) Oral report on UNICEF follow-up to the recommendations and decisions of the UNAIDS Programme Coordinating Board meetings;
- (d) Evaluation report(s) and management response(s);
- (e) Country programme documents and extensions of ongoing country programmes.¹⁶

¹⁵ See rule 17.3 of the rules of procedure ([E/ICEF/177/Rev.6](#)).

¹⁶ See Executive Board decision [2014/1](#). Country programme documents (CPDs) are considered and approved by the Executive Board, on a no-objection basis, in one session. Country programme documents are presented at the Executive Board session that is most appropriate in terms of Government and country-level planning and priorities although offices are encouraged to submit CPDs at the annual session or the second regular session. Extensions of ongoing country programmes are considered at the first regular, annual, or second regular session, as appropriate.

Annual session

26. The annual session usually focuses on major policy and programme issues, progress reports and other issues of broad interest to Member States;
- (a) Annual report of the Executive Director;¹⁷
 - (b) UNICEF report on the recommendations of the Joint Inspection Unit;¹⁸
 - (c) Annual report on UNICEF humanitarian action;¹⁹
 - (d) Reports of field visits undertaken by Executive Board members;²⁰
 - (e) Office of Internal Audit and Investigations annual report to the Executive Board;²¹
 - (f) Annual report on the evaluation function in UNICEF and a management perspective;
 - (g) Evaluation report(s) and management response(s);
 - (h) Report of the Ethics Office of UNICEF [annual];
 - (i) Annual report on the implementation of the UNICEF Gender Action Plan;
 - (j) Country programme documents and extensions of ongoing country programmes.

Second regular session

27. The second regular session usually concentrates on the following agenda items:
- (a) UNICEF Strategic Plan updated financial estimates;²²
 - (b) Structured dialogue on financing the results of the UNICEF Strategic Plan;
 - (c) Integrated budget (quadrennial budget);²³
 - (d) Private Fundraising and Partnerships: financial report for the previous year;

¹⁷ See Executive Board decision [2013/15](#).

¹⁸ This report is considered under the agenda item “Annual Report of the Executive Director.”

¹⁹ This report originated from a request made by the Board in the 2018 programme of work (decision [2017/15](#)).

²⁰ If a field visit takes place later in the year, or if the report of the field visit is not available for presentation at the Executive Board session, it is discussed at the following session.

²¹ See Executive Board decision [2015/11](#).

²² The exception is when the full Strategic Plan is being considered, usually every fourth year.

²³ The UNICEF integrated budget, 2018-2021 was approved at the 2017 second regular session. See decision [2017/14](#).

- (e) Evaluation report(s) and management response(s);
- (f) Country programme documents and extensions of ongoing country programmes;
- (g) Programme of work for the following year.

Joint meetings with the Executive Boards of other United Nations funds and programmes

28. Joint meetings with the Executive Board of UNDP and UNFPA have been held annually since 1998, to facilitate greater integration of governance oversight and to review issues and matters of common concern.²⁴
29. Since 2000, the Bureau of the Executive Board of the World Food Programme (WFP) has participated in these joint meetings.
30. Since 2011, the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women) has also participated in these joint meetings.
31. The agendas for the joint meetings are agreed upon by the secretariats of the funds and programmes, in consultation with the members of the Executive Boards through their respective Bureaux.
32. The meetings focus on overarching themes of relevance to all agencies. Recent topics have included working in fragile contexts, inclusive of middle-income countries; and Big Data and the Sustainable Development Goals (2016); working with adolescents and youth to achieve the Sustainable Development Goals; and operationalizing the decisions of the quadrennial comprehensive policy review of operational activities for development of the United Nations system (QCPR), specifically taking into consideration climate change and building resilience (2017).

Informal meetings

33. Intersessional meetings, usually informal briefings or consultations, are held periodically during the year to discuss issues of particular interest to members or to provide additional information about subjects to be discussed at upcoming sessions. These meetings are held at United Nations Headquarters and are announced in the [*Journal of the United Nations*](#).
34. As a rule, a pre-session information meeting is organized before each session of the Executive Board. At these procedural meetings, delegations have the opportunity to comment on the provisional agenda for the session or to raise questions about any of the agenda items.

²⁴ These joint meetings follow a recommendation of the United Nations Secretary-General. See paragraph 162 in his 1997 report, *Renewing the United Nations: A Programme for Reform* ([A/51/950](#)).

35. Prior to each session, the secretariat may organize regional briefings on specific agenda items for a given regional group, if needed. Delegations are advised individually by the secretariat of the date and time of these meetings, which are held either in one of the smaller conference rooms at United Nations Headquarters or, if these are unavailable, at UNICEF House, a Permanent Mission to the United Nations or any other preferred location.

Conduct of sessions

36. The Executive Board President presides over each session. Usually, the session begins with opening statements by the President and the Executive Director, followed by the adoption of the agenda for the session.²⁵

37. All session meetings are supported by simultaneous interpretation in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish).²⁶

38. A document that includes the provisional agenda, organization of work and timetable for each session is prepared by OSEB, in consultation with the Bureau. Delegations have an opportunity to comment on the document at the pre-session information meeting that is held before each session, and at the opening of the session itself. The timetable included in the document may not reflect the actual order of agenda items, since these often change during the course of the session.

39. Agenda items may be considered separately or in clusters. Each item on the agenda is presented by the appropriate member of the secretariat for consideration by the Board. The Executive Director and other members of the secretariat respond to the statements made and issues raised by delegations at intervals during the debate on each agenda item. At present, documentation considered by the Board is classified as “for decision”, where a proposed draft decision is included in the document for discussion and adoption by the Board, or “for information”, where a document does not include a proposed draft decision, but the Board may opt to take a decision on the agenda item.²⁷

40. The effective use of time in deliberations is important. Debate is confined to the topic or topics before the Executive Board; the President may call a speaker to order if his or her remarks are not relevant to the subject under discussion. The Board may limit

²⁵ In the absence of the President, he or she delegates one or several of the Vice-Presidents to preside over the proceedings.

²⁶ Interpretation is not guaranteed for informal consultations or meetings as these services depend upon the workload of the United Nations Secretariat.

²⁷ The two types of agenda items were formalized in decision [2014/16](#) (Proposed programme of work for Executive Board sessions in 2015). In prior years, there were four types of agenda items considered by the Board: for action; for discussion; for information; and oral reports.

the number of times the representative of each member may speak on any issue. In accordance with a 2016 Bureau recommendation, statements should be limited to three minutes for individual delegations speaking in their national capacity, and five minutes for a delegation speaking on behalf of a group. To make the best use of the time available, if the Board concludes its consideration of an agenda item ahead of schedule, it immediately moves on to the next agenda item. Given that their statements may be posted on the [PaperSmart](#) portal, delegates are encouraged to limit their remarks to only the most important points, so as to adhere to the stated time limits for interventions.

41. Although there is no formal list of speakers, OSEB has taken steps to more effectively manage the flow of speakers during Executive Board sessions. An announcement in the *UN Journal* is published four weeks in advance of the session and daily during the session, advising delegations on the process to request the floor and encouraging them to submit electronic versions of their statements in advance. Delegations are requested to indicate the intended agenda item in the subject line of the email. The statements remain embargoed until delivery and are then posted to the PaperSmart portal. Delegations are also informed that the floor will be given by the President, in the following order of priority:

- (a) Members of the Bureau of the UNICEF Executive Board who may 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 had sent in advance written requests to the UNICEF secretariat to take the floor at a specific time (with priority given to members of the Executive Board, followed by observers).
- (d) Requests received from the floor through the electronic system, on a first come, first served basis.

Decision-making

42. The Executive Board has maintained a tradition of taking all of its decisions by consensus. The decisions are to be short, in principle without a preamble, and should address the specific issue/s under consideration. To facilitate the decision-making process, the secretariat, in preparing documentation for consideration by the Executive Board, is mandated to include the text of a draft decision if a decision is required by the Board in that area.²⁸

²⁸ On the working methods of the Executive Board, see decision 1994/R.1/1 ([E/ICEF/1994/13/Rev.1](#)). An exception to that requirement would be decisions related to the adoption of new country programme documents (CPDs). The text of the draft decision is not included in the CPDs being presented to the Executive Board for approval.

43. In addition, delegations may submit additional proposals on issues that reflect developments emerging from the debate, on issues covered in the documentation and on other subjects.

44. Each draft proposal must be formally introduced by its sponsor, an Executive Board member, during plenary meetings. Deadlines for the submission of written draft proposals will be announced to ensure sufficient time for translation and negotiation. Under normal circumstances, delegations should have at least 24 hours to examine proposals before decisions are taken.

45. The Executive Board President may send draft proposals to open-ended drafting sessions, which are usually coordinated by one of the Vice-Presidents. Time constraints have made it necessary to schedule drafting sessions in parallel with plenary meetings. Delegations generally hold informal consultations among themselves. The informal consultations are key to briefing delegations, listening to their concerns and building consensus on draft decisions.

46. A compilation of draft decisions is circulated by the secretariat to all Executive Board members ahead of each session, with an encouragement to start the negotiations and to provide feedback to the facilitators as early as possible. Once agreed upon, final drafts are referred to the formal plenary session for action.

Participation of observers

47. Right of participation as an observer in the deliberations of the Executive Board meetings, without the right to vote, is reserved to a Member State when its country programme is under consideration.

48. The Board may invite Member States and participants who manifest a special interest in the item or items under consideration to participate in the deliberations without the right to vote.²⁹

Informal discussions

49. The Executive Board sometimes opts to hold informal discussions during its formal sessions. These discussions allow delegations and the secretariat to address issues without requiring that a formal document be prepared or to have a dialogue without the limits of an official debate. In the past, such discussions have focused on programmatic issues (e.g. UNICEF HIV-prevention activities) and procedural questions (e.g. the working methods of the Executive Board and terms of reference for its field visits). In addition, prior to each session, the secretariat normally organizes pre-session briefings to discuss the issues on the agenda.

²⁹ See rules 50 and 51 and annex to the rules of procedure ([E/ICEF/177/Rev.6](#)), published on 20 May 1994.

Field visits

50. Executive Board members have been taking part in organized field visits to UNICEF programme countries since 1993. Under the proposed guidelines for field visits, adopted by the Executive Board in 2004 (decision [2004/13](#)), there are three visits per year, one each: (a) by the Bureau; (b) by members of the Executive Board; and (c) a joint visit by members of the Executive Boards of UNDP/UNFPA/UNOPS, UNICEF, UN-Women and WFP.

51. The purpose of the visits is to: (a) allow Board members to observe UNICEF field operations and the work of the United Nations country team; (b) help Board members to understand the relationship of the UNICEF country programme to national development priorities, the United Nations Development Assistance Framework (UNDAF), bilateral development assistance and other relevant frameworks; (c) provide insight into the implementation of UNICEF policies and strategies at field level; and (d) discuss the impact and results of UNICEF programmes with government and non-government counterparts at national, local and community levels, if possible.

52. The countries to be visited each year are selected by the Bureau of the UNICEF Executive Board, in consultation with the secretariat and the regional groups, and with the concurrence of the countries concerned. The destination for the joint field visit is agreed by the four Bureaux, in consultation with the respective secretariats. The President may also make field visits or undertake other official travel as necessary. The reports of the field visits are presented during Board sessions, and are often accompanied by a video and/or photographs. The reports of the most recent field visits can be accessed from the [field visits](#) section of the UNICEF Executive Board website.³⁰

53. Other aspects of the field visits, such as participation, logistics, including timing, length of the visits, preparations and communications, as well as travel arrangements, are regulated by the Proposed guidelines for field visits by members of the Executive Board, document [E/ICEF/2004/19](#), which was adopted by the Executive Board in decision [2004/13](#).

Documentation

54. The UNICEF secretariat submits all documentation to the Executive Board through OSEB, which provides editorial and technical services, not only for Executive Board session documents, but also for those resulting from formal Board meetings. OSEB works closely with the United Nations Department for General Assembly and Conference Management (DGACM), which processes and translates many of the official Board documents. OSEB has successfully piloted initiatives to outsource translations of several Board documents.

³⁰ See the list of countries hosting [field visits](#) by UNICEF Executive Board members since 1993.

55. All documents are translated into the six official languages of the United Nations, with the exception of country programme documents (CPDs), which are available only in the three working languages of the Board, English, French and Spanish, with the possibility of an additional official language being made available if requested by a country whose programme is under discussion. Informal Board documents (formerly referred to as conference room papers) are made available in English, and may also be translated into French and Spanish.

56. Documents are submitted to DGACM for processing around eight weeks prior to each session, to be published four weeks before the session in all UN official languages. In keeping with United Nations guidelines, most documents (other than CPDs) must not exceed 8,500 words.

57. The final official versions of these pre-session documents are published exclusively online through the United Nations [Official Document System](#) (ODS).³¹

58. Advance copies of the documents for each session are available in the original language of submission at the [documents](#) section of the Executive Board website. These are replaced with the official versions published on ODS once they are available. The [UNICEF Executive Board website](#) is maintained by OSEB.

59. In addition to the pre-session documents prepared ahead of each Executive Board session (and published on ODS), there are also in-session documents that are posted on the [PaperSmart](#) portal. Printing-on-demand is also available.³² In-session documents include presentations, the opening statements of the President and Executive Director, and, as available, delegates' statements and the list of participants.

60. Delegations are encouraged to submit electronic versions of their statements to OSEB during the session so that they can be made available on the [PaperSmart portal](#). The statements are published only after delivery and remain accessible on the portal after a session has ended. During the session, delegations are also encouraged to bring hard copies of their statements to the United Nations Conference Officers, to facilitate the work of the interpreters.

61. Following the end of each session, the final texts of all adopted Executive Board decisions are made available (in English, French and Spanish) on the [Decisions](#) section of the UNICEF Executive Board website.

³¹ Questions regarding access to ODS should be addressed directly to DGACM. Starting with the second regular session of the UNICEF Executive Board in 2014, the final versions of CPDs in the designated languages, in accordance with established practice, can be accessed via ODS. Prior to the second regular session of 2014, final CPDs were only available via the UNICEF Executive Board website.

³² Printing-on-demand services remain available for Board members upon request in advance of the sessions by contacting OSEB.

62. The official reports of Executive Board sessions are prepared by OSEB. The reports detail the organization of the session, a brief summary of the deliberations and the decisions adopted at that session. Each report is drafted shortly after the session and circulated to Executive Board members for comment, correction or clarification. The final report of the session is posted six weeks after the session on the [Reports](#) section of the UNICEF Executive Board website.

63. At the end of each year, the reports for all Executive Board sessions of that year are combined into one comprehensive report, which is issued as part of the official records of the United Nations Economic and Social Council.

64. In line with efforts to reduce the amount of documentation produced by the United Nations, the Executive Board has increasingly used oral reports by the secretariat in place of formal, written reports.³³

65. When an oral report is on the agenda for a session, four weeks beforehand, the secretariat prepares a short background note and posts it on the [documents](#) section of the Executive Board website so that delegations will be able to prepare for the discussion. In some instances, oral reports are supported by presentations rather than background notes. Such presentations are also posted on the Executive Board website in advance of a session.

Logistics of the sessions

Credentials

66. Prior to each session, delegations send formal credentials to the Executive Director or the Secretary of the Executive Board conveying the names and titles of their delegation members. The announcement of each session and request for credentials appear daily in the [Journal of the United Nations](#), beginning four to six weeks prior to each session. A provisional list of participants based on the credentials received is distributed by the secretariat as soon as possible during the session, and the final list is posted on the [PaperSmart](#) portal soon after the close of the session.

Documentation

67. During each session, the UNICEF secretariat has staff available in the meeting room to help delegates with any requests for assistance with documentation for the session. Delegations are expected to bring to the session documents previously made available to them through the Executive Board website. In-session documents and any statements submitted by delegates are available on the [PaperSmart](#) portal.

³³ See Executive Board decision [1996/35](#).

United Nations grounds passes

68. Delegations of States members normally obtain United Nations grounds passes from the United Nations Protocol and Liaison Service through their Permanent Mission to the United Nations. Passes for representatives of National Committees for UNICEF who are not members of any State delegation are coordinated through OSEB. Representatives of non-governmental organizations that hold consultative status with ECOSOC may observe and make interventions during meetings of the Executive Board.

General information and schedules

69. All Executive Board session plenary meetings are interpreted in the six official languages of the United Nations. However, interpretation of informal consultations or meetings is not guaranteed, but may be provided upon request, depending upon the workload of the United Nations Secretariat.

70. During Executive Board sessions, OSEB maintains a support office in close proximity to the conference room, and its staff, as well as the conference servicing staff, is available to assist delegates. Meeting times and the order of debate are updated daily in the [Journal of the United Nations](#), which is also linked to the [PaperSmart](#) portal.
