UNICEF Office of the Secretary of the Executive Board (OSEB)

PARTICIPANT'S GUIDE TO VIRTUAL MEETINGS
(12 May 2022)

This guide outlines the steps to be followed by participants to join and participate in the virtual meetings of the UNICEF Executive Board.

It includes information on the technical requirements of the Zoom platform; security features (such as registration and the use of passwords); how participants should identify themselves; and how they can request the floor.

Important notice:

- The informal briefings of **23 May 2022 (10 a.m. -1 p.m. and 3-6 p.m.) and 24 May 2022 (3-6 p.m.)** are organized and hosted using a **UNICEF** Zoom license. Participants are therefore **required to register in advance** to join the meeting. Guidance begins on page 3.

- The pre-session and informal briefing on **24 May 2022 (10am-1pm)** will use the United Nations- **United Nations Department for General Assembly and Conference Management** (DGACM) Zoom license, which is different from the UNICEF Zoom license. In accordance with guidance from the DGACM, **all participants must have their own Zoom account** and log in using their own credentials. If you do not have a Zoom account login, please go to the Zoom website, and sign up for a free one here: https://explore.zoom.us/docs/en-us/freesignup.html. Guidance begins on page 9.

Contents

Dates for informal briefings and pre-session to the Executive Board annual session

Date (Time)	Title	Zoom License
23 May 2022 (10:00-13:00)	Informal briefing on: a. Private Fundraising and Partnerships: financial report for the year ending 31 December 2021 b. Annual report on the implementation of the UNICEF Gender Action Plan, 2018-2021 c. Update on the implementation of General Assembly resolution 72/279 on the repositioning of the United Nations development system in the context of the quadrennial comprehensive policy review of operational activities for development of the United Nations system d. Update of the integrated results and resources framework of the UNICEF Strategic Plan, 2022–2025	UNICEF Zoom license [Participant's guide on page 3](#)
23 May 2022 (15:00-18:00)	Informal briefing on: a. UNICEF Office of Internal Audit and Investigations 2021 annual report to the Executive Board, and management response b. Report of the Ethics Office of UNICEF for 2021, and management response	UNICEF Zoom license [Participant's guide on page 3](#)

24 May 2022 (10:00-13:00)	Pre-session of the Executive Board Annual session and informal briefing on:
	
	a. Annual report for 2021 of the Executive Director of UNICEF
	
	b. Use of financing instruments, including private sector fundraising, to enhance UNICEF operations for sustainable outcomes for children
	
	    i. Update on the World Bank instrument to facilitate sustained investment in private sector fundraising
	
	    ii. Note requesting authorization from the United Nations Economic and Social Council/General Assembly for UNICEF to utilize financing instruments in support of its operations
		United Nations-DGACM Zoom license [Participant's guide on page 9](#)

24 May 2022 (15:00-18:00)	Informal briefing on: a. Annual report for 2021 on the evaluation function in UNICEF, and management response b. Evaluation of the UNICEF role as cluster lead/co-lead agency, and management response c. Annual report on UNICEF humanitarian action	UNICEF Zoom license [Participant's guide on page 3](#)

<p style="text-align:center">**UNICEF Zoom license participant's guide**</p>
<p style="text-align:center">**Informal briefings, 23 May 2022, 10 a.m. -1 p.m. and 3-6 p.m., 24 May 2022, 3-6 p.m.**</p>

Technical recommendations

- **Desktop computer or laptop** (plugged into an outlet, or with a fully charged battery), equipped with a *camera, headset or loudspeaker, and microphone.*
- Participants **are not advised** to use *tablets* or *mobile phones* to connect to the meeting.
- **Updated Zoom software installed on your computer** (joining from a browser is not supported).
- Information technology (IT) support (if needed).
- A **strong and stable Internet connection**.
- A **quiet location**.
- To minimize echo, delegates should **avoid speaking from a large empty room/space**.

How to participate in the virtual meeting

Registering before the meeting

1. Before the meeting, the secretariat will share an invitation via email that includes a Zoom link requesting that you register in advance of the meeting. An example is below:

> You are invited to a Zoom meeting.
> When: May 13, 2020 10:00 AM Eastern Time (US and Canada)
>
> Register in advance for this meeting:
> https://unicef.zoom.us/meeting/register/tJclde6oqDMpE9VWKiDWfAnrUB_bwaOBO1vP
>
> After registering, you will receive a confirmation email containing information about joining the meeting.
>
> Join Zoom Meeting
> https://unicef.zoom.us/j/93827068391
>
> Password: 385449

2. Clicking on the link under "Register in advance for this meeting" will take you to the registration form, which includes fields for information that will help the meeting hosts to identify participants.

    Please note that **you must use a unique email address** for each participant registering for a meeting. If you use a single email address for multiple participants, only one registration will be saved.

3. After filling in the form and clicking "Register", you will be informed that the meeting registration has been submitted to the host for approval.

4. Once approved by the host, you will receive a confirmation email with a personalized link to join the meeting. **This link is unique for each registered participant and should not be shared.**

   The invitation to the Zoom meeting will also provide a dial-in option that can be used as a backup should participants be unable to connect to the meeting by computer.

Installing Zoom and joining a meeting

5. It is recommended that you install the Zoom application (app) in advance of the meeting. See: [Zoom video tutorial: How to join a meeting.](#)

   Participants are required to connect to the meeting using the Zoom application to take advantage of the video conferencing capabilities. Participants are encouraged to go into the system in advance of the meeting to familiarize themselves with Zoom.

6. Approximately fifteen (15) minutes before the start of the meeting, participants will be able to click on the link from the confirmation email (or call in) to join the session.

   To join, click on the link "Join Meeting" or enter the Meeting ID and password that was provided in the email. Participants are reminded that meeting passwords are confidential and should not be shared.


For easy reference you may click on "Add to Calendar" to add an entry to your own calendar.

Kindly note that staff from the UNICEF secretariat will be available in advance of the meeting to help to troubleshoot any issues participants may encounter.

7. **You must have Zoom installed on your computer or laptop**. The meeting cannot be accessed through the browser. If you do not have the application downloaded, a screen will appear, and

you should choose the option to "download & run Zoom". The download will begin, and you will need to open the downloaded file to install it on your computer.

If Zoom is already installed, you will have the option to open Zoom. Choose "Open Zoom".
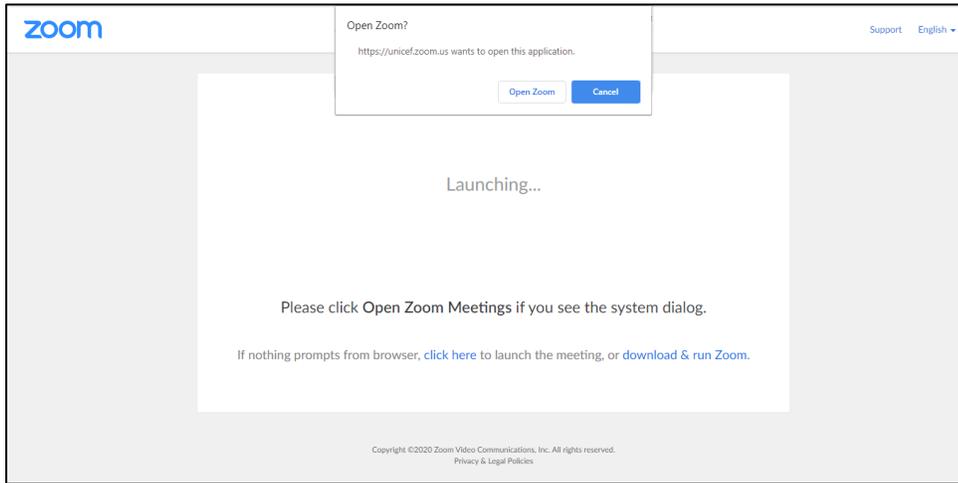
8. You will be asked to enter the meeting password that is listed in the email confirmation.

9. You will then be given the option to "Join with Computer Audio" or "Test Speaker and Microphone". Clicking on "Join with Computer Audio" will take you into the meeting.
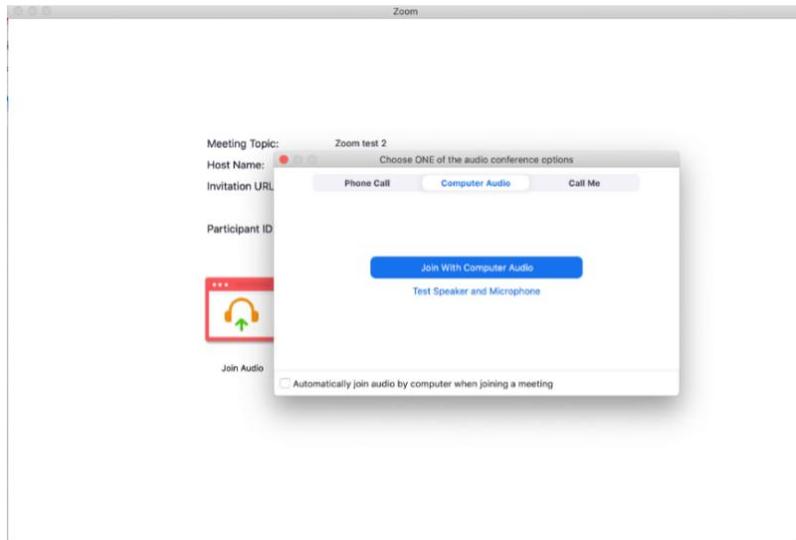
During the meeting

10. You will enter the room with your microphone on mute. To avoid background distractions, **you should always keep your microphone on mute unless you wish to speak**, at which point it can be unmuted *(see the icon at the lower left of the screen above)*.

11. Your video will also be turned off when you enter the room. To turn on your video, click on the "Start Video" icon on the bottom left of the screen.

12. If you have a weak/unstable Internet / Wi-Fi signal, please use only the audio feature and not video *(see the icon at the lower left of the screen above)*.

13. 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– PR, DPR or CDA–Name**

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

    If a participant cannot be identified by the secretariat, he/she may be put in a waiting room until they are identified and renamed.

Taking the floor

14. When you wish to speak, you may click on the "Raise Hand" button *(in the "Reactions"* menu at the bottom of the window*)*. A hand icon will appear next to your name in the Participants list to signal your request to the meeting host.
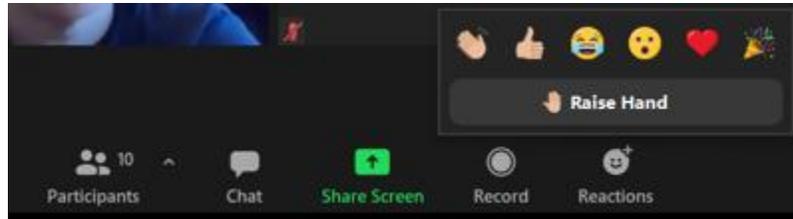
15. After you are called upon by the Chair, unmute the microphone before beginning to speak. When taking the floor, please first state your name and delegation.

16. When you are finished speaking, or if you no longer wish to speak, press the "Lower Hand" button in the "Reactions" menu.

Chat messages (option to be used <u>only</u> if a participant needs technical assistance)

17. During the meeting, should you experience any technical difficulties in using the video/audio features, you may use the chat function to notify the secretariat. In order to avoid distractions and to make sure that your questions are noted, **please avoid using the chat to send questions/statements that are not related to requests for technical support**.
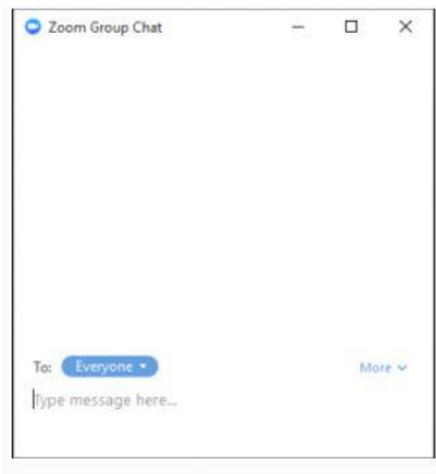
18. When the meeting has concluded, or when you no longer wish to participate, choose "Leave" (at the bottom right of the screen) to exit.

<p style="text-align: center; color: #2E74B5;">**United Nations-DGACM Zoom license participant's guide**</p>
<p style="text-align: center;">**Pre-session of the annual session an informal briefing, 24 May 2022, 10 a.m.-1 p.m.**</p>

Some of the information under "technical recommendations" has been updated to reflect best-practice guidance from the United Nations-DGACM on such issues as the use of equipment and connectivity to facilitate the work of the interpreters, who will be operating in the digital setting.

<u>Important notice:</u> the meeting on 24 May 2022 (10am-1pm) will use the United Nations-DGACM Zoom license, which is different from UNICEF Zoom license. In accordance with guidance from the United Nations Department for General Assembly and Conference Management (DGACM), **all participants must have their own Zoom account** and log in using their own credentials. If you do not have a Zoom account login, please go to the Zoom website and sign up for one (it is free). https://explore.zoom.us/docs/en-us/freesignup.html

<u>Technical recommendations</u>

- **Desktop computer or laptop** (plugged into an outlet, or with a fully charged battery), equipped with a *camera, headset or loudspeaker, and microphone.*
- Participants **are not advised** to use *tablets* or *mobile phones* to connect to the meeting.
- **Updated Zoom software installed on your computer** (joining from a browser is not supported).
- If you do connect by phone using the "dial-in" or "call me" audio features, you will not be able to access language interpretation.
- Information technology (IT) support (if needed).
- A **strong and stable Internet connection**.
- A **quiet location**.
- To minimize echo, delegates should **avoid speaking from a large empty room/space**.

<u>How to participate in the virtual meeting</u>

Installing Zoom and joining a meeting

19. As mentioned above, in accordance with guidance from DGACM, all participants must create their own Zoom account and log in using their own credentials. If you do not have a Zoom account login, please go to the Zoom website and sign up for one (it is free). https://explore.zoom.us/docs/en-us/freesignup.html
20. Kindly note that in order to enter the Zoom meeting, you must install and use the Zoom application from your computer. Please ensure that you are using the most up-to-date version of the Zoom software. **Joining from a browser is not supported**.
    See: Upgrading Zoom to the latest version
    See: Zoom video tutorial: How to join a meeting.

21. A link to the Zoom virtual meeting and password will be shared with participants who have submitted their information by completing the Credentials Accreditation Form.

22. Approximately fifteen (15) minutes before the start of the meeting, participants will be able to click on the shared link to join the session.

23. Please click on the meeting link and manually enter the password when prompted.

    If you encounter a problem with entering the Zoom meeting, send an email to unvc@un.org with reference to Zoom along with your phone number and a BCSS technician will contact you to help or call at +1 212 963 8649.

24. Kindly note that staff from the UNICEF secretariat will also be available in advance of the meeting to help to troubleshoot any issues participants may encounter.

25. **You must have Zoom installed on your computer or laptop**. The meeting cannot be accessed through a browser. If you do not have the application downloaded, a screen will appear, and you should choose the option to "download & run Zoom". The download will begin, and you will need to open the downloaded file to install it on your computer.

    If Zoom is already installed, you will have the option to open Zoom. Choose "Open Zoom".
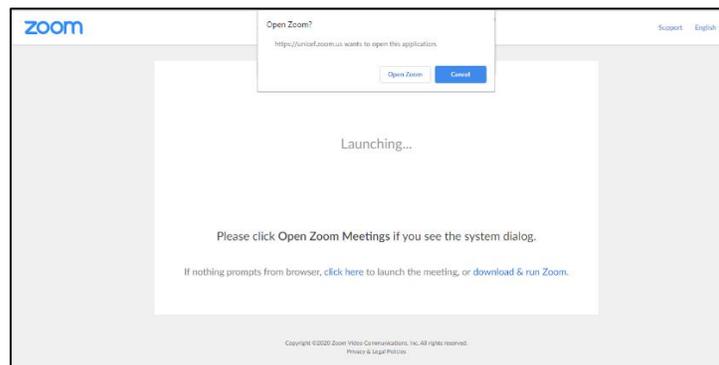
26. You will be asked to enter the meeting password that is listed in the email confirmation.

27. You will then be given the option to "Join with Computer Audio" or "Test Speaker and Microphone". Clicking on "Join with Computer Audio" will take you into the meeting.
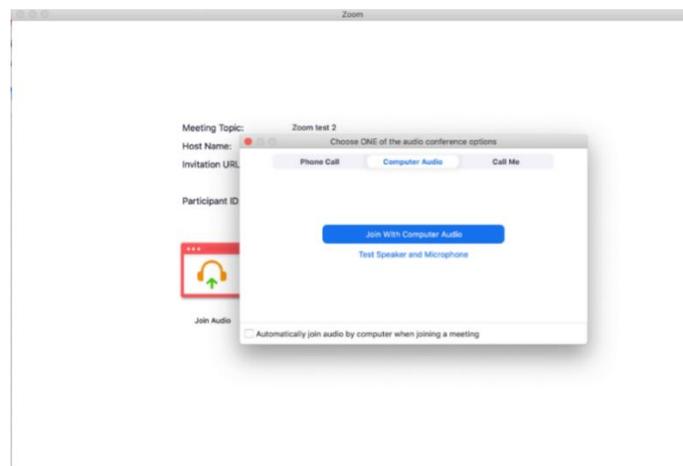
During the meeting

28. You will enter the room with your microphone on mute. To avoid background distractions, **you should always keep your microphone on mute unless you wish to speak**, at which point it can be unmuted *(see the icon at the lower left of the screen above)*.

29. Your video will also be turned off when you enter the room. To turn on your video, click on the "Start Video" icon on the bottom left of the screen.

30. If you have a weak/unstable Internet / Wi-Fi signal, please use only the audio feature and do not use video *(see the "Stop Video" icon at the lower left of the screen above)*.

31. 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,

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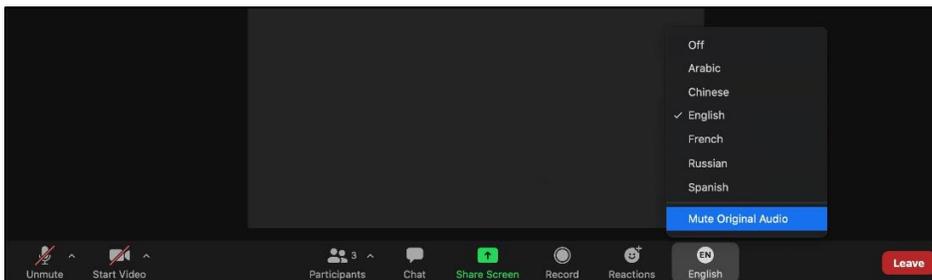
Interpretation

32. Interpretation for the session will be provided by the DGACM. Participants may speak in any of the six official languages (Arabic, Chinese, English, French, Russian and Spanish). Their words will be simultaneously rendered into the other five languages by the conference interpreters.

33. To ensure higher quality interpretation, participants are kindly requested to use a headset and to speak slowly and clearly. The United Nations recommends a moderate speaking pace of no more than 100 to 120 words per minute.

34. To change the audio to a different language, click on the "Interpretation" button in the lower menu and choose a language.
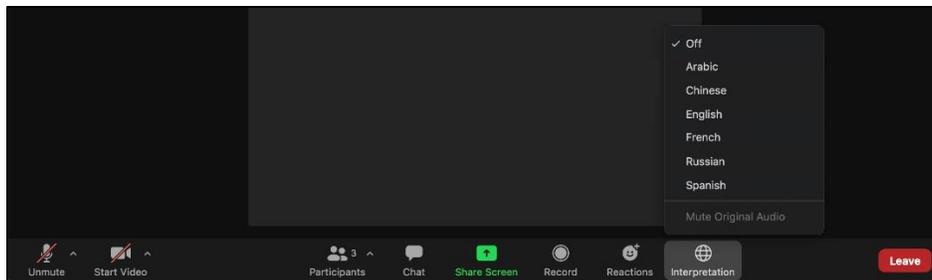

35. By default, the original language will play at a lower volume in the background. Once a language is chosen you will have the option to "Mute Original Audio" which will turn off the audio of the original language.

36. You must join the meeting audio through the Zoom application. You cannot listen to language interpretation if you use the "dial-in" or "call me" phone audio features.

37. As a participant joining a language channel, you can broadcast back into the main audio channel if you unmute your audio and speak.

38. For further information on accessing interpretation on a desktop, laptop, tablet or mobile device see: Listening to language interpretation.
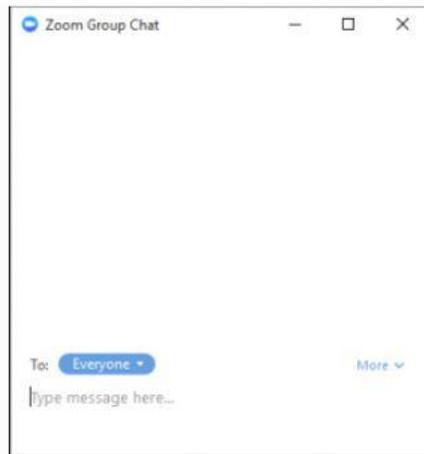
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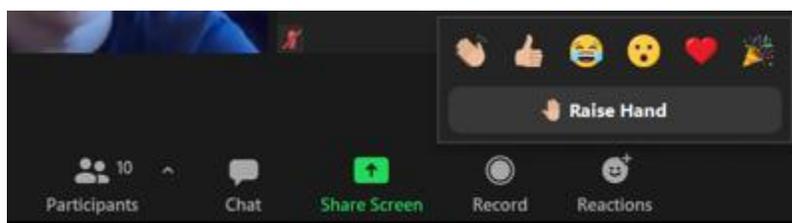
40. After you are called upon by the Chair, unmute the microphone before beginning to speak. When taking the floor, please first state your name and delegation.

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43. When the meeting has concluded, or when you no longer wish to participate, choose "Leave" (at the bottom right of the screen) to exit.

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