The second regular session of 2021 of the UNICEF Executive Board will be held from 7 to 10 September 2021. The meetings will be conducted using the Zoom videoconferencing platform, with interpretation available in all official languages of the United Nations. The meetings during the final afternoon of the session on 10 September (from 3 p.m. to 5 p.m.), will use a hybrid format: an in-person meeting will be held at the United Nations headquarters, along with a virtual meeting, which will proceed using the Zoom platform. Additional details about the in-person meeting at the United Nations, including capacity limits, will be shared in the near future.

UNICEF seeks to promote diversity, inclusion and gender equality in all its engagements. The Office of the Secretary encourages broad geographical and women’s participation in Executive Board meetings and discussions in order to promote geographical diversity and 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 United Nations 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, 25 August 2021**.

**Zoom registration**

For security reasons, the registration link to join the Zoom meetings for the plenary meetings and the informal consultations on draft decisions will be provided to Board members and 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 draft decisions (see the participant’s guide in the annexed document).

Kindly note that in order to enter the Zoom meeting you must install and use the Zoom application. Please ensure that you are using the most up-to-date version of the Zoom software. Joining from a browser is not supported for meetings requiring registration.

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).

**Meeting participant identification**

Please rename yourself in the Participants List by adding your **country** or **organization** before your name. Choose the “rename” 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 country 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.

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 second regular session 2021 documents page of the Executive Board website. All presentations and statements that have been provided to the Executive Board secretariat 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 submit such requests by close of business on 2 September 2021, to Ms. Hikari Arai at harai@unicef.org, with a clear indication, in the email subject line, of the meeting date and the title and number of the agenda item.

Requests received by 2 September 2021 will be included in the indicative list of speakers, which will be posted online at noon on 3 September 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 email subject line.

All 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** for delegations speaking on behalf
of United Nations regional groups and/or for joint statements of two or more Member States. Full versions of statements, as available, will be posted on the UNICEF Executive Board website.

Announcements in the *Journal of the United Nations* are published four weeks in advance of the session and daily during the session. The daily announcements provide 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 group (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 pace. The United Nations recommends a 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, 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). UN Web TV maintains archival footage of the sessions.

The formal written report of the session will be prepared by the Office of the Secretary of the Executive Board 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).

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*Annex: Participant’s guide to virtual meetings*