1. BACKGROUND

- All United Nations entities at United Nations headquarters, including the Executive Boards of UNDP/UNFPA/UNOPS, UNICEF and UN-Women, continue to be guided by the United Nations Secretariat’s Division of Healthcare Management and Occupational Safety and Health (DHMOSH) with regard to measures put in place due to COVID-19 to ensure the health and safety of participants in United Nations meetings.

- The Bureaus of the Executive Boards of UNDP/UNFPA/UNOPS, UNICEF and UN-Women have agreed that within the framework of relevant guidance issued by DHMOSH, the closing sessions of the 2021 second regular sessions will be held-in person (in a hybrid format, which will also include a virtual meeting).

2. PROPOSED MODALITIES FOR THE IN-PERSON CLOSING SESSION

Below are the modalities for the in-person closing session:

- **Location & time:** The Trusteeship Council Chamber has been reserved for the closing session on **10 September 2021 from 3 pm to 5 pm**. The meeting will adopt a hybrid format, so those not joining in person will be able to join the meeting virtually, using the same Zoom link they have used for the previous meetings during the session.

- **Capacity:** In the interest of the health and safety of all participants, it is proposed to maintain social distancing in the Trusteeship Council Chamber and to cap the number of in-person participants to **75**.

- **Masks:** All in-person attendees will be required to wear masks, except during the times when they take the floor to speak. Per the guidance from the United Nations Department of Operational Support, all meeting attendees are also required to wear a mask in common areas indoors, including elevators and restrooms.

- **Participation:** As announced during the pre-session, all Board members and observers will be required to send an e-mail from their delegation indicating whether their delegation will attend the closing of the session in-person, including the name and title of the representative who will be attending. The email should be sent to oseb@unicef.org, by the deadline of close of business on **7 September**.

Space limitations are outlined below:

- Each Board Member is guaranteed one (1) seat. Participation of Permanent Representatives, Deputy Permanent Representatives and Chargés d’Affaires is encouraged.

- Facilitators who are not members of the Board are also guaranteed one (1) seat.

- Observer delegations will each have one (1) seat on a first come, first served basis, based on the order in which confirmations are received of their intention to join the closing session in person. Priority will be given to Permanent Representatives, Deputy Permanent Representatives and Chargés d’Affaires. Once capacity numbers have been reached, all other delegations will be kindly asked to join the meeting virtually.
 ➢ *Computers:* Although it is not necessary to connect to the Zoom meeting while in the conference room, all those attending the in-person meeting who wish to use laptops or mobile devices, particularly those seated at the podium, are kindly reminded to ensure that they mute their microphones and turn off their speakers.

In the event that a delegate wishes to speak and is given the floor by the President, he/she will use the microphones that are available in the conference room.