

**UNICEF Executive Board First Regular Session 2022**  
**8–11 February 2022**  
*Zoom virtual platform*

**INFORMATION FOR PARTICIPANTS**  
*(14 January 2022)*

The 2022 first regular session of the UNICEF Executive Board will be held from **8 to 11 February 2022**. Given the evolving context of the COVID-19 pandemic and the latest update from the United Nations Secretariat, the Bureau of the Executive Board has decided to hold the meetings of the session on the **Zoom virtual platform**. Information on connection details to attend the meetings will be shared with all Executive Board members, as well as with observers who have shared their credentials with us, one week prior to the session.

Simultaneous interpretation will be available in all official languages of the United Nations.

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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, 26 January 2022**.

### **Documentation and statements**

Advance copies of all documentation for the session are available on the first regular session 2022 [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**

**Indicative list of speakers:** Delegations are encouraged to submit requests to take the floor *by close of business on Friday, 4 February 2022*, to Ms. Hikari Arai at [harai@unicef.org](mailto: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.

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.

Requests received by *4 February 2022* will be included in the indicative list of speakers, which will be posted online at noon on *7 February 2022* 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](mailto: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](#).

**Time limits:** The time limit set for statements 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](#).

**Meeting notification:** 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 any 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 the electronic system, 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.

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 on its website.

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 comments 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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## Zoom virtual meetings

- UNICEF will conduct the Zoom meeting using the United Nations license. Links to the Zoom virtual meetings will be shared with participants who have submitted their information through the [Credentials Accreditation Form](#).
- In accordance with the guidance from the United Nations Department of General Assembly and Conference Management (DGACM), all participants must create their own Zoom account and log in using their own credentials. If you do not have a Zoom Account log in, then please go to the Zoom website and sign up for one (it is free).  
<https://explore.zoom.us/docs/en-us/freesignup.html>
- Kindly note that in order to enter the Zoom meetings **you must install the Zoom application on 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.**
- **Technical support:** If you encounter a problem with the connection, please:
  - (1) Send an email to [unvc@un.org](mailto:unvc@un.org) with reference to **Zoom**, along with your telephone number, and a technician from the United Nations Broadcast and Conference Support Section will contact you; or
  - (2) Call +1 212 963 8649 for assistance.

Staff from the UNICEF secretariat will also be available in advance of the meeting to help to troubleshoot any issues participants may encounter.

- 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.
- The session will be livestreamed via [UN Web TV](#) (in all official United Nations languages). UN Web TV maintains archival footage of the sessions.

## **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.