UNICEF Executive Board  
Second regular session 2019  

Member States as well as observers and representatives of other organizations attending the session are requested to fax (212-326-7096) or email their credentials to Ms. Hikari Arai at harai@unicef.org, as early as possible, but no later than 10 September 2019.

Advance copies of all documentation for the session are available on the UNICEF Executive Board website.

The upcoming session will be PaperSmart. During the session, hard copies will not be distributed. All documentation will be available to download through the UNICEF Executive Board PaperSmart portal. The UNICEF Executive Board website will also provide a link to the PaperSmart portal.

Delegations are encouraged to bring their laptops, tablets or other mobile devices to the meeting in order to access the official documents, presentations and statements from the PaperSmart portal.

In accordance with rule 50(2) of the rules of procedure and its annex, observer delegations are also requested to communicate in writing, with their credentials, their special interest in the items of the provisional agenda on which they intend to intervene.

The time limit set for statements during the general discussion is three minutes for individual delegations speaking in their national capacity and five minutes when speaking on behalf of United Nations regional groups and for joint statements of more than two Member States.

As part of continuing efforts to seek further efficiency and effectiveness of Executive Board sessions, a new methodology has been introduced that will encourage speakers not to exceed the allotted time.

(a) An on-screen timer will be used, which will allow speakers to self-monitor the timing of their remarks.
(b) A microphone will first blink to notify a speaker that her/his time is coming to an end (20 seconds prior to the end of the allotted time).
(c) Microphones will be shut off when the time limit has been reached.

Delegations planning to present statements at the session are kindly requested to submit electronic versions to Mr. Dillon Leano at dleano@unicef.org. The intended agenda item should be indicated in the heading of the statement and in the subject line of the email. These statements will remain embargoed until delivery and then will be posted on the PaperSmart portal.

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 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 (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.

Delegations are encouraged to send in such requests by cob Monday, 9 September to Ms. Hikari Arai at harai@unicef.org with a clear indication in the subject line of the title and date of the meeting and agenda item.

Requests received by this deadline will be included in the indicative list of speakers, which will be posted at noon on Tuesday, 10 September on the PaperSmart portal. Requests received after the deadline will be considered as requests to speak from the floor.

Delegations are kindly reminded to bring 10 copies of their statements to the conference officers for interpretation.

UNICEF is fully committed to diversity and inclusion. To ensure that the Executive Board session is fully accessible, to the extent possible, speakers are encouraged to introduce themselves and to read out and/or verbally describe visual materials in slides, charts and graphs.

The United Nations provides a range of tools and services in support of persons with disabilities through its Accessibility Centre (located in the first basement level of the Conference Building); an Accessibility Service Kiosk (adjacent to the Information Desk at the Visitors’ Entrance); and a Documents Assistance Centre (in the Delegates’ Lounge).

UNICEF would be pleased to put the delegates in touch with the Centre, or, with advance notice, they can let us know which services they wish us to procure on their behalf.