UNICEF Executive Board Annual Session 2020
29 June to 2 July 2020, Zoom virtual meeting

INFORMATION FOR PARTICIPANTS

The annual session 2020 will take place from 29 June to 2 July 2020 and it will be conducted using the Zoom videoconferencing platform.

Credentials and registration:

Member States as well as observers and representatives of organizations attending the session are requested to share the details of their participation with the Executive Board secretariat via email to Ms. Hikari Arai harai@unicef.org (using the form in annex I) as early as possible, but no later than close of business Friday, 19 June 2020.

Since Zoom has an active-participant limit, Board members, observers and representatives of other organizations attending the session are encouraged to limit the number of active participants from their delegation attending the Zoom meetings.

For security reasons, the registration link to join the Zoom meetings for the plenary meetings as well as the informal consultations on draft decisions will be provided to all Board members as well as those observers who have shared their credentials by the deadline indicated above. After the registration, each active participant will receive a unique personal link to join the session. (See the virtual meeting participants’ guide in annex II.)

The Executive Board secretariat will provide a live streaming service for non-active participants to view the proceedings.

Documentation and statements:

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

All documentation, presentations and statements will be available on the UNICEF Executive Board PaperSmart portal. The UNICEF Executive Board website will provide a link to the PaperSmart portal.

Interventions:

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

Delegations are encouraged to send in such requests by close of business Thursday, 25 June, to Ms. Hikari Arai at harai@unicef.org with a clear indication in the subject line of the date of the meeting,
and the title and number of the agenda item. Requests received by Thursday 25 June will be included in the indicative list of speakers, which will be posted online at noon on Friday, 26 June, on the PaperSmart portal. Requests received after the deadline will be considered as requests to speak from the floor.

**PaperSmart:** Delegations planning to present statements at the session are kindly requested to submit electronic versions to Mr. Dillon Leano at dleano@unicef.org. The title of 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.

The time limit set for statements during the general discussion is **two minutes** for individual delegations speaking in their national capacity and **four minutes** when speaking on behalf of United Nations regional groups and for joint statements of more than two Member States. Full versions of statements will be made available on PaperSmart.

An announcement in the *Journal of the United Nations*, published four weeks in advance of the session and daily during the session, will provide links to the information note.

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 groups (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 (using the “raise-hand function”, on a first-come, first-served basis).

UNICEF is fully committed to diversity and inclusion. 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.

**Live streaming and records of the session:**

The session will be live streamed (information will be provided by email and through the UN Journal) and recorded. The recordings will be made available as well. In accordance with standard practice, a formal report of the session will be prepared by the secretariat and shared with the Executive Board for comment two weeks after the end of the session.

**Annexes:**

Annex I: Credentials Accreditation Form.