

**UNICEF Executive Board Second Regular Session 2023**  
**5–7 September 2023**  
***Conference Room 3 – Conference Building***  
***United Nations Headquarters***

**INFORMATION FOR PARTICIPANTS**  
*(2 August 2023)*

The 2023 second regular session of the UNICEF Executive Board will take place in-person from 5 to 7 September 2023 in conference room 3 in the Conference Building of the United Nations Headquarters.

UNICEF seeks to promote diversity, inclusion and gender equality in all its engagements. The Office of the Secretary of the Executive Board encourages broad geographical participation and participation by women 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](#).

To ensure that the Executive Board session is fully accessible, participants are kindly reminded of a few basic tenets that will enable all delegates to enjoy the full benefit of the deliberations. 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). UNICEF would be happy to put delegates in touch with the Centre, or with advance notice they can let us know which of the services offered by the Centre they wish us to procure on their behalf.

### **Credentials**

Member States, as well as observers and representatives of other organizations attending the session, are requested to share the details of their participation by completing the online [Credentials Accreditation Form](#) as soon as possible, *by 5 p.m. (EST) on Thursday, 31 August 2023*.

### **Documentation and statements**

Advance copies of all documentation for the second regular session are available on the UNICEF Executive Board [website](#). A [user guide to the website](#) is also available.

The upcoming session will be paperless. During the session, hard copies of documents, including the draft decisions, will not be distributed. All documentation will be available to download through the UNICEF Executive Board website.

Delegations are therefore encouraged to bring their laptops, tablets or other mobile devices to the meeting in order to gain electronic access to the official documents and statements from the Executive Board website.

### **Interventions**

***Indicative list of speakers:*** Delegations are encouraged to submit requests to take the floor *by 11:59 p.m. (EST) on Thursday, 31 August 2023*, 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 **11:59 p.m. (EST) on 31 August 2023** will be included in the indicative list of speakers, which will be posted online at noon on *Friday, 1 September 2023* on the UNICEF Executive Board website. Requests received after the deadline will be considered as requests to speak from the floor. A hard copy of the list of speakers will also be posted on the wall of Conference Room 3 approximately 30 minutes before the start of each meeting. After each meeting, an updated list will be posted both on the website and in the conference room.

**Statements:** Delegations planning to present statements at the session are kindly requested to submit electronic versions ahead of time **at their earliest convenience**, at least two hours before delivery to Mr. Nogel Viyar, [nsviyar@unicef.org](mailto:nsviyar@unicef.org), in support of interpretation. The title of the intended agenda item should be indicated both in the heading of the statement and in the subject line of the email.

The statements will not be released until their delivery.

**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. Microphones will start blinking to alert speakers one minute before the end of their allotted time, and speakers will be muted within one minute after their time has ended. The time limits, as well as muting the microphones of speakers will be applied throughout the session. Full versions of statements, as available, will be posted on the UNICEF Executive Board website.

Delegations presenting statements during the general discussion and on specific agenda items will be called upon by the Chair 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 and on-time written requests** to the UNICEF secretariat to take the floor at a specific time (with priority given to members of the Executive Board, followed by observers). Delegations are encouraged to email Ms. Hikari Arai at [harai@unicef.org](mailto:harai@unicef.org) such requests in a timely fashion, with a clear indication in the subject line of the title and date of the meeting and agenda item.
- (d) **Advance written requests received after the deadline**, followed by requests **received from the floor** through the electronic system, on a first come, first served basis.

### **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 comment three weeks after the end of the session. The final report will be made available on the Executive Board [website](#) and on the [Official Document System of the United Nations \(ODS\)](#).

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