

SPECIAL SESSION OF THE UNAIDS PROGRAMME COORDINATING BOARD (PCB)

8 October 2025

Information for participants

INTRODUCTION

This information note for the Special Session of the PCB meeting has been prepared to enhance participants' engagement and ensure the smooth progress of the meeting. It should be reviewed alongside the following document: *Modalities and Procedures for the Virtual Special Session of the PCB in 2025* ([UNAIDS/PCB\(EM\)/5.2](#)).

DATE AND VENUE: SPECIAL SESSION

The **Special Session** will convene in a fully virtual format with limited online access (Zoom) for meeting members, participants, and observers on **Wednesday, 8 October 2025**. The session will feature a plenary meeting from 13:00 to 17:00 (CEST) via the Zoom platform.

DATE AND VENUE: PRE-MEETING(S)

An informal virtual pre-meeting will be organized by the PCB Chair prior to the Special Session.

The [tentative meeting schedule](#), which includes the pre-meeting session, the consultation on decision points, and potential drafting group session(s) in addition to the Special Session itself, has been prepared in line with the “Modalities and Procedures for the Special Session of the PCB in 2025”, and is subject to approval by the PCB Bureau at its next meeting in September 2025.

DELIVERING STATEMENTS

To support the accuracy of interpretation, participants are requested to submit written statements for each agenda item **in advance of delivery**. Statements should be submitted in Microsoft Word format to pcbgovernance@unaids.org.

During plenary sessions, delegates can request to speak by using the "raise hand" feature on Zoom. In case of technical issues with Zoom, participants can also utilize the chat function to make comments.

SECURE PLATFORM

Registered participants will receive a personalized link to access the secure platform. The secure platform will contain the following materials:

- Presentation materials for the respective agenda item
- Recordings of related presentations
- Statements

An email containing instructions for accessing the secure platform will be shared before the pre-meeting. For guidelines on accessing the platform, refer to the [Secure Platform](#)

[Account Creation Guide](#).

DECISION MAKING

To facilitate optimal preparation of the agenda items, smooth running of the PCB meeting, and promoting consensus on decision making, the pre-meeting sessions will provide an opportunity to raise and address concerns regarding the decision points proposed in the PCB papers. As agreed, in the modalities, virtual consultation(s) focused on reviewing all proposed decision points may be held at the discretion of the PCB Bureau with PCB members and participants – ahead of the Special Session.

If necessary, one virtual drafting session may be held on the Zoom platform the day before the PCB. The drafting session is limited to PCB members (elected twenty-two member states, cosponsors, and the NGO delegation).

DOCUMENTS

Documents for the Special Session can be easily accessed on the dedicated UNAIDS webpage in English and French, as they become available: [Special Session, October 8 2025 | UNAIDS](#)

In the spirit of '[Greening the Blue](#)', participants are encouraged to consult the documents on the PCB website and download for print only if needed.

REGISTRATION FOR ONLINE PARTICIPATION

DEADLINE

The Special Session will take place fully virtually through the Zoom platform. Online registration is required for all meeting participants by the **deadline of Friday, 26 September 2025**.

Registration link: <http://pcbregistration.unaids.org>

LIMITATIONS

In accordance with the “Modus Operandi” and the “Modalities and Procedures for the Virtual Special Session of the PCB in 2025”:

- **Online participation will be limited to six (6) participants per delegation for each of the twenty-two PCB Members States, per each of the six seats for the cosponsors and the five seats for the NGO delegation**
- **And limited to four (4) participants for Observer Member States, Observer NGOs, and Intergovernmental Organizations.**

Exceptions will be granted on a case-by-case basis in consultation with the PCB Chair and the UNAIDS Executive Director. If you wish to make a request for an exception, please submit a note verbale or note to pcbgovernance@unaids.org with a rationale for your request.

**NOTE VERBALE
OR NOTE**

While completing the online registration, all delegations should submit a note verbale (for member states) or note (for others) to indicate:

- Name(s) and title(s) of all online participant(s), *and*
 - Name and title of a main individual plus an alternate who will participate in the virtual drafting sessions (**only applicable to PCB members**).
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LIST OF PARTICIPANTS

A provisional list of participants will be made available before the opening of the Special Session of PCB on the related website. This list will be compiled on the basis of the registrations received by the Secretariat by close of business **Friday, 26 September 2025**.

Participants are requested to check the information contained in the provisional list of participants and to report any changes or corrections to the Secretariat (PCBGovernance@unaids.org) for inclusion in the final list.

INTERPRETATION

LANGUAGES

Due to the crisis in multilateral funding and the particularly severe financial constraints facing UNAIDS, and in accordance with [paragraph 19 of the PCB Modus Operandi](#), simultaneous interpretation will be provided solely in **English and French**.

In the spirit of provision 19, any PCB Member State wishing to request interpretation in one of the four additional UN official languages (Arabic, Chinese, Russian or Spanish) is kindly requested to notify the Secretariat accordingly and to cover the costs associated with the requested language(s). Such a contribution would be gratefully received and recorded as a core contribution in UNAIDS' 2025 financial report.

Should your Government wish to pursue this option, we would be grateful to receive your **expression of interest no later than six weeks prior to the meeting of the PCB by Monday, 25 August 2025**, to allow adequate time for technical coordination.

STATEMENTS

To ensure interpretation accuracy, PCB members and observers are asked to submit all written contributions (statements, speeches, presentations, video scripts, etc.) for each agenda item in Microsoft Word format to pcbgovernance@unaids.org ahead of their delivery.

TIPS FOR SPEAKERS

- Participants are encouraged to consider the following **tips for remote speakers**: Speak clearly into the microphone at a natural moderate pace (110 words/minute);
- Good sound quality is essential. The best presentation will lose its audience if they must put up with background noise, static, interruption etc.;
- Turn off sound notifications (emails, WhatsApp, etc.);
- Do not use any background music in pre-recorded video presentations;
- Participate from indoors and eliminate background noise by closing doors and windows.

REQUIREMENTS FOR REMOTE SPEAKING

Taking the floor in a multilingual virtual meeting requires specific equipment and conduct:

- Preferably use individual headsets with high quality microphones rather than the built-in microphone of your computer;
- Avoid using a Bluetooth headset;
- Avoid moving the microphone during the virtual sessions;

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- Use PC or laptop, not a mobile phone or an iPad;
 - Prefer the use of ethernet connection over Wi-Fi.

Please note that interpretation will be interrupted should the sound quality not be fit for interpretation. UN video illustrating good practice for speakers:

<https://youtu.be/jS7C64N14i8>

TECHNICAL REQUIREMENTS AND ASSISTANCE FOR ONLINE PARTICIPANTS

CONNECTING VIRTUALLY

Unique link: Each participant will receive a unique link to join the Zoom meeting.
Participants should not share or forward their link.

Naming convention: The individual link for each participant will enforce a naming convention for the meeting.

- For Member States, this will be **[MS – Country Name – Participant Name]**.
- For Observers, it will be denoted as [Observer States/or NGO – Country/or Organization Name - Participant Name].

Requesting the floor: When the PCB Chair opens the floor following the agreed upon approach (Member states, NGO Delegation, Cosponsors followed by observer states, observer NGOs, and observer intergovernmental organizations), participants will be invited to request the floor using the raised-hand function.

Taking the floor: All participants are muted upon entry. When the Chair grants the floor to an online participant, a box will pop up requesting the participant to accept to be un-muted. In order to speak, participants will need to accept this request.

Accessing Zoom Platform: Upon admission into the zoom room, and to fully participate in the virtual Special Session, we ask that you accept the invitation to be a “panelist”. This will allow you to speak, use the chat function, and more.

TESTING

The meeting host will be conducting voluntary microphone and camera tests ahead of the meeting start time. If you wish to test, use the “raise hand” function and wait for the host to unmute you.

Online participants will have the opportunity to test their audio and video settings starting one hour before the beginning of each meeting.

IT SUPPORT

IT support for any technical difficulties related to the Zoom platform will be available through the following email address: PCBITSupport@unaids.org.

CONTACTS

Registration: PCBRegistration@unaids.org

IT/Zoom support: PCBITSupport@unaids.org

Written statements and all other questions: PCBGovernance@unaids.org
