

PROGRAMME COORDINATING BOARD

FORTY-SEVENTH MEETING

DATE: 15 – 18 December 2020

VENUE: Virtual Platform - Zoom

Information for Participants

The present information note has been prepared to facilitate participants' engagement and ensure a successful virtual PCB meeting. It will be updated closer to the meeting and should be read in conjunction with the following documents:

- Reorganization of the 2020 UNAIDS PCB meetings in view of the COVID-19 crisis ([UNAIDS/PCB\(46\)/20.2](#))
- Modalities and Procedures for the 47th UNAIDS PCB meeting [UNAIDS/PCB\(47\)/20.23](#)

DATE AND VENUE

In accordance with the decisions taken at the 41st PCB ([PCB41 Decisions EN.pdf](#)) and the 46th PCB ([Decisions \(PCB46\) EN.pdf](#)), the 47th meeting of the Programme Coordinating Board will maintain its scheduled dates for 15-18 December 2020, but will be shortened to three and a half hours per day to accommodate time-zone differences for participants. The meeting will now be held from 13:00-16:30 CET. The inclusion of an additional day (18 December 2020) was agreed upon intersessionally in the paper: Reorganisation of the 2020 UNAIDS PCB meetings in view of the COVID-19 crisis.

The meeting will be run from the Kofi A. Annan Conference Room, at UNAIDS headquarters in Geneva, Switzerland, 20, Avenue Appia, CH-1211 Geneva 27, with representatives of the PCB Chair, the UNAIDS Executive Director, Deputy Executive Directors, and Secretariat support staff present in the room.

The virtual meeting of the Programme Coordinating Board will be held through the Zoom Platform. The Zoom platform has considerably enhanced security measures over recent months and is now used in a variety of UN governing board meetings. This platform will also be used for any pre-meeting sessions and briefings of the Board.

A virtual pre-PCB briefing for Permanent Missions on logistics will be organized on 19 November 2020.

REGISTRATION PROCESS FOR PCB MEMBERS

Online registration is required for both the 47th PCB meeting, 15-18 December 2020, and the pre-meeting sessions and consultation on draft decisions, scheduled for 19 November – 10 December 2020.

REGISTRATION FOR THE 47TH PCB MEETING: Participants can register for the 47th PCB meeting through the registration link on the UNAIDS website by the **deadline of Tuesday, 8 December 2020** <http://pcbregistration.unaids.org/>.

REGISTRATION FOR THE 47TH PCB PRE-MEETING SESSIONS AND CONSULTATION: Participants can register for the pre-meeting sessions and consultation on draft decisions scheduled between 19 November – 10 December at the following link with a deadline of **Tuesday, 17 November 2020:** <http://indico.un.org/e/pcb47-premeetings>. As these are informal sessions, there will be no limitation on participation.

REGISTRATION LIMITATIONS AT THE 47TH PCB MEETING: As approved in the intersessional modalities paper [UNAIDS/PCB\(47\)/20.23](#), registration to the meetings will be limited to **three (3) speakers** and **three (3) listeners** 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. Exceptions will be granted on a case-by-case basis in consultation with the PCB Chair and the UNAIDS Executive Director. For PCB Member with fewer than three members participating, all members of the delegation will be granted speaker status.

Delegations should submit a note verbale for Member States and a note for other participants with their registration for the 47th PCB meeting to confirm the composition of their delegations, including identifying speaker and listener status. Kindly note that listeners will not be able to speak during the meeting. The note verbale (member states) or note (other participants) can be submitted directly through the registration form. The note verbale or note will be used to cross-check the registration and designation of speaker and listener status of participants. Registered delegates will then receive an acknowledgement email including specific instructions for access to the Zoom platform.

The note verbale or note for PCB members (twenty-two member states, PCB NGO Delegation and Cosponsors) should also indicate a participant and an alternate who will participate in the drafting groups. It is recommended that persons on the delegation are also part of the pre-PCB meeting sessions and consultation on draft decisions.

SECURITY: Participants are requested to carefully complete all required fields. When joining the virtual sessions, participants will be checked against the registration list and if a participant's identity and affiliation cannot be confirmed, that participant will be disconnected for security reasons. Each registered participant will receive a unique link to join the meeting. **To ensure the security of the meeting, participants should not share or forward their unique Zoom link.**

REGISTRATION PROCESS FOR OBSERVERS

Upon written application, which expresses a manifest interest, observer status for PCB meetings may be granted by the Executive Director, in consultation with the chairperson of the PCB, to any Member State of any of the Cosponsoring Organizations, and any intergovernmental or nongovernmental organization ([UNAIDS Modus Operandi: item 12](#)).

REGISTRATION FOR THE 47th PCB MEETING: Participants can register for the 47th PCB meeting through the registration link on the UNAIDS website by the **deadline of Tuesday, 8 December 2020** <http://pcbregistration.unaids.org/>. Requests for observer status should be made through <http://pcbregistration.unaids.org/> **no later than the deadline of Tuesday, 8 December 2020.**

Delegations should submit a note verbale for Member States and a note for other participants with their registration for the 47th PCB meeting to confirm the composition of their delegations, including identifying speaker and listener status. Kindly note that listeners will not be able to speak during the meeting. The note verbale (member states) or note (other participants) can be submitted directly through the registration form. The note verbale or note will be used to cross-check the registration and designation of speaker and listener status of participants. Registered delegates will then receive an acknowledgement email including specific instructions for access to the Zoom platform.

Once observer status has been granted, Member States and organizations will receive an email notification confirming their registration. Registered participants will also receive a link for testing their connectivity with Zoom. A week is necessary to complete an IT and security check with all meeting participants.

REGISTRATION LIMITATIONS FOR 47th PCB MEETING: As approved in the intersessional modalities paper [UNAIDS/PCB\(47\)/20.23](#), registration to the meetings will be limited to **two (2) speakers** and **two (2) listeners** for Member State Observers, NGO Observers, and Intergovernmental Organizations. Exceptions will be granted on a case-by-case basis in consultation with the PCB Chair and the UNAIDS Executive Director. For observer delegations with fewer than three members participating, all members of the delegation will be granted speaker status.

REGISTRATION FOR PRE-MEETINGS AND CONSULTATION: Observers wishing to take part in any of the pre-meeting sessions and consultation, should first submit their requests by **Tuesday, 17 November at the latest**, through their official registration on the UNAIDS website: <http://pcbregistration.unaids.org/>. As these are informal sessions, there will be no limitation on participation.

SECURITY - Participants are requested to carefully complete all required fields. When joining the virtual sessions, participants will be checked against the registration list and if a participant's identity and affiliation cannot be confirmed, that participant will be disconnected for security reasons. Each registered participant will receive a unique link to join the meeting. **To ensure the security of the meeting, participants should not share or forward their unique link.**

DOCUMENTS

The UNAIDS Programme Coordinating Board page on the UNAIDS website provides easy electronic access to all meeting documents that will be posted on the website during the month of November and December 2020 in English and French: <https://www.unaids.org/en/whoweare/pcb/47>

The presentations for each agenda item will be made available to the registered participants on a shared platform in advance of the pre-meeting sessions and consultation. Registered participants will receive the link to this secure platform ahead of the pre-meeting sessions and consultation.

PCB members and observers will be invited to submit written statements in advance of the meeting. These statements will be made available to registered participants on a secure website and will form part of the official record of the meeting.

Participants are encouraged to consult the documents on the PCB website and download if needed.

PRE-PCB MEETING SESSIONS ON PCB AGENDA ITEMS AND CONSULTATION ON DRAFT DECISIONS

Informal pre-PCB meeting sessions to address specific agenda items and the consultation on draft decisions will be organized prior to the virtual 47th PCB meeting by the Chair between 19 November and 10 December 2020. At these pre-meeting sessions and consultation, the Secretariat and other agenda item leads will provide detailed presentations and overviews of their papers and the proposed decisions so that PCB participants may be acquainted with the content, seek clarification on any issues, and consider the proposed decision points.

The presentations for each agenda item will be made available to the registered participants on a shared platform in advance of the pre-meeting sessions and consultation. Recordings of the presentations given at the pre-meeting sessions will also be added to this shared platform following the relevant pre-meeting.

Registration for the PCB related pre-meetings, which will start on Thursday, 19 November can be done through the following link: <http://indico.un.org/e/pcb47-premeetings> by Tuesday, 18 November 2020. A week is necessary to complete an IT and security check with meeting participants.

The following agenda items will be addressed during the pre-meeting informal sessions following the tentative schedule below. The pre-PCB meeting sessions will take place each time at 13:00-16:00 (Geneva time) to accommodate participants from different time zones.

Timeline for the 47th PCB pre meeting sessions and consultation on draft decisions	
Date	Item
Tuesday, 24 November 2020	Pre-meeting on follow-up to the Thematic Segment, <i>Reducing the impact of HIV on children</i> , Mental Health and HIV, and COVID-19 and HIV
Thursday, 26 November	Pre-meeting on HIV Prevention 2020, report of the NGO Delegation and the Task Team on Community-led AIDS Responses
Tuesday, 1 December	Pre-meeting on Evaluation (includes the Independent Evaluation of the UN System Response to AIDS 2016-2019 and its accompanying Management Response)
Thursday, 3 December	Pre-meeting on the UNAIDS Strategy beyond 2021 and statement of the staff association
Tuesday, 8 December	Pre-meeting on the Report of the PCB Working Group on the JIU recommendations and the update on the implementation of the JIU recommendations to the Joint Programme
Thursday, 10 December	Consultation on all proposed decision points

ACCESS TO THE 47th PCB MEETING AND PRE-PCB MEETING SESSIONS AND CONSULTATION ON DRAFT DECISIONS

Registered participants will each receive a unique link to be able to access the virtual pre-meeting sessions and consultation and a separate unique link to the 47th PCB meeting using the Zoom webinar platform for both. **Participants should not forward or share their unique Zoom links for security reasons.**

As part of the security measures and for all 47th PCB related meetings, participants who click on the link to join the meeting will be placed in a virtual waiting room and checked against the registration list prior to being admitted into the meeting room. It is therefore recommended to join the meeting 15-20 minutes in advance of the start to ensure timely access.

TECHNICAL REQUIREMENTS AND ASSISTANCE FOR PARTICIPANTS / IT CLINIC

IT support for the testing of the Zoom platform will be available at the following email address: PCBITSupport@unaids.org. Testing slots will also be communicated to registered participants in advance of each pre-meeting session, the consultation and the 47th PCB meeting.

To support participants` access and use of the Zoom platform, kindly see the below tips:

Unique link: Each participant will receive a unique link to join the Zoom meeting. **Participants should not share or forward their link.** This link applies identifying information that allows the Secretariat to cross-check with registration.

Waiting Room: Participants are invited to join the meeting as early as possible from 12:30 onwards to ensure timely access to the meeting. Upon clicking on the link, participants will be placed in a virtual waiting room where they will be cross-checked against registration for security purposes. If a participant`s identity and affiliation cannot be confirmed that participant will be disconnected for security reasons.

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 – Person Name – Speaker/Listener. For observers, it will be denoted as Observer States/NGO – Country/Organization name - Person name – Speaker/listener.

Requesting the floor: When the 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 hands function. To do so, click on the participants button at the bottom center of the screen. Participants who have raised their hand will then be invited by the moderator to unmute to speak on a rolling basis.

Click on the participants button:



Click on 'Raise Hand':



Taking the floor: All participants are muted upon entry. When the Chair grants the floor to a 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, at which point they will be able to address the meeting.

Participants are encouraged to consider the following tips for remote speakers:

- Prefer the use of ethernet connection over WiFi;
- Turn off sound notifications (emails, WhatsApp, etc.);
- Participate from indoors and eliminate background noise by closing doors and windows;
- On video, ensure that you have a solid colored background and that any visual distractions are kept to a minimum;
- Preferably use individual headsets with high quality microphones; avoid moving the microphone during the virtual sessions; avoid using a Bluetooth headset;
- Use PC or laptop, not a mobile phone or an iPad
- Ensure that your location is as soundproof and echo-free as possible.

DELIVERING STATEMENTS AND SPEAKING IN PLENARY

To ensure the smooth running of the shortened virtual 47th PCB meeting, PCB members and observers will be invited to submit written statements in advance of the meeting to: PCBGovernance@unaids.org no later than **Friday, 11 December 2020**. These statements will be made available to registered participants on a secure website and will form part of the official record of the meeting. Registered participants will receive the link to this secure platform ahead of the pre meeting sessions and consultation.

When deemed necessary by PCB participants to supplement their pre-submitted written statements, PCB participants will be invited to provide brief interventions during the virtual meeting. To adhere to the strict timing of the meeting, members and observers will be given **a maximum of two minutes** to make their interventions. Those speaking on behalf of a constituency will be given **three minutes**. Timing will be regulated using virtual “traffic lights” which will count down the allowed minutes for each speaker.

In addition, as is practice and to facilitate discussion and to ensure accurate interpretation and a precise report, participants are requested to send their statements given in plenary in any of the six official languages of the UN to PCBGovernance@unaids.org.

Delegates will be able to ask for the floor during the virtual sessions either by using the “raise hand” feature, or, in the event of technical difficulties, through the chat function of the virtual meeting application.

Delegates are requested to deliver statements at a normal speaking pace. Rapid delivery risks impeding clarity and accuracy in interpretation.

DECISION MAKING

As indicated in the PCB paper, *Reorganisation of the 2020 UNAIDS PCB meetings in view of the COVID-19 crisis* ([UNAIDS/PCB \(46\)/20.2](#)), the virtual meeting will prioritize simple decision making given the difficulties and inequities of online negotiations.

To facilitate 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.

If necessary, the Chair foresees two potential drafting sessions to be held on the Zoom platform to reach consensus on the decision points to be held on:

Tuesday, 15 December 2020 from 16:30-18:30

Wednesday, 16 December 2020 from 11:00-13:00

Drafting documents will be shared on the secure website, available to all registered participants. Drafting sessions are limited to PCB members (elected twenty-two member states, Cosponsors, and the NGO Delegation). As part of their note verbale or note, each delegation should identify a member and an alternate for the drafting sessions.

Please consult the paper on “Modalities and Procedures for the 47th UNAIDS PCB meeting” [UNAIDS/PCB\(47\)/20.23](#) for further details.

SECURITY

Delegates are requested to carefully complete all required fields of the registration form. Each registered participant will receive a unique link to join the meeting. **Participants should not share or forward their link.** When joining the virtual sessions, participants will be checked against the registration list and if a participant’s identity and affiliation cannot be confirmed, that participant will be disconnected for security reasons.

Participants are also requested to remain connected for the full duration of the sessions, even during the breaks, as additional security checks are required for each connection.

QUESTIONS

REGISTRATION: PCBRegistration@unaids.org

ZOOM / IT: PCBITSupport@unaids.org

DISTRIBUTION OF PUBLICATIONS/DOCUMENTS TO THE PCB: PCBGovernance@unaids.org

WRITTEN STATEMENTS: PCBGovernance@unaids.org