

PROGRAMME COORDINATING BOARD

50th MEETING OF THE PCB

DATE: 21 June – 24 June 2022

TIME: 13h – 16h30 (CET)

VENUE: Online (Zoom) and in-person participation (WHO Auditorium, 20 Avenue Appia, Geneva, Switzerland)

Information for Participants

The present information note has been prepared to facilitate participants' engagement and ensure a successful hybrid PCB meeting, and should be read in conjunction with the following documents:

- Modalities and Procedures for UNAIDS PCB meetings in 2022 ([UNAIDS/PCB \(50\)/22.2](#))
- [Meeting schedule](#)

Specific information related to participants who will join the meeting in person will be shared from page 7 section 11 onwards.

1. DATE AND VENUE

In accordance with the decisions taken at the 45th Programme Coordinating Board meeting (PCB) ([45th PCB decisions](#)), and as agreed through intersessional decision-making on the modalities and procedures for UNAIDS PCB meetings in 2022 ([UNAIDS/PCB \(50\)/22.2](#)), and as agreed by the PCB Bureau ([PCB Bureau summary](#)), the 50th meeting of the PCB will be held in a **hybrid format**, with both online (Zoom) and in-person participation (WHO Auditorium, 20 Avenue Appia, 1211 Geneva, Switzerland) from 21 to 24 June 2022. The hybrid meeting will take place over four days with plenary sessions held each day from 13:00 to 16:30 (CET) to accommodate participants from different time zones.

IN PERSON: For in-person participants, the meeting will be run from the WHO Auditorium in Geneva, Switzerland, with representatives of the PCB Chair, [PCB Members](#), the UNAIDS Executive Director, Deputy Executive Directors, and Secretariat support staff present in the room, strictly following the meeting guidelines in place re COVID-19.

ONLINE: For online participants, the meeting of the Programme Coordinating Board will be held through Zoom. Zoom is now used in a variety of UN governing board meetings. This platform will also be used for the pre-meeting sessions and briefings of the Board.

2. REGISTRATION PROCESS

Online registration is required for the 50th meeting of the PCB (21 to 24 June 2022) and the virtual pre-meeting sessions (13 June and 15 June 2022) through INDICO.

REGISTRATION: Participants can register through the online registration link on the UNAIDS website by the **deadline of Friday, 10 June 2022**. On the registration form, participants will be able to indicate which sessions they will take part in: <http://pcbregistration.unaids.org/>

In accordance with [decision point 3.2 noted during the 40th PCB](#) (2017), and to support the aim of achievement of SDG 5 (Achieve gender equality and empower all women and girls), Member States are invited to consider that gender balance be applied to their delegations.

In accordance with the call for meaningful youth engagement of the UN Youth Strategy to scale up global, regional and national actions to meet young people's needs, realize their rights and tap their possibilities as agents of change, and *in the spirit of* the 50th PCB Thematic Segment on "Positive Learning: harnessing the power of education to end HIV-related stigma and discrimination and empower young people living with HIV", Member States are invited to consider the inclusion of young people in their delegations.

LIMITATIONS:

As approved in the intersessional modalities paper ([UNAIDS/PCB \(50\)/22.2, §9 and 21](#)):

PCB Members: Six (6) participants per delegation for each of the twenty-two PCB Member States, per each of the six seats for the Cosponsors and the five seats for the NGO delegation.

In-person participation will be limited to two representatives per each of the 22 Member States, the 10 members of the NGO Delegation, and two representatives for each Cosponsor. Observers and additional representatives of the PCB members will participate virtually.

Due to technological limitations and security concerns that accompany a virtual meeting, it is recommended that online access would be limited to four (4) participants per delegation of each of the twenty-two PCB Member States, per each of the six seats of the cosponsors and the five seats for the NGO Delegation. For those PCB members who will not have an in-person contingent, an additional two (2) participants will be permitted online.

The latest COVID-19 measures will be shared through email with the participants, who have indicated in their registration to join the meeting in person, closer to the meeting date. As current measures stand, it is still necessary to provide a valid COVID-19 certificate to access the UNAIDS and WHO buildings and to wear a mask while physically present.

PCB Observers: Four (4) online participants per delegation for UN Member States, NGOs, and Intergovernmental Organizations.

Any other exceptions to the above-mentioned limitations 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, please submit a note verbale to pcbgovernance@unaid.org with a rationale for your request.

All delegations should submit a note verbale for Member States and a note for other participants with their online registration in Indico. Approved delegates will receive an acknowledgement email including specific instructions for access to the Zoom platform.

The note verbale or note for PCB members (22 member states, PCB NGO Delegation and Cosponsors) should also indicate a participant and an alternate who will participate in the drafting group sessions, and which delegates will join online and (if applicable) in person.

Kindly note that the abovementioned limitations and requirements for participants will not be applied for the virtual pre-meeting sessions. Registration for these meetings will therefore not require the submission of a note verbale or note. If you would only want to participate in the virtual pre-meetings, kindly complete the respective parts in the online registration form by reading the provided explanations.

As agreed in the intersessional paper, the virtual consultation on decision points will be limited to PCB members. All PCB members who have registered to attend the pre-meetings will be automatically registered for this consultation.

ONLINE SECURITY: 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.**

3. MEETING SCHEDULE	
Date	Subject
Monday, 13 June 2022 13h00 to 16h00 VIRTUAL	Pre-meeting on agenda items 1.2, 1.4, 2, 6 & 7 : Report of the 49 th meeting of the PCB, Report by the CCO Chair, Follow-up to the thematic segment from the 49 th PCB meeting, Update on strategic human resources management issues, and Statement by the Chair of the USSA
Wednesday, 15 June 2022 13h00 to 16h00 VIRTUAL	PCB pre-meeting on agenda items 4, 5, & 8: UBRAF 2021-2026 Performance and Financial Reporting; Indicators, milestones, targets and data sources for the 2022-2026 UBRAF and 2022-2023 Workplan; and Organizational Oversight Reports
Thursday, 16 June 2022 13h00 to 16h00 VIRTUAL	Consultation on decision points (only PCB members)
Tuesday, 21 June 2022 13h00 to 16h30 HYBRID	50th PCB – DAY 1
Tuesday, 21 June 2022 17h00 to 19h00 HYBRID	Drafting group session (only PCB members) (TBC)
Wednesday, 22 June 2022 10h00 to 12h00 HYBRID	Drafting group session (only PCB members) (TBC)
Wednesday, 22 June 2022 13h00 to 16h30 HYBRID	50th PCB – DAY 2
Wednesday, 22 June 2022 17h00 to 19h00 HYBRID	Drafting group session (only PCB members) (TBC)
Thursday, 23 June 2022 10h00 to 12h00 HYBRID	Drafting group session (only PCB members) (TBC)
Thursday, 23 June 2022 13h00 to 16h30 HYBRID	50th PCB – DAY 3
Friday, 24 June 2022 13h00 to 16h30 HYBRID	50th PCB – Thematic Segment: “Positive Learning: harnessing the power of education to end HIV-related stigma and discrimination and empower young people living with HIV”

4. PRE-PCB MEETING SESSIONS ON PCB AGENDA ITEMS (all participants) and CONSULTATION ON DRAFT DECISIONS (only PCB members)

Informal virtual pre-PCB meeting sessions to address specific agenda items and the consultation on draft decisions will be organized by the Chair prior to the 50th meeting of the PCB. At these virtual 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 to 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.

5. DOCUMENTS

Documents for the 50th PCB can be easily accessed on the dedicated UNAIDS webpage in English and French, as they become available: <https://www.unaids.org/en/whoweare/pcb/50>

Delegates who will join the meeting in person are reminded that in reflection of the commitment to 'Greening the Blue', PCB meetings are paperless since 2019. Participants are encouraged to consult the documents on the PCB website and download for print only if needed.

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

6. DELIVERING STATEMENTS AND SPEAKING IN PLENARY

To ensure the smooth running of the 50th meeting of the PCB, PCB members and observers will be invited to submit written statements in advance of the meeting to: PCBGovernance@unaids.org. 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 as soon as their registration has been completed and approved.

When deemed necessary by PCB participants to supplement their pre-submitted written statements, PCB participants will be invited to provide brief interventions during the hybrid 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 "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 written versions of 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 by using the "raise hand" feature on the Zoom platform, or during the hybrid sessions either by using the "raise hand" feature on the Zoom platform or by raising their nameplate in the room.

In the event of technical difficulties on the Zoom platform participants can also raise their comments through the chat function of the virtual meeting application.

7. TIPS FOR SPEAKERS IN A MULTILINGUAL MEETING

Whether you are chairing or participating in a multilingual meeting it is useful to think about how your message gets across through interpretation. The interpreters are there to help the meeting proceed as if everyone was speaking the same language.

- Speak at a reasonable pace. Rapid delivery risks impeding clarity and accuracy in interpretation.
- Speaking is better than reading
- If you have to “read” your statement, make sure that the Secretariat has a copy of your text in advance
- For guidance, two minutes is roughly equivalent to 220 words while three minutes to 330 words.
- Quote document references
- State figures and names clearly
- Limit the use of jargon and acronyms, unless common.

8. DECISION MAKING

As indicated in the PCB paper, Modalities and Procedures for UNAIDS PCB meetings in 2022 ([UNAIDS/PCB \(50\)/22.2, §34](#)), the hybrid 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 four potential drafting sessions with PCB Members to be held in a hybrid mode (online and in person) to reach consensus on the decision points, on following dates:

- **Tuesday, 21 June 2022 - 17h00 to 19h00 (CET)**
- **Wednesday, 22 June 2022 - 10h00 to 12h00**
- **Wednesday, 22 June 2022 17h00 to 19h00**
- **Thursday, 23 June 2022 - 10h00 to 12h00**

Hybrid 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 to be submitted during the registration, each delegation should identify a member and an alternate for the drafting sessions.

9. TECHNICAL REQUIREMENTS AND ASSISTANCE FOR PARTICIPANTS

Registered participants will receive a unique Zoom link for each meeting they signed up to through the registration platform. **Participants should not forward or share their unique Zoom links for security reasons.** Participants are also requested to remain connected for the entire duration of the sessions, even during the breaks, as additional security checks are required for each connection.

IT support for the testing of the Zoom platform will be available at the following email address: PCBITSupport@unaids.org. All participants will be able to test their sound and video in advance of each meeting session between 12h-13h CET.

Participants are kindly asked to update their Zoom application by downloading the latest version: <https://support.zoom.us/hc/en-us/articles/201362233-Upgrading-Zoom-to-the-latest-version>

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.
- **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/NGO – Country/Organization name - Participant name.

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

10. QUESTIONS

REGISTRATION: PCBRegistration@unaids.org

ZOOM / IT: PCBITSupport@unaids.org

WRITTEN STATEMENTS AND ALL OTHER QUESTIONS: PCBGovernance@unaids.org

SPECIFIC INFORMATION RELATED TO PARTICIPANTS WHO WILL JOIN THE MEETING IN PERSON:

11. TRAVEL FOR PCB MEMBERS

In accordance with the PCB Modus Operandi, UNAIDS will cover the travel costs and per diem in connection with the attendance at this meeting for one representative from each developing country, from each country with an economy in transition and a representative from each of the nongovernmental organizations represented on the Board.

Kindly note that in the interest of cost effectiveness, the Secretariat will not be able to fund the travel of delegates unless their names and contact details are received at least three weeks before the start of the meeting. The final deadline for receipt is close of business on **Friday, 27 May 2022**.

12. VISAS FOR PCB MEMBERS - TIME SENSITIVE SPECIAL ATTENTION REQUIRED

Attention is drawn to the strict provisions in force regarding entry into Switzerland – those not having the required visa will be refused entry. As of 13 December 2008, Switzerland has applied the Schengen visa regulations. Please refer to the Federal Department of Foreign Affairs informative note on the implementation of Schengen regulations, accessible through following link:

<https://www.eda.admin.ch/eda/en/home/entry-switzerland-residence/visa-requirements-application-form.html>

Since that date, it is no longer sufficient for a participant to present the invitation letter to obtain a visa. A visa support letter signed by one of the recognized WHO/HQ signatories is now required. Furthermore, UNAIDS has been advised that the visa procedure will be more rigorous and may take up to 21 days or longer. The application must be submitted in good time. Before requesting a visa support letter, participants are advised to contact their nearest Swiss embassy or consulate to determine whether they require a visa. It is understood that the decision whether to issue a visa to any applicant rests with the competent Swiss authorities.

Delegates requiring the assistance of UNAIDS to obtain a Swiss Schengen visa are kindly invited to indicate this during their registration by carefully providing the following information: last name, first name, title, institution, date and place of birth, passport number, expiry date, date and place of issuance, and by attaching a copy of the passport at the earliest in order that action can be taken as soon as possible.

13. ACCESS TO THE MEETING VENUE: WHO AUDITORIUM

As approved in the intersessional modalities paper ([UNAIDS/PCB \(50\)/22.2, §16](#)), it is recommended that two participants for each of the PCB members are invited to participate in person.

Delegates must present the original registration form sent beforehand to the conference Secretariat and their national identification card or passport. On the first day of the conference, there could be a bit of a wait, so participants are advised to arrive in good time.

The latest COVID-19 measures will be shared through email with the participants, who have indicated in their registration to join the meeting in person, closer to the meeting date. As current measures stand, it is still necessary to provide a valid COVID-19 certificate to access the UNAIDS and WHO buildings and to wear a mask while physically present.

UNAIDS/WHO Headquarters are situated about three kilometers from the center of Geneva within easy reach of the airport and the main train station, and on a direct bus route to the city center.

Public transport: UNAIDS/WHO is served by buses 8, 22 and F. Further information such as itineraries, timetables, fares, etc. is available on the site of the “*Transports publics genevois*”: <http://www.tpg.ch>

All participants staying at hotels, youth hostels or campsites in the canton of Geneva can benefit from a free “Geneva transport card”. For more information, please consult the following link: <https://www.geneve.com/en/already-here>

Participants not staying at hotels, youth hostels or campsites in the canton of Geneva will be able to purchase their tickets from ticket machines (located at every stop) before boarding the transport.

By taxi: It takes about ten minutes to get to UNAIDS and WHO Headquarters from the airport or from the railway station. The numbers most frequently used for calling taxis are:
+41 (0) 22 3 202 202; online booking via <http://www.taxis.ch>
+41 (0) 22 33 141 33; <http://www.taxi-phone.ch>
+41 (0) 22 320 20 20; <http://www.geneve-taxi.ch>

Parking: Parking space at WHO is very limited and visitors are encouraged to use public transport. The general traffic rules and regulations of WHO grounds or their immediate vicinity are the same as those in force throughout Switzerland. Motorists are requested to follow the instructions of the guards as well as the various traffic signs. Delegates wishing to park on the premises of the WHO should request authorization in advance through their individual Permanent Mission in Geneva.

14. BADGE AND INFORMATION DESK

On Monday 20 June 2022, delegates will be able to collect their badges from the Security Desk located at the main entrance of the UNAIDS building from 9h-12h and 14h-17h.

As previously mentioned, delegates must present the original of the registration form sent beforehand to the conference Secretariat and their national identification card or passport. On the first day of the conference, there could be a bit of a wait, so participants are advised to arrive in good time.

The latest COVID-19 measures will be shared through email with the participants, who have indicated in their registration to join the meeting in person, closer to the meeting date. As current measures stand, it is still necessary to provide a valid COVID-19 certificate to access the UNAIDS and WHO buildings.

15. ACCOMMODATION

Finding accommodation in Geneva in June may not be easy. Participants are advised to arrange their hotel accommodation as early as possible. The Geneva Tourist Information Centre can be consulted if needed:

Geneva Tourist Information Centre
Quai du Mont-Blanc 2
CH - 1211 Geneva 1
Website: <https://www.geneve.com/en/plan-a-trip/where-to-stay>

16. CATERING SERVICES

The new WHO restaurant provides three different “plats du jour” in addition to a vegetarian dish and a daily special dish, as well as a selection of hors-d’oeuvres and desserts at moderate prices. It is open from 07:30 till 16:00, with meals provided between 11:30 till 14:00.

The Café in the main hall offers a variety of coffees and other hot and cold beverages, pastries, sandwiches and snacks. It is open from Monday to Friday, between 07:30 and 16:30.

Vending machines for snacks and hot and cold beverages are located throughout the main building.

17. MEDICAL SERVICES AND PERSONAL SECURITY

The WHO Medical Service is available to participants needing urgent medical attention. It is located in the UNAIDS building.

Geneva can be regarded as a safe city with a low rate of violent crime. However, pick pocketing and purse or cell-phone snatching can occur near the vicinity of train and bus stations, airports and in some public parks.

Geneva emergency numbers:

- Security: 117
- Medical Emergencies: 114
- Fire: 118
- Roadside assistance: 140

18. WEATHER

Geneva climate is mild with average temperatures during the month of June, varying from an overnight low of 11°C (52° F) to as high as 29°C (85°F) during the day.

The weather is usually sunny and warm, but it is also very variable at the end of the spring season, when a raincoat could be necessary.