

PROGRAMME COORDINATING BOARD

51st HYBRID MEETING OF THE PCB

DATE: 13-16 December 2022

TIME: 13h – 16h30 (UTC+7)

VENUE: Online (Zoom) and in-person participation (Shangri-La Hotel, 89/8 Changklan Rd, Tambon Chang Khlan, Mueang Chiang Mai District, 50100 Chiang Mai, Thailand)

Information for Participants

The present information note has been prepared to facilitate all 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)
- [Summary of the PCB Bureau meeting \(11 October 2022\)](#)
- [Meeting schedule | 51st Meeting of the PCB](#)

This draft will be updated frequently with the latest information. Please always check the online website for the latest version: [Information for participants](#)

Additional information for [PCB Members](#) joining the 51st PCB meeting in-person in Chiang Mai, Thailand is provided in the following document: [Information for in-person participants](#)

1. DATE AND VENUE

Subsequent to 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 discussed during agenda item 9 of the 50th PCB meeting ([51st Meeting of the PCB](#)) and the [PCB Bureau meeting on 11 October 2022](#), the 51st meeting of the PCB will be held in a **hybrid format**, with both online (Zoom) and in-person participation (Shangri-La Hotel, Chiang Mai, Thailand) from 13 to 16 December 2022.

- **IN PERSON:** The meeting will be run from the Shangri-La Hotel in Chiang Mai, Thailand (Shangri-La Hotel, 89/8 Changklan Rd, Tambon Chang Khlan, Mueang Chiang Mai District, 50100 Chiang Mai, Thailand), 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 health measures in place.
- **VIRTUAL:** The meeting of the Programme Coordinating Board will also be livestreamed through Zoom and accessible to all registered and approved participants. Zoom is now used in a variety of UN governing board meetings. This platform will also be used for the virtual pre-meeting sessions and briefings of the Board.

In addition, the PCB will be preceded by a PCB Field Visit, potentially as of Monday, 12 December 2022 from 08h00 (UTC+7) onwards. Additional details will be communicated as soon as possible.

2. REGISTRATION PROCESS

- **REGISTRATION:**

Participants can register through the Indico registration link on the UNAIDS website by the **deadline of Friday, 25 November 2022**. On the registration form, participants will be able to indicate which sessions they will take part in: <http://pcbregistration.unaids.org/>

- **LIMITATIONS:**

As approved in the intersessional modalities paper ([UNAIDS/PCB \(50\)/22.2, §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.

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

- It is also recommended that two participants for each of the PCB members are invited to participate in person. Online access would therefore be limited to four (4) participants per the 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. Delegations should submit a note verbale for Member States, and a simple note for other participants with their registration. The note verbale or note can be submitted directly through the registration form. Approved delegates will receive an acknowledgement email including specific instructions for access to the Zoom platform.
- **IMPORTANT:** Kindly note however that the PCB Bureau has recommended during their last meeting ([Tuesday, 11 October 2022](#)) and submitted for intersessional decision making by the PCB, an amendment to provision 22 of the modalities and procedures for UNAIDS PCB meetings in 2022 ([UNAIDS/PCB \(50\)/22.2, §22](#)) to increase the number of in-person participation up to 6 representatives for each PCB member at this hybrid meeting. Once the decision is taken by the PCB through the intersessional procedure, PCB members and observers will be informed by the PCB Chair and the registrations to the 51st PCB meeting will be adjusted accordingly to reflect the change in provision 22 of the modalities for PCB meetings in 2022.
- 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@unaids.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.
- 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.
- As agreed in the intersessional paper, the 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.

- 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.

3. MEETING SCHEDULE

Date	Subject
Tuesday, 29 November 2022 13h00 to 16h00 (UTC+2) VIRTUAL (Zoom)	Pre-meeting on agenda items 1.2, 1.4, 2, 4: Report of the 50 th meeting of the PCB; Report by the NGO Representative; Follow-up to the thematic segment from the 50 th PCB meeting; Report of the Task Team on community-led AIDS Responses
Wednesday, 30 November 2022 13h00 to 16h00 (UTC+2) VIRTUAL (Zoom)	PCB pre-meeting on agenda items 5, 6, 7, 8, 9: Update on the Global Partnership to eliminate all forms of HIV-related stigma and discrimination; Report of the Multistakeholder Task Team to provide recommendations to the Bureau on UNAIDS funding situation (immediate and sustainable); Evaluation Annual Report; Next PCB meetings; Election of Officers
Friday, 2 December 2022 13h00 to 16h00 (UTC+2) VIRTUAL (Zoom)	Consultation on decision points (only PCB members)
As of Monday, 12 December 2022 08h00 onwards (UTC+7) IN PERSON (Chiang Mai)	51st PCB Field Visit (TBC)
Tuesday, 13 December 2022 13h00 to 16h30 (UTC+7) HYBRID (Zoom + Chiang Mai)	51st PCB – DAY 1
Tuesday, 13 December 2022 17h30 to 19h30 (UTC+7) HYBRID (Zoom + Chiang Mai)	Drafting group session (only PCB members) (TBC)
Wednesday, 14 December 2022 09h00 to 11h00 (UTC+7) HYBRID (Zoom + Chiang Mai)	Drafting group session (only PCB members) (TBC)
Wednesday, 14 December 2022 13h00 to 16h30 (UTC+7) HYBRID (Zoom + Chiang Mai)	51st PCB – DAY 2
Wednesday, 14 December 2022 17h30 to 19h30 (UTC+7) HYBRID (Zoom + Chiang Mai)	Drafting group session (only PCB members) (TBC)
Thursday, 15 December 2022 10h00 to 12h00 (UTC+7) HYBRID (Zoom + Chiang Mai)	Drafting group session (only PCB members) (TBC)
Thursday, 15 December 2022 13h00 to 16h30 (UTC+7) HYBRID (Zoom + Chiang Mai)	51st PCB – DAY 3
Friday, 16 December 2022 13h00 to 16h30 (UTC+7) HYBRID (Zoom + Chiang Mai)	51st PCB – Thematic Segment: “HIV and men, in all their diversity, how can we get our responses back on track?”

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

Informal pre-PCB meeting sessions to address specific agenda items and the consultation on draft decisions will be organized by the Chair prior to the 51st meeting of the PCB. 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.

5. DOCUMENTS

Documents for the 51st PCB can be easily accessed on the dedicated UNAIDS webpage in English and French, as they become available: [51st meeting, UNAIDS PCB, 13-16 December 2022](#).

Delegates who will join the meeting in person are reminded that in the spirit of '[Greening the Blue](#)', PCB meetings are paperless since 2019.

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

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

6. DELIVERING STATEMENTS AND SPEAKING IN PLENARY

To ensure the smooth running of the 51st meeting of the PCB, PCB members and observers will be invited to submit written statements in advance of the meeting to: PCBGovernance@unids.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 after 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 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 written versions of their statements given in plenary in any of the six official languages of the UN to PCBGovernance@unids.org.

Delegates will be able to ask for the floor during **the virtual sessions** either 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 the Secretariat has a copy of your text in advance
- For guidance, two minutes = +/- 220 words while three minutes = +/- 330 words.
- Quote document references
- State figures and names clearly
- Explain acronyms

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 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 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, 13 December 2022, 17h30 to 19h30 (UTC+7)**
- **Wednesday, 14 December 2022, 09h00 to 11h00 (UTC+7)**
- **Wednesday, 14 December 2022, 17h30 to 19h30 (UTC+7)**
- **Thursday, 15 December 2022, 10h00 to 12h00 (UTC+7)**

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 full 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 12h30-13h00 (local time).

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 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.

10. QUESTIONS

- Registration: PCBRegistration@unaids.org
- ZOOM / IT: PCBITSupport@unaids.org
- Written statements, other questions including overall logistics: PCBGovernance@unaids.org