



## PROGRAMME COORDINATING BOARD

### 52nd MEETING OF THE PCB

DATE: 26-28 June 2023

TIME: 9h – 18h30 (Geneva time)

VENUE: In-person (Palais des Nations, Building E, Room XVII, 1211 Geneva, Switzerland), with limited online access (Zoom) for meeting participants who are unable to join the meeting in-person

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## INFORMATION FOR PARTICIPANTS

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

- Modalities and procedures for UNAIDS PCB meetings in 2023 ([UNAIDS/PCB \(52\)/23.2](#))
- [Meeting schedule](#) ([Annex 1](#))

While the **first part** of this note clarifies modalities and procedures for the PCB meeting applicable to all meeting participants (in-person and online), the **second part** provides practical information for in-person participants.

## PART 1: Modalities and procedures for in-person and online participants

### 1. DATE AND VENUE

In accordance with the decisions taken at the 47th Programme Coordinating Board meeting (PCB) ([47th PCB decisions](#)), and as agreed through intersessional decision-making on the modalities and procedures for UNAIDS PCB meetings in 2023 ([UNAIDS/PCB \(52\)/23.2](#)), and as decided by the PCB Bureau ([PCB Bureau Summary](#)), the 52nd meeting of the PCB will be held fully in-person (Palais des Nations, Building E, Room XVII, 1211 Geneva, Switzerland), with limited online access (Zoom) for meeting members, participants and observers who are unable to join the meeting in-person, from 26 to 28 June 2023.

Kindly see [annex 2](#) which contains a map of the Palais des Nations with all mentioned venues included:

- Plenary: Building E, Room XVII (17)
- Side-events and drafting group meetings: Building E, Room XXVII (27)

### 2. REGISTRATION PROCESS FOR IN-PERSON & ONLINE PARTICIPATION

Online registration is required for all meeting participants to the 52<sup>nd</sup> meeting of the PCB (26 to 28 June 2023), pre-meeting sessions (16 and 19 June 2023), and consultation on draft decision points (20 June 2023) through INDICO.

**REGISTRATION:** Participants can register through the online registration link on the UNAIDS website by the **deadline of Friday, 9 June 2023**. 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 40<sup>th</sup> PCB](#) (2017), and to support the objective 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-PERSON & ONLINE PARTICIPATION:**

While the 2023 PCB meetings are expected to take place in-person for members, participants and observers, the PCB Bureau acknowledges the unique opportunity for widespread participation facilitated by virtual communication. In recognition of the lessons learned from virtual meetings, the PCB Bureau proposes to provide online access for meeting members, participants and observers who are unable to join the meeting in person.

Online participants would be invited to participate virtually via the Zoom platform during the meeting schedule 09:00-18:30 CET. Online participants would be able to participate during the presentation and discussions on agenda items, including by making an intervention.

In recognition of the technological limitations and security concerns that accompany a meeting with online participation, online participants would not be invited to participate during the adoption of decisions or in any voting procedures. Kindly note that drafting sessions will not have online participation capacity.

**Online participation will be limited to six participants per delegation.** 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 to [pcbgovernance@unaids.org](mailto:pcbgovernance@unaids.org) with a rationale for your request.

In accordance with the Modus Operandi, **in-person participation at the PCB meeting is not limited**. Kindly note, however, that the room capacity is 300 participants. All participants from a delegation, including online participants, must register in advance through the online registration.

**While completing the online registration, all delegations should submit a note verbale to indicate:**

- Name(s) and title(s) of in-person participant(s);
- Name(s) and title(s) of a maximum of six (6) online participant(s), *and*
- Name and title of a main and an alternate who will participate in-person in the drafting sessions as foreseen in the modalities and procedures for UNAIDS PCB meetings in 2023. (Only applicable to PCB members)

Kindly note that the abovementioned limitations for online participants will not be applied for the pre-meeting sessions.

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

Informal, virtual sessions to address specific agenda items will be organized by the PCB Chair prior to the PCB meetings. At these pre-meeting sessions, 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.

All pre-meetings will be held virtually through the Zoom platform. Interpretation in the two working languages of UNAIDS, English and French, will be available.

The presentations for each agenda item will be made available to the registered participants on a secure online 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 the secure online platform following the relevant pre-meeting.

### **4. DOCUMENTS**

Documents for the 52<sup>nd</sup> PCB can be easily accessed on the dedicated UNAIDS webpage in English and French, as they become available: [52nd meeting, UNAIDS Programme Coordinating Board, 26-28 June 2023 | UNAIDS](#)

Delegates who will join the meeting in-person are reminded that in the spirit of '[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.

### **5. DELIVERING STATEMENTS AND SPEAKING IN PLENARY**

To support the accuracy of interpretation, PCB members and observers are requested to submit written statements for each agenda item in advance of the meetings. Statements should be

submitted to [pcbgovernance@unaid.org](mailto:pcbgovernance@unaid.org). These statements will be made available on a secure website. All registered participants will have access to the secure website.

In-person delegates will be able to ask for the floor during the plenary sessions by “raising their nameplate” while online participants will be able to ask for the floor during the plenary sessions by using the “raise hand” feature on the Zoom platform.

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

## 6. 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 is roughly equivalent to 220 words while three minutes to 330 words.
- Quote document references.
- State figures and names clearly.
- Explain acronyms.

## 7. DECISION MAKING

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.

As agreed in the the modalities and procedures for UNAIDS PCB meetings in 2023 ([UNAIDS/PCB \(52\)/23.2, §14-16](#)), a virtual consultation focused on reviewing all proposed decision points may be held at the discretion of the PCB Bureau with PCB members and participants.

Amendments to the proposed decision points are requested to be made in advance of the PCB meetings to allow for circulation amongst and consideration by PCB members and participants.

In accordance with the modus operandi, if necessary, drafting sessions will be held in-person. The PCB Chair will announce the date and timing of drafting sessions if required. Drafting sessions will not be streamed online and PCB members, participants and observers therefore must be present in-person to participate.

If necessary, the Chair foresees the following potential drafting sessions with PCB Members, to be held in-person) to reach consensus on the decision points:

- **Monday, 26 June 2023: 18h00 to 20h00 (Geneva time)**
- **Tuesday, 27 June 2023: 19h00 to 21h00**

## 8. TECHNICAL REQUIREMENTS AND ASSISTANCE FOR ONLINE PARTICIPANTS

Registered delegates for online participants will receive a unique Zoom link for each meeting they signed up to through the Indico 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](mailto:PCBITSupport@unaids.org).

Online participants will be able to test their sound and video in advance of each meeting as follows:

- Pre-meetings: between 12h30-13h00 (Geneva time)
- 52<sup>nd</sup> PCB meeting: between 8h30-9h00 (Geneva 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 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, at which point they will be able to address the meeting.
- Participants are encouraged to consider the following **tips for remote 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 Preferably use individual headsets with high quality microphones; avoid moving the microphone during the virtual sessions; 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.

## **PART 2: Practical information for in-person participants**

### **1. 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 five weeks before the start of the meeting. The final deadline for receipt is close of business on **Monday, 22 May 2023**.

### **2. VISAS FOR PCB MEMBERS AND OBSERVERS**

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/UNAIDS 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 Indico 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.

### **3. ACCOMMODATION**

Finding accommodation in Geneva in June may not be easy. Participants are advised to arrange their hotel accommodation as early as possible. Reservations can be made through the Geneva Tourism & Convention Bureau:

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>

#### 4. HOW TO REACH MEETING VENUE: PALAIS DES NATIONS

As the Pregny Gate is undergoing renovations until the beginning of June, please check the latest information related to how to reach the Palais des Nations through following link:

[Pregny Gate Closure | UN GENEVA](#)

If you have never been at the UN Geneva (Palais des Nations), navigating your way through the vast gardens and large network of corridors and meeting rooms is not an easy task. The next section will provide you with guidance **on how to reach the Palais des Nations**.

You can view and download the map of the Palais, use the room guide to find your next meeting venue or find out which routes and facilities are wheelchair accessible at following link: [Directions | UN GENEVA](#)

##### **On the way to:**

**Transports Publics Genevois:** Palais des Nations transit stops are 'Appia' and 'Nations'. Further information can be found at: <https://www.tpg.ch/>

##### **Access from Cornavin railway station:**

- Bus lines 20, F ("Appia" stop), then a 5 minutes' walk to the Pregny Gate
- Bus line 5 or tram line 15 ("Nations" stop)

##### **Access from Cointrin airport:**

- Bus line 5 ("Nations" stop)

##### **Other bus lines with stop at "Nations":**

- Bus lines 8, 11 and 22

In Geneva, unireso public-transport tickets must be purchased prior to boarding a tram, bus or ferry. Ticket machines are available at most stops. Travel cards or passes can be purchased at the main TPG centres (Rive, Cornavin and Bachet de Pesay) and at newsstands (including at the "Naville" kiosk in the Palais). Please note tickets are not available on the bus itself. Hotels, youth hostels or campsites typically offer a Geneva Transport Card, which allows use of public transport in Geneva free of charge during the period of stay.

##### **Private means of transport:**

Access roads to the UN are the Rue de Lausanne and Avenue de la Paix/Route de Pregny. Not all visitors are allowed to enter the UN by car or with a bicycle. Public parking is available on the surroundings of the Palais. For further details and locations please visit <https://www.geneve-parking.ch/fr/parkings/parkings/parkings-publics>[Opens in new window](#).

Public transport is strongly recommended.

Delegates from permanent missions may drive to the Palais des Nations and park their vehicles in the parking lots in the compound, provided they have been delivered a parking sticker. Parking stickers are issued upon written request from the permanent missions. They can be collected from the Villa Les Feuillantines, Avenue de la Paix 13.

## 5. HOW TO ACCESS MEETING VENUE: BADGE AND INFORMATION DESK

As the Pregny Gate is undergoing renovations until the beginning of June, please check the latest information related to how to access the Palais des Nations through following link:

[Pregny Gate Closure | UN GENEVA](#)

### Entry into the Palais des Nations:

#### Conference participants

- Conference participants are to register on the Indico platform prior to attending the respective meeting or conference.
- First time entry for conference participants is through Villa Les Feuillantines, Avenue de la Paix 13, from 8 a.m. to 4:45 p.m on weekdays only upon which they will be issued with a paper conference badge. Thereafter, the paper conference badge permits access through the Pregny or Peace Gate subject to security screening.
- On the first day of the conference, there could be a bit of a wait, so participants are advised to arrive in good time.

## 6. CATERING SERVICES

### Main Cafeteria

**Open Monday to Friday**

**11:30am to 2pm**

**Building A, Level 0**

Located in the heart of the Palais, on the first floor, the cafeteria opens every day for your lunches. A real meeting place, the cafeteria welcomes more than 1500 people every day. Come and discover a healthy and varied cuisine, to eat in or take away.

A selection of fresh fruit, homemade desserts, sushi, sandwiches, salads and various hot and cold snacks are offered daily.

The cafeteria offers 600 seats inside and 200 additional seats on the terrace during the summer.

Payments can be made by credit cards and cash, contactless payment and ELDORA's electronic badges.

### Bar Serpent

**Open Monday to Friday**

**8:30am - 4pm**

**Building E, Level 1**

This bar can be found on the first level of **Building E** and, thanks to its enormous bay windows stretching for almost 100m, it has a spectacular view of the park and the lake. This is the place where all the conference speakers in the building meet. It can accommodate more than 220 visitors (seated).

### Vending Machines

Vending machines are available in both Building E and Building H.

In Building E, the vending machines are located on Level 1, around the corner from the Bar Serpent. More vending machines are located throughout Building H.



## 7. PERSONAL SECURITY AND MEDICAL SERVICES

### GENEVA

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

### PALAIS DES NATIONS

In case of a medical emergency of a conference participant, the Security Control Center can be contacted at +41 22 917 21 12 or a UN Geneva Security Officer can be informed. The emergency number 112 can also be called from a fixed phone.

Participants can also contact the Medical Service for advice at +41 22 917 28 07 (nurses) or +41 22 917 25 20 (reception). These numbers are not for emergencies, as there may be moments when the phone cannot be answered. You may also contact the nurses by email: [unognurses@un.org](mailto:unognurses@un.org).

## 8. 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.

## 9. QUESTIONS

REGISTRATION: [PCBRegistration@unaids.org](mailto:PCBRegistration@unaids.org)

ZOOM / IT: [PCBITSupport@unaids.org](mailto:PCBITSupport@unaids.org)

WRITTEN STATEMENTS AND ALL OTHER QUESTIONS: [PCBGovernance@unaids.org](mailto:PCBGovernance@unaids.org)



<b>16 June 2023 (virtual)</b>	PCB pre-meeting on agenda items, 4, 5 & 6: UBRAF 2022-2026 Performance and Financial Reporting; Workplan and Budget; Update on strategic human resources management issues; Statement by the representative of the USSA.	13h00-16h00 (CET)
<b>19 June 2023 (virtual)</b>	PCB pre-meeting on agenda items 1.2, 1.4, 3 & 7: Report of the 51st meeting of the PCB, Report by the CCO Chair; Follow-up thematic segment of the 51st PCB; Organizational Oversight Reports.	13h00-16h00
<b>20 June 2023 (virtual)</b>	Consultation on draft decision points (only PCB members).	13h00-15h00
<b>26-28 June 2023</b>	<b>52<sup>nd</sup> PCB meeting: Fully in-person with limited online participation in accordance with the Modalities and Procedures for UNAIDS PCB meetings in 2023.</b>	
<b>26 June 2023</b>	52nd PCB – <b>DAY 1</b>	9h00-17h00
<b>26 June 2023</b>	<b>Drafting Group</b> session for PCB members (TBC)	18h00-20h00
<b>27 June 2023</b>	52nd PCB – <b>DAY 2</b>	9h00-18h30
<b>27 June 2023</b>	<b>Drafting Group</b> session for PCB members (TBC)	19h00-21h00
<b>28 June 2023</b>	52nd PCB – <b>DAY 3 – Thematic Segment:</b> “Priority and key populations especially transgender people, and the path to 2025 targets: Reducing health inequities through tailored and systemic responses”	9h00-18h00



Annex 2  
PLEASE SCAN THIS QR CODE FOR LATEST CHANGES. DUE TO THE ONGOING RENOVATION WORKS, DIFFERENT ENTRANCES AND SERVICES MAY NOT BE AVAILABLE AT TIMES.



VILLA LES FEUILLANTINES

NATIONS 5. 8. 11. 20. 22. F  
PLACE DES NATIONS  
NATIONS 8. 11. 20. 22. F AIRPORT: 5  
NATIONS 15

### ACCESS DOORS TO THE BUILDINGS

**OPEN ACCESS 7:00 a.m. - 7:00 p.m.:**  
**C6 | A15 | A17 | E40**

Open access 08.00 a.m. - 6:00 p.m.: **S1**  
Open access for guided tours: **E39**

**DOORS UNDER PERMANENT ACCESS CONTROL AUTHORIZED BADGES ONLY:**  
Door **S2**  
Door **C21**  
Door **D9**  
Door **A13**  
Door **A18**  
Door **B20**  
Door **H60**

**SMOKING SHELTERS**

Accessibility at the Palais des Nations premises is more limited than usual due to the ongoing renovation works.

For accessible routes throughout the premises, please visit our updated [webpage](#).

**ACCESSIBLE DOORS**  
Open access 7:00 a.m. - 7:00 p.m.:  
Doors **C6 | A15 | E40 | H60**

**ACCESSIBLE TOILETS**  
**MAIN ENTRANCE** | Ground floor, 1<sup>st</sup> floor  
Door **A15** | Ground floor near the Cafeteria  
Door **A13** | 2<sup>nd</sup>, 3<sup>rd</sup> and 5<sup>th</sup> floors  
Door **C6** | Ground floor, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floors  
Door **E40** | 1<sup>st</sup>, 3<sup>rd</sup> and 6<sup>th</sup> floors  
Door **A17** | 3<sup>rd</sup> floor  
Door **B20** | Ground floor  
Door **H60** | All floors  
**TEMPUS** | Ground floor

### SERVICES CURRENT OPENING TIMES OF THESE SERVICES ARE AVAILABLE ON OUR WEBSITE.

	FLOOR	DOOR
<b>1</b> SAFI SHOP / POST OFFICE	-1	S1
<b>2</b> MEDICAL SERVICE	1	S1
<b>3</b> PRESS BAR	0	C6
<b>4</b> SALON SUISSE	3	C6
<b>5</b> CAFETERIA	0	A13 15
<b>6</b> DELEGATES RESTAURANT	8	A13 15
<b>7</b> CONCORDIA BAR	2	A13 15
<b>8</b> GUIDED TOURS www.ungeneva.org UN STAMPS	2	E39

	FLOOR	DOOR
<b>9</b> BOOKSHOP / SOUVENIRS	2	E40
<b>10</b> SERPENT BAR PASTA CORNER	1	E40
<b>11</b> UBS BANK / UNFCU BANK	2	E40
<b>12</b> PALETTE BAR	6	E40
<b>13</b> GRAB 'N' GO	2	H60
<b>14</b> CLIENT SUPPORT CENTRE	1	H60

### CONFERENCE ROOMS

BUILDING	FLOOR	DOOR
<b>BUILDING A</b>		
ROOMS <b>III, V</b>	1	C6
ROOMS <b>VI, VII, VIII, IX</b>	3	A13
ROOMS <b>X, XI, XII</b>	3	A15
ROOM <b>XIV</b>	1	A18
ROOM <b>XV</b>	2	A11
ROOM <b>XVI</b>	5	A13 15
<b>CONCORDIA 1-5</b>	2	A13 15
<b>ASSEMBLY HALL</b>	3	A13 15
<b>BUILDING B</b>		
LIBRARY 8:30 a.m. - 5:30 p.m.	1	B20
UNITED NATIONS MUSEUM AT GENEVA 9:00 a.m. - 5:00 p.m.	1	B20
ARCHIVES READING ROOM 8:30 a.m. - 5:30 p.m.	3	B20

BUILDING C	FLOOR	DOOR
ROOMS <b>I, II</b>	1	C6
ROOM <b>IV</b>	3	C6
<b>COUNCIL CHAMBER</b>	1	C6
<b>BUILDING E</b>		
ROOMS <b>XVII, XVIII</b>	1	E40
ROOMS <b>XIX, XX</b>	3	E40
ROOMS <b>XXI, XXII, XXIII, XXIV, XXV, XXVI, XXVII</b>	1	E40

BUILDING S	FLOOR	DOOR
ROOM <b>S1</b>	0	S2
ROOMS <b>S2, S3, S4</b>	3	S2
ROOM <b>S5</b>	4	S2
<b>TEMPUS</b>		
<b>1, 2, 3</b>	0	