

PROGRAMME COORDINATING BOARD

53rd MEETING OF THE PCB

DATE: 12-14 December 2023

TIME: 09:00 - 17:00 CET

VENUE: In-person (WHO Auditorium, Avenue Appia 20, 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](#))
- [53rd PCB Meeting schedule](#) (Annex 1)
- 53rd PCB Meeting Venue (Annex 2)
- Vehicular Access (Annex 3)

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 (PCB) meeting ([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 53rd meeting of the PCB will be held fully in-person (WHO Auditorium, Avenue Appia 20, 1211 Geneva, Switzerland), with limited online access (Zoom) for meeting members, participants and observers who are unable to join the meeting in person, from 12 to 14 December 2023.

Kindly see **Annex 2** which contains a map of the WHO Headquarters with all mentioned venues included:

- **Plenary:** Auditorium Z1-4 (B Building, SS3)
- **Drafting group meetings:** Room W1 (B Building, SS1)
- **Side events:** details to be shared closer to the PCB meeting.

2. REGISTRATION PROCESS FOR IN-PERSON & ONLINE PARTICIPATION

Online registration is required for **all meeting participants** to the 53rd meeting of the PCB (12 to 14 December 2023), [pre-meeting sessions](#) (4 and 5 December 2023), and [consultation on draft decision points](#) (7 December 2023) via the dedicated online platform **INDICO**.

REGISTRATION: Participants can register through the online registration link on the UNAIDS website by the **deadline of Thursday, 23 November 2023**. On the registration form, participants will be able to indicate which sessions they will take part in: <https://indico.un.org/event/1007951>

IMPORTANT: For those requiring a visa support letter, please note that **the deadline to register is Thursday, 2 November 2023**.

In accordance with [decision point 3.2 noted during the 40th 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 the incorporation of gender balance within their delegations 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 09:00-17:00 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@unaid.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 portal.

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)

PRE-PCB MEETING SESSIONS: 4 and 5 December 2023 (13:00-16:00 CET)

CONSULTATION ON DRAFT DECISIONS: 7 December 2023 (13:00-15:00 CET)

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 53rd PCB can be easily accessed on the dedicated UNAIDS webpage in English and French, as they become available: [53rd meeting, UNAIDS Programme Coordinating Board, 12-14 December 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. 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 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:

- **Tuesday, 12 December 2023:** 19:00 – 21:00 CET
- **Wednesday, 13 December 2023:** 19:00 – 21:00 CET

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.

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

- **53rd PRE-PCB MEETING SESSIONS:** between 12:30 – 13:00 CET
- **53rd PCB CONSULTATION ON DRAFT DECISIONS:** between 12:30 – 13:00 CET
- **53rd PCB MEETING:** between 08:30 – 09:00 CET

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.);

- 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.

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 and to facilitate the timely provision of a visa, 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 **Thursday, 2 November 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 the 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 of 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**.

IMPORTANT: For those requiring a visa support letter, please note that **the deadline to register is Thursday, November 2, 2023**.

3. ACCOMMODATION

Finding accommodation in Geneva in December 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, 1211 Geneva 1

Website: <https://www.geneve.com/en/plan-a-trip/where-to-stay>

4. HOW TO REACH MEETING VENUE: WHO Auditorium, Avenue Appia 20, 1211 Geneva, Switzerland

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:

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. Please note tickets are not available on the bus itself.

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.

Public transport is strongly recommended.

By taxi:

It takes about ten minutes to get to 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.

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

Conference participants are to register on the [INDICO registration platform for the 53rd PCB meeting \(December 12-14, 2023\)](#) platform, prior to attending the respective meeting or conference.

Badges can be collected at the WHO reception, avenue Appia 20, 1211 Geneva. The reception is open from **Monday to Friday from 06:45 to 19:45**.

Delegates must present their national identification card or passport and proof of COVID-19 vaccination at the reception in order to collect their badge. 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

WHO restaurant

Open Monday to Friday
11:30 to 14:00
Building B

The 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. Meals are provided between 11:30 and 14:00.

Bar à Café

Open Monday to Friday
07:30 to 16:00
Building B

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

7. PERSONAL SECURITY AND MEDICAL SERVICES

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

8. WEATHER

In December, Geneva experiences its coldest temperatures of the year, with daily lows typically around 0 degrees Celsius (32 degrees Fahrenheit) and daily highs averaging about 5 degrees Celsius (41 degrees Fahrenheit). Occasional snow and rain are possible, so participants are advised to prepare for winter weather conditions accordingly. You can access the December forecast by following this link: <https://www.accuweather.com/en/ch/geneva/313082/december-weather/313082>

9. QUESTIONS

REGISTRATION: PCBRegistration@un aids.org

ZOOM / IT: PCBITSupport@un aids.org

WRITTEN STATEMENTS AND ALL OTHER QUESTIONS: PCBGovernance@un aids.org

Annex 1: 53rd PCB Meeting schedule

PRE-53 rd PCB MEETINGS (Virtual)		
Date	Time (CET)	Description
4 December	13h00 - 16h00	PCB Pre-meeting on agenda items, 1.2, 1.4, 3, & 4: Consideration of the report of the 52 nd PCB meeting; Report by the NGO Representative; Follow-up to the thematic segment from the 52 nd PCB meeting; and Update on HIV in prisons and other closed settings (TBC).
5 December	13h00 - 16h00	PCB pre-meeting on agenda items 5, 6, 7, 8 & 9: Follow-up actions to the 2024-2025 Budget and Workplan (UBRAF), Evaluation, Consultation on the follow-up to the 2021 ECOSOC Resolution, Next PCB Meetings, Election of Officers.
7 December	13h00 - 15h00	Consultation on decision points (with PCB members): The Chair will seek to achieve consensus on the draft decision points.
53 rd PCB MEETING – from 12 to 14 December 2023 (In-person with optional online participation) *		
Date	Time (CET)	Description
12 December	09h00 - 17h00	DAY 1 of the PCB meeting
	18h00 - 19h00	PCB reception hosted by PCB Chair
	19h00 - 21h00	Drafting Group session for PCB members (TBC)
13 December	09h00 - 17h00	DAY 2 of the PCB meeting
	19h00 - 21h00	Drafting Group session for PCB members (TBC)
14 December	09h00 - 17h00	DAY 3 of the PCB meeting – Thematic Segment: “Testing and HIV”

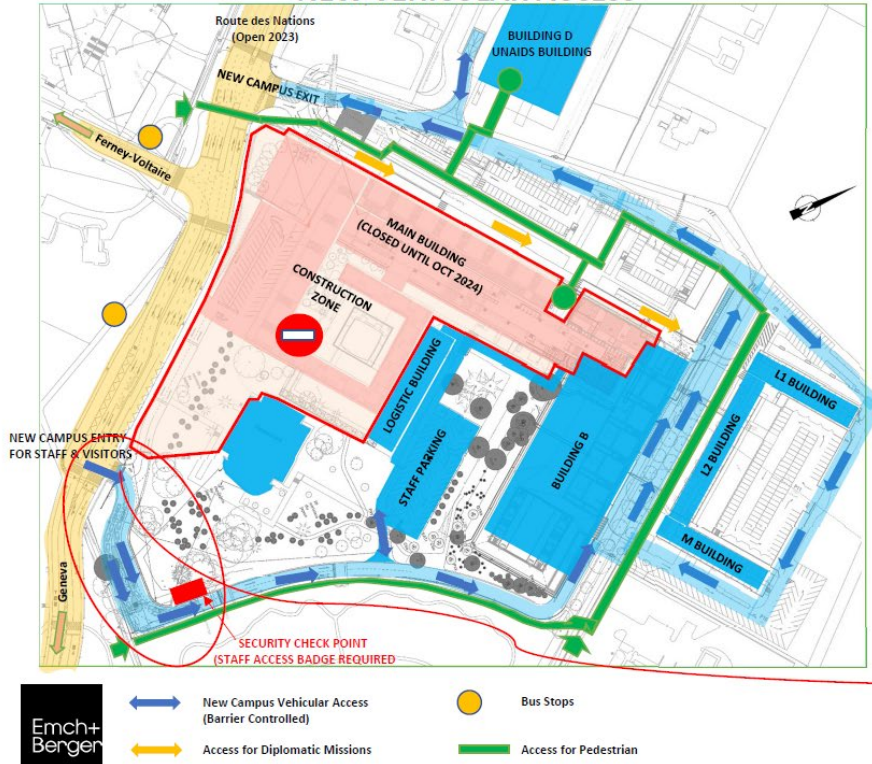
* In accordance with the modalities and rules of procedure set out in the [paper Modalities and Procedures for the 2023 PCB meetings](#).

Annex 2: 53rd PCB Meeting Venue (WHO Auditorium, Avenue Appia 20, 1211 Geneva, Switzerland)



Annex 3: Vehicular Access (WHO, Avenue Appia 20, 1211 Geneva, Switzerland)

**WORLD HEALTH ORGANISATION
NEW VEHICULAR ACCESS**



KEY INFORMATION

- NEW ENTRANCE OPEN DEC 13TH 2021
- STAFF ACCESS BADGE REQUIRED TO ENTER WHO SITE WITH CAR
- PEDESTRIAN ACCESS POINTS UNCHANGED
- UNI DIRECTIONAL CIRCULATION
- CHANGE IN CIRCULATION AROUND L/M BUILDINGS
- ACCESS FOR UNAIDS CAR PARK IS VIA NEW VEHICULAR ACCESS ONLY

