

PROGRAMME COORDINATING BOARD

OCTOBER 2021 SPECIAL SESSION OF THE PCB

DATE: 6 October 2021

TIME: 13h – 16h30 (Geneva time)

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, and should be read in conjunction with the following documents:

- Modalities and Procedures for virtual UNAIDS PCB meetings in 2021 ([UNAIDS/PCB\(EM\)/3.2](#))
- [Summary schedule](#)

DATE AND VENUE

In accordance with the decisions taken at the March Special Session and the 48th meeting of the Programme Coordinating Board (PCB) ([March Special Session Decisions](#), [48th PCB Decisions](#)), and as agreed through intersessional decision-making on the modalities and procedures for virtual UNAIDS PCB meetings in 2021 in view of the COVID-19 crisis ([UNAIDS/PCB\(EM\)/3.2](#)), the October Special Session of the PCB will be held virtually on 6 October 2021.

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, strictly following the meeting guidelines in place re COVID19.

The virtual meeting of the PCB 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 the pre-meeting session and all briefings of the Board.

MEETING SCHEDULE

Date	Subject
Wednesday, 29 September 2021 13h00 to 16h00	PCB pre-meeting on the Report of the 48 th PCB meeting and the 2022-2026 UBRAF framework

Friday, 1 October 2021 13h00 to 16h00	Consultation on decision points (only PCB members)
Tuesday, 5 October 2021 13h00 to 15h00	Drafting group session (only PCB members) (TBC)
Wednesday, 6 October 2021 10h00-12h00	Drafting group session (only PCB members) (TBC)
Wednesday, 6 October 2021 13h00 to 16h30	Special Session of the PCB

REGISTRATION PROCESS FOR PCB MEMBERS

Online registration is required for the October Special Session of the PCB (6 October 2021) and the pre-meeting session (29 September 2021).

REGISTRATION: Participants can register through the online registration link on the UNAIDS website by the **deadline of Friday, 24 September 2021**. 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\(EM\)/3.2, §16](#)), *“...it is recommended that access to the meeting be limited to six participants 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 delegation¹, and four participants for Member State, 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. If you wish to make a request, please submit a note verbale to pcbgovernance@unaids.org with a rationale for your request.”*

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.

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 group sessions.

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

¹ **Member States:** Each delegation of PCB Member States will be allocated a total of 6 participants.

Cosponsors: Cosponsors have six seats. Each seat will have 6 allocated participants for a total of 36 participants.

NGO Delegation: As with other delegations, the NGO delegation will have an allocated 6 participants for each of their five seats for a total of 30 participants. Practically, the NGO Delegation member and alternate will fill these seats.

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.

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 ([PCB Modus Operandi, §12](#)).

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REGISTRATION: Participants can register through the online registration link on the UNAIDS website by the **deadline of Friday, 29 September 2021**. 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\(EM\)/3.2, §16](#)), *“... it is recommended that access to the meeting be limited to six participants 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 delegation², and four participants for Member State, 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. If you wish to make a request, please submit a Note verbale to pcbgovernance@unaids.org with a rationale for your request.”*

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.

Kindly note that the abovementioned limitations for participants will not be applied for the pre-meeting session. Registration for this particular meeting, which is done through the same registration link, will therefore not require the submission of a note verbale. If you would only want to participate in the pre-meeting, kindly complete the respective parts in the online registration form by reading the provided explanations.

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² **Member States:** Each delegation of PCB Member States will be allocated a total of 6 participants.

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NGO Delegation: As with other delegations, the NGO delegation will have an allocated 6 participants for each of their five seats for a total of 30 participants. Practically, the NGO Delegation member and alternate will fill these seats.

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.**

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 months of August and September in English and French: [Special session, UNAIDS Programme Coordinating Board, 6 October 2021 | UNAIDS](#)

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

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 for print only if needed.

PRE-PCB MEETING SESSION ON PCB AGENDA ITEMS (accessible by all participants) CONSULTATION ON DRAFT DECISIONS (accessible by PCB members)

An informal pre-PCB meeting session to address specific agenda items and a consultation on draft decisions will be organized by the Chair prior to the October Special Session of the PCB. At the pre-meeting session and consultation, the Secretariat and other agenda item leads will provide a detailed presentation and overview 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 will be made available to the registered participants on a shared platform in advance of the pre-meeting session and consultation. Recordings of the presentation given at the pre-meeting session will also be added to this shared platform following the relevant pre-meeting.

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.**

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 12h30-13h 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 – Person Name.

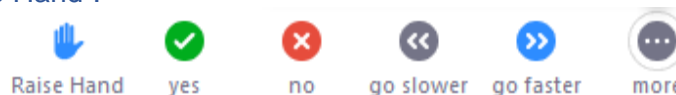
For observers, it will be denoted as Observer States/NGO – Country/Organization name - Person name.

- **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.

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 October Special Session 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 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@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, *Modalities and Procedures for virtual UNAIDS PCB meetings in 2021* ([UNAIDS/PCB\(EM\)/3.2, §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 session 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 with PCB Members to be held on the Zoom platform to reach consensus on the decision points, on following dates:

- **Tuesday, 5 October 2021, 13h00 to 15h00 Geneva time**
- **Wednesday, 6 October 2021, 10h00-12h00 Geneva time**

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.

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