



*Executive Board
of the United Nations Development Programme,
of the United Nations Population Fund, and
of the United Nations Office for Project Services*

**SECOND REGULAR SESSION 2019
INFORMATION FOR PARTICIPANTS**

Pre-session informal consultation (19 August 2019, 10:00 a.m.):	Conference room 6
Plenary session (3-6 September 2019)	: ECOSOC Chamber
Daily Executive Board Bureau meeting (9:30 a.m.)	: Conference room - SO - CR-3 - CB
Secretariat of the Board:	: Suite of offices (SO) - CR-3 SO-CB
	: Telephone Nos: 212-963-0150/ 212-963-8836
Daily WEOG meeting (9:00 a.m.)	: Conference room B

Credentials and list of speakers:

- Delegations are kindly requested to send their credentials before the commencement of the session (especially those delegations attending from capitals) to ensure that their participation is appropriately reflected in the list of participants and in the case of observers, to secure their nameplates in the conference room. Credentials should be sent to the Executive Board secretariat at eb.secretariat@undp.org with copy to ferguson@unfpa.org by Friday, 23 August 2019.
- The second regular session 2019 will continue to use the electronic system to identify requests to take the floor. However, delegations with a special interest on any of the UNDP and UNOPS agenda items are kindly requested to communicate their intention to intervene during such items to the Executive Board secretariat at eb.secretariat@undp.org by Friday, 23 August 2019. Interventions related to UNFPA items should be communicated by 23 August 2019, to speakerslist@unfpa.org. Kindly indicate the name and title of the speaker making the intervention.

Seating arrangements:

- Two seats will be assigned per Board Member.
- One seat will be reserved for Observers, representatives of the United Nations organizations, specialized agencies and NGOs/IGOs, provided that credentials have been sent in advance.

Documentation and statements:

- The second regular session 2019 will be PaperSmart. Instead of distributing hard copies, all official documentation will be available on the Executive Board PaperSmart portal. Delegations are kindly requested to send electronic copies of their statements or presentations by e-mail to the PaperSmart Secretariat (e-mail papersmart4@un.org), **at least two hours in advance** of their speaking slot. The intended agenda item should be indicated in the subject line of the e-mail.
- The statements will be distributed electronically via the PaperSmart portal upon delivery, and will be under embargo until then.
- Delegations are also kindly requested to provide fifteen (15) hard copies of official statements for interpretation and other services. Hard copies of statements will not be distributed during the session. Documents and statements will be available for viewing and downloading through laptops, tablets and/or other mobile devices.
- A note further detailing PaperSmart services is posted on the Executive Board website: [how to access documents and statements via PaperSmart \(Word file\)](#)

Interactive dialogues:

- UNDP, UNFPA, and UNOPS will continue to respond to the demand for a more interactive and strategic dialogues with their principals. To this end, the UNDP Administrator, UNFPA Executive Director, and UNOPS Executive Director will engage with Board members in an interactive format during their respective segments on 4, 5, and 6 September.
- Dynamic participation at the Permanent Representative level from all Members of the Board and Observer delegations is encouraged. Statements for this segment are not recommended. Delegations wishing to inform the Executive Board secretariat on the participation of their Permanent Representatives can do so to eb.secretariat@undp.org by Thursday 29 August for UNDP and 4 September for UNOPS, and to speakerslist@unfpa.org by Tuesday 3 September for UNFPA.
- Notes providing further details on these interactive segments will be circulated in advance of the Executive Board session for delegations to prepare for the respective segments.