

TECHNICAL NOTE

The technical note on the arrangements for the fifty-fourth session of the Commission on Population and Development serves to provide organizational and logistical information for participants ahead of the upcoming session of the Commission, which is being held at United Nations Headquarters in New York, as well as in virtual informal meetings, from 19 to 23 April 2021. The modalities are subject to revision in light of the evolving situation concerning the coronavirus disease (COVID-19) pandemic.

Meeting Access

The Commission's proceedings conducted during in-person formal meetings and virtual informal meetings being held on a remote simultaneous interpretation (RSI) platform will be webcast (streamed) live and available on demand on UN Web TV (<http://webtv.un.org>).

➤ In-person formal meetings

The Commission will hold in-person meetings on Monday, 19 April at 10 am and on Friday, 23 April, at 10 am in the combined conference rooms 1-2-3.

◆ Restrictions

- **One representative** from each Member and Observer State may be present in the combined conference rooms 1-2-3 at any one time.
- Throughout the in-person meetings, the safety and health mitigation measures recommended by the UN Occupational Safety and Health (OSH) Unit will be applied.

◆ Secondary access cards

- **Room-specific secondary access cards for the resumed part of the 75th session of the General Assembly**, which have already been provided to delegations by the UN Protocol and Liaison Office, are required to enter the combined conference rooms 1-2-3 for the in-person meetings of the Commission.

◆ Registration for contact tracing purposes

- **Delegations will be requested to swipe their United Nations ID badges** at the card readers located at the entrances to the combined conference rooms 1-2-3, in case of a need for contact tracing.

◆ Accessibility requirements

- Delegations are requested to inform the Secretariat (email: joergensenj@un.org) of **any accessibility requirements** in order to facilitate participation. Adjustments may be made

to seating arrangements for in-person meetings to enable the participation of persons with disabilities.

➤ **Virtual informal meetings**

The virtual informal meetings of the Commission taking place from the afternoon of 19 April until 22 April will be held using the Interprefy remote simultaneous interpretation (RSI) platform.

◆ **Onboarding sessions**

Participants who expect to take the floor during the meetings are strongly encouraged to join one of the onboarding sessions to familiarize themselves with the virtual meeting platform.

Onboarding sessions have been scheduled as follows:

- **Tuesday, 13 April from 4 – 6 pm (EST)**
- **Wednesday, 14 April from 8 – 10 am (EST)**
- **Thursday, 15 April from 2 – 4 pm (EST)**
- Kindly register [here](#) (click) or copy and paste: <https://qrgo.page.link/tzEcQ> for an onboarding session.
- Join the Interprefy RSI platform using a computer (smart phone or tablet is not compatible) and the latest version of the Chrome browser.

◆ **Links to join the virtual meetings**

Links to the virtual meetings of the Commission taking place on a remote interpretation platform will be made available through the **“CPD Meetings” page on the e-deleGATE portal** (<https://edelegate.un.int>):

1. **On e-deleGATE, select “ECOSOC”**
2. **Select “Commission on Population and Development”**
3. **Select “CPD Meetings”**
4. **Select the date of the meeting**
5. **Click “Interprefy” to connect.**

Access to e-deleGATE is given by access administrators in each mission. It is important that all representatives who intend to intervene in the virtual meetings (including those participating from capital) receive access from their respective mission to the Commission’s pages on the e-deleGATE portal, in order to access the virtual meeting links.

For technical questions, please contact missions-support@un.int.



◆ Virtual platform admission details

Log in naming convention: **[DELEGATION] [FIRST NAME] [LAST NAME]**

- **Two representatives per delegation can join the platform at any given time.**
- **The platform will be open up to one hour before each virtual meeting begins.** Speakers are encouraged to join the platform early to test their connections.
- All other members of the delegation can **watch the meetings live on UN Webcast at <http://webtv.un.org>.**
 - There is no limit on the number of delegates watching the proceedings.
 - The webcast will be archived.
- In case participation on the platform is close to capacity, the presiding officer may authorize the Secretariat to remove participants.

➤ General debate (general discussion under item 3)

◆ Timeline of the list of speakers

- **Monday, 15 March at 10 a.m.:** Inscription will open through the e-speakers module
- **Tuesday, 20 April at 1 p.m.:** Inscription will close.
- The link to access the “live” provisional list of speakers, which will be continually updated during the session, will be provided **prior to the opening of the session.**

◆ Speaker modalities

- Delegates may deliver statements in the general discussion in three ways:
 - 1) providing pre-recorded video statements**
 - All pre-recorded video statements must be uploaded **no later than 14 April**
 - A link to upload the video and the Audio Video Guidelines will be provided to delegations by email upon their inscription to make a pre-recorded statement.
 - 2) live participation in the virtual meeting**
 - 3) submission of written statements for posting on eStatements.**
 - Statements must be submitted by email to dgacm-cpd@un.org, with copy to duap@un.org, **no later than Thursday, 22 April, at 1 p.m.**



◆ Time limits for statements

- 4 minutes for national statements
- 6 minutes for group statements
- 3 minutes for statements made by intergovernmental organizations and UN system entities as well as non-governmental organizations in consultative status with the Economic and Social Council (time permitting)

Measures to ensure time management will be implemented.

➤ Interactive debates following panel discussions

There will be no pre-established list of speakers for the interactive dialogues following panel discussions.

◆ Steps for requesting the floor during the interactive dialogues:

1. Inscribe through the “online speaker form”, available in the “chat box” on the RSI platform.
2. Fill in all information requested on the speaker form.
3. Once the form is submitted, a confirmation email will be sent.

The form will only be enabled at the start of the meeting and no requests can be made before that time. Given the limited time available, interventions should be limited to **three minutes or less**. Measures to ensure time management will be implemented. With a view to promoting an interactive dialogue, the reading from prepared statements following the panel discussions is discouraged.

➤ Interpretation-related information

To ensure proper interpretation into the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish), written copies of all statements to be delivered during the general discussion, must be sent to estatements@un.org at least **two hours** in advance of delivery.

- Interpretation for statements not sent in advance may be impacted or suspended given the additional difficulties related to remote simultaneous interpretation.
- If the recommendations for participants on the RSI platform are not followed, the continuity of interpretation services for the virtual meetings of the Commission cannot be guaranteed.

- ◆ Statements submitted to estatements@un.org will be made available on the UN Journal website under the Commission meeting during which they were delivered (<https://journal.un.org>).



- ◆ Remarks that are in the form of talking points or drafts may be submitted directly to the interpretation service (IS) using the following email: is-unhq@un.org. Remarks sent to the IS email address will not be published or shared.
- ◆ For submission of statements to either estatements@un.org or is-unhq@un.org, please state clearly in the subject line of the email the meeting body, date of delivery, and delegation name.

◆ **Pre-recorded video messages**

1. Please ensure the speaker speaks clearly and at a moderate pace to enable accurate interpretation;
2. **Please provide a copy of the script** of the statement in one of the official UN languages to estatements@un.org, with a copy to duap@un.org. Scripts are mandatory for interpretation of pre-recorded statements;
3. **For languages other than an official UN language**, please provide an audio recording of the interpretation into one of the UN official languages embedded in the video. In addition, please provide the text of your statement translated into one of the official languages;
4. For languages other than an official UN language, when a video address is played back and broadcast on the “floor” channel in the original language, the audio of the pre-recorded translation needs to be synchronously broadcast on the corresponding language channel.

➤ **Registration**

Members and Observer States are invited to indicate the full composition of their delegation through the e-List of Participants module. **Please complete the registration by 5 pm, Friday April 30** which is one week after the conclusion of the session.

On e-deleGATE (<https://edelegate.un.int/>):

1. **Select “ECOSOC”**
2. **Select “Commission on Population and Development”**
3. **Select “e-List of Participants”**

Representatives of intergovernmental organizations, specialized agencies or representatives of the UN system entities are invited to register up to two participants who would participate in the meetings on the virtual platform over the course of the session, either through registering in the e-List of Participants module on the e-deleGATE portal or through writing to the following email banaszek@un.org (for organizations with no access to e-deleGATE)



➤ **Informal consultations**

The Cisco WebEx portal will be used for all informal consultations on draft proposals. The link to join the informal consultations will be made available through the “CPD Meetings” page on the e-deleGATE portal. For questions, please contact joergensenj@un.org.

The deadline for the submission of draft proposals is 3 p.m. on 15 April 2021.

More information on the programme and documents is available on the website of the fifty-fourth session of the Commission on Population and Development:

<https://www.un.org/development/desa/pd/events/CPD54>

