INFORMATION NOTE ON THE ARRANGEMENTS FOR THE 55TH SESSION OF THE COMMISSION ON POPULATION AND DEVELOPMENT

This information note on the arrangements for the fifty-fifth session of the Commission on Population and Development (CPD) provides organizational and logistical information for participants ahead of the upcoming session of the Commission. The fifty-fifth session of the Commission will be held from Monday, 25 April to Friday, 29 April 2022 through in-person formal meetings and virtual informal meetings (‘hybrid format’). The detailed provisional organization of work will be issued as E/CN.9/2022/L.1/Rev.1. Please also monitor the CPD website for any updates: https://www.un.org/development/desa/pd/events/CPD55.

The proceedings of both in-person and virtual meetings of the Commission will be webcasted live and available on demand on UN Web TV (http://webtv.un.org).

In-person formal meetings
The Commission is expected to hold in-person meetings for the opening meeting on Monday, 25 April and the closing meeting on Friday, 29 April, both at 10 am. The Commission is also expected to hold in-person meetings for the consideration of item 3. (General debate) and its sub-items in order to hold its general discussion and convene an expert panel on the reports of the Secretary-General, immediately after the opening in the morning on 25 April, and in the afternoons from Monday to Thursday, 25 - 28 April. All in-person meetings of the Commission will be held in Conference Room 1 at United Nations Headquarters and the arrangements will be in line with the letter from the Chef de Cabinet of the Secretary-General dated 11 March 2022 addressed to the President of the General Assembly.

- For in-person meetings, the capacity limit in Conference Room 1 is two delegates per Member and Observer State and one delegate each for other delegations.
- Delegations are asked to deliver their statement from their national seat.
- By swiping their United Nations-issued ID, all persons entering the United Nations Headquarter premises confirm they have not had symptoms consistent with COVID-19 in the last 5 days or a positive COVID-19 test result in the last 5 days.
- Mask use will be voluntary throughout the premises.
Accessibility requirements

- Delegations are requested to inform the Secretariat (joergensenj@un.org) of any accessibility requirements to facilitate participation. Adjustments may be made to seating arrangements for in-person meetings to enable the participation of persons with disabilities. Further information is also available by contacting the UN Accessibility Center (accessibilitycenter@un.org).

General debate (general discussion under item 3)

Statements in the general discussion can be delivered through interventions by delegates physically present in the conference room at UNHQ or through pre-recorded video statements. The provisional list of speakers will be circulated by the Secretariat prior to the opening of the session. In order to ensure time management, microphones and/or videos may be automatically muted when the allotted time limit is reached. Also, in view of the limited time available, pre-recorded statements will be played without introductions by a representative physically present in the room.

Timeline of the list of speakers for the general discussion

- **Monday, 4 April at 10 am**: Inscription will open through the e-speakers module in the e-deleGATE portal (https://edelegate.un.int/).
- **Tuesday, 19 April**: Deadline to upload all pre-recorded video statements. A link to upload the video and to the Audio Video Guidelines will be provided to delegations by email upon their inscription to make a pre-recorded statement.
- **Tuesday, 26 April at 1 pm**: 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**.

Time limits for statements in the general discussion

Delegations are advised that:

- Statements made on behalf of a group of States should not exceed 6 minutes.
- Statements made by individual States should not exceed 4 minutes.
- 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) should not exceed 3 minutes.

Virtual informal meetings

The virtual meetings of the Commission will take place from Tuesday to Thursday, 26 - 28 April, at 10 am, using the Zoom platform with remote simultaneous interpretation (RSI) in the UN official languages. All virtual meetings will be of a 2-hour duration. Only the members of the delegation who intend to speak should log into the Zoom virtual platform. Other members of the delegation may view the proceedings on the webcast (UN Web TV - http://webtv.un.org) and would not need to join the virtual platform.

Interactive debates following panel discussions

There will be no pre-established list of speakers for the interactive debates following the panels discussions of the Commission. In order to request the floor during the virtual, interactive debates, participants will be requested to inscribe through an online speaker request form, which will be made available in the chat box on the Zoom platform. The form will 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 3 minutes or less.

**Information on virtual platform connection and equipment**
Participants who intend to request the floor are strongly encouraged to join the virtual platform **up to one hour in advance of the start time of the meeting** to ensure their equipment and connections are working properly.

Please view the following tutorial videos to familiarize yourself with the Zoom platform:
- Joining a Zoom Meeting: https://support.zoom.us/hc/en-us/articles/201362193
- Using the interface including the different functions, tools and features: https://support.zoom.us/hc/en-us/articles/200941109
- Role definitions along with the attributes: https://support.zoom.us/hc/en-us/articles/360040324512

Speakers must use a **wired headset**, not a smartphone earpiece. Non-compliance will have an impact on the availability of interpretation services for the meetings. **When intervening, speakers must select “off” on the interpretation menu or speak in the language they are listening to on the interpretation menu to ensure the sound quality of interpretation.**

In order to assist the presiding officer in identifying participants on the Zoom platform, when joining the meeting, participants are requested to follow the naming convention, that is: 
**[DELEGATION] [FIRST NAME] [LAST NAME].**

Delegates should use a computer to join the virtual meetings, as the platform does not support mobile devices. The **Chrome** browser is recommended when accessing the virtual platform link. All participants should close other applications in order to improve audio and video qualities and keep their microphones muted when not speaking. In case of connection problems, please contact unvc@un.org and refer to the meeting date and time or call a technician at +1 212 963 8649.

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**Links to join the virtual meetings**
Before joining the virtual meetings, **all participants must log in to their own Zoom account first.** Once logged in, participants can click the “CPD Zoom VR” link and enter the meeting passcode listed with the respective “CPD Zoom VR” on e-deleGATE.

**For those who do not have a Zoom account, please visit the following link to create your own account for free:** https://zoom.us/signup

Links to the virtual meetings of the Commission 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 “CPD Zoom VR” 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.

**Interpretation-related information**

Interpretation in all six UN official languages will be available for all meetings of the Commission.

**In-person delivery**

To ensure proper interpretation into the UN official languages written copies of all statements to be delivered in-person must be sent to estatements@un.org at least two hours in advance of delivery.

**Pre-recorded video messages and virtual ‘live’ delivery in the interactive debates**

Please see the required set up for virtual meetings with interpretation (Annex I). Please ensure the speaker speaks clearly and at a moderate pace to enable accurate interpretation.

Scripts are mandatory for interpretation of pre-recorded statements and should be submitted in one of the official UN languages to estatements@un.org. 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, provide the text of your statement translated into one of the official languages.

For pre-recorded video statements which contain any recording anomalies (such as low speaking volume, noisy background, unclear diction, background music, etc.), delegations may be requested to provide a revised recording to remedy the anomalies, or interpretation services might not be provided. Provision of interpretation will be subject to fulfilment of the guidelines attached in Annex I. In cases when sound quality deteriorates due to participants’ set up, internet connectivity or other issues, interpretation will be suspended.

**eStatements@un.org**

Written copies of all statements delivered in the Commission must be sent to estatements@un.org well in advance of the meeting, but no later than two hours before delivery, in order to ensure proper interpretation. Interpretation for statements not sent in advance may be impacted or suspended given the additional difficulties related to remote simultaneous interpretation. Statements submitted to estatements@un.org will be available on the UN Journal website (https://journal.un.org).

Remarks that are in the form of talking points or drafts may be submitted to IS-UNHQ 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.
**Registration**

**Grounds pass**
Registration for the purpose of requesting UN grounds pass for official delegations of Member States, observers and intergovernmental organizations, as well as specialized agencies and related organizations, that do not already have access to UNHQ, will be carried out by the Protocol and Liaison Service of the United Nations. To obtain UN grounds passes to participate in-person, permanent missions/offices are required to submit their registration requests by using the online eRegistration system, available through the e-deleGATE portal at [https://edelegate.un.int](https://edelegate.un.int). Please note that it is not necessary to register with the UN Protocol and Liaison Service as a virtual participant in order to follow the meetings of the Commission on UN Webcast at [http://webtv.un.org](http://webtv.un.org).

**Composition of delegation for the list of participants**
As announced in a Note Verbale dated 3 March 2022, participating States are also invited to indicate the full composition of their delegation (both in-person and virtual participants) through the e-List of Participants module for the Commission in the e-deleGATE portal (under ECOSOC>> Commission on Population and Development >> e-List of Participants). Please complete the registration by 5 pm, Friday 6 May (one week after the conclusion of the session), after which the list of participants will be issued as a document of the Commission. No changes will be made after 6 May.

**Informal consultations**
Details regarding the negotiations of the draft proposals before the Commission, including on the special theme, will be circulated by email to delegations subscribed to the Commission’s module e-deleGATE and announced in the UN Journal.

The deadline for the submission of draft proposals to be issued as a L. document in the UN languages is 3 p.m. on 21 April 2022.

**Side events**
Information on the arrangements for organization of the side events during the Commission session is available at the following website: [https://www.un.org/development/desa/pd/content/55th-session-side-events-information-organizers](https://www.un.org/development/desa/pd/content/55th-session-side-events-information-organizers)

More information on the programme and documentation is available on the website of the fifty-fifth session of the Commission on Population and Development: [https://www.un.org/development/desa/pd/events/CPD55](https://www.un.org/development/desa/pd/events/CPD55)