



Sixteenth session of the United Nations Forum on Forests

26 – 29 April 2021, Location: Virtual

The 16th session of the United Nations Forum on Forests (UNFF16) will be held from Monday, 26 April to Thursday, 29 April 2021. As per the agreed modalities and provisional organization of work, UNFF16 will be held as virtual informal meetings. There will be no meeting of UNFF16 on Friday 30 April 2021, as the agenda items for this day will be considered for adoption through a silence procedure pursuant to ECOSOC decision 2021/213.

VIRTUAL INFORMAL MEETINGS

The virtual informal meetings of the UNFF from Monday, 26 April to Thursday, 29 April 2021 will be held on the remote simultaneous interpretation platform “Interprefy”. The virtual meetings will have interpretation in the six official UN languages. The deliberations will also be broadcast on UN Web TV at <http://webtv.un.org/>

The virtual deliberations of UNFF16 will include the high-level roundtable, technical discussions on the Forum’s thematic priorities, and presentations of documentation and subsequent general discussions, taking place under the relevant agenda items.

The agreed modalities and organization of work for UNFF16 were circulated by the Chair of the Forum through the e-deleGATE portal on 12 February 2021. These documents and additional information regarding UNFF16 are available on the UNFF website at: <https://www.un.org/esa/forests/forum/index.html>

For questions relating to the UNFF16 programme, please contact Ms. Edith Niamke at the UNFF Secretariat at: niamke@un.org



PLEASE NOTE: Access to the virtual platform

Member States, Inter-governmental Organizations (IGOs) and other entities with observer status and UN system entities

The link to the virtual platform will be made available on the “UNFF meetings” page in the e-deleGATE Portal. Participants without access to the e-deleGATE portal will receive the link through a separate communication from the UNFF Secretariat prior to the meetings.

Since the capacity of the platform is limited, delegates should limit their participation on the platform to 1 or 2 delegates at a given time and should not share or forward the link. In this respect, only those members of the delegation who intend to speak during the virtual meetings should log into the virtual platform. Other members of the delegation should view the proceedings on the webcast ([UN Web TV](#)) and should not join the virtual platform.



Representatives from International and regional entities with observer status to UNFF and Major Groups and other stakeholders as defined in Agenda 21

Information about the access of representatives of international and regional entities with observer status to the UNFF, as well as major groups and other stakeholders, to the virtual platform for UNFF16 will be communicated separately by the UNFF Secretariat.

For more information on how these partners should submit the list of their representatives to the UNFF Secretariat please see the UNFF participant information page at:

<https://www.un.org/esa/forests/forum/unff-participant-registration/index.html>

Technical details

The Chrome browser is recommended when accessing the virtual platform link. A link to the respective UN WEB TV will be also provided to participants prior to the UNFF16 session.

Relevant documentation with guidance for remote participants and the Interprefy guidelines is attached, please review it prior to the meetings.

When connecting to the virtual platform, participants will be requested to enter their name and email address. In order to assist the presiding officer in identifying participants on the virtual platform, participants are requested to follow the naming convention: Participants should use the “FIRST NAME” field to enter the name of their delegation/organization/affiliation. They should use the “LAST NAME” field to enter their full name (i.e. first and last names). Failure to use the above name designation may impact access to the platform and ability to speak in the discussions.

Familiarization “onboarding” sessions

All participants who intend to take the floor during the UNFF16 virtual meetings are strongly encouraged to attend one of the familiarization sessions that will be organized in advance of UNFF16 and to test their equipment and connection from the location at which they intend to intervene. Registration for the interprefy onboarding sessions will be opened shortly.



PLEASE NOTE: On the days of the meetings

All participants intending to speak during UNFF16 meetings are strongly encouraged to join the virtual platform up to one hour in advance of the start time of the meeting in order to confirm that their connection is working properly.



HOW TO MAKE INTERVENTIONS

There will be no pre-established list of speakers for the deliberations of the UNFF16 session. Requests to speak during general discussions taking place under the relevant agenda items or in interactive discussions of the Forum, including the High-level Roundtable, should be made through the dedicated speaker form after the floor has been opened for a particular discussion.

The speaker form will only be activated at the time the floor is open and requests for advance inscriptions to forthcoming discussions will not be accepted.

The speaker form is accessible at the following link: <https://forms.gle/HM7uPMQPwCwo24uX6>

Please use this speaker form to request the floor during the relevant discussions.



PLEASE NOTE: Duration of interventions

Except for the UNFF16 High Level Round Table in which the time limit for intervention is 3 minutes and there will be no opportunity for delivering any prepared statement, interventions during all other meetings of UNFF16 will be limited to 5 minutes for national statements and 7 minutes for statements on behalf of a group of States. If so wish, participants can also submit their remarks, including longer versions of their statements, to be circulated in writing through the e-statements portal. **The time limit will be strictly enforced.**



PLEASE NOTE: Copies of all statements should be sent in advance

Written copies of all statements delivered in the Forum should be sent to estatements@un.org, with copy to Ms. Edith Niamke at UNFF Secretariat at: niamke@un.org at least **two hours in advance of 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 in the entry for the relevant meeting in the UN Journal (<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.

To enable accurate interpretation, please ensure the speaker speaks clearly and at a moderate pace.



LIST OF PARTICIPANTS

Participating States, intergovernmental organizations and other entities with observer status and UN system entities are invited to indicate the full composition of their delegation through the e-list of participants module for the Forum in the e-deleGATE portal, no later than one week after the conclusion of the session.

Intergovernmental organizations and other entities with observer status and UN system entities who do not have access to the e-deleGATE portal, are invited to send the full composition of their delegation to Ms. Isabel Alejandrino (alejandrino@un.org).

SIDE EVENTS

Information on the arrangements for organization of the side events during UNFF16 is available at the UNFF website: <https://www.un.org/esa/forests/forum/index.html>

USEFUL LINKS TO VIDEO GUIDES

Please see below links to video guides on how to set up the equipment or use the platform as a delegate:

Equipment setup: <https://youtu.be/V6Fllj35GNI>

Speaker tutorial: <https://youtu.be/16GxvdQxzBY>