



THE PRESIDENT
OF THE
GENERAL ASSEMBLY

6 April 2020

Excellency,

I have the pleasure to transmit herewith, a letter dated 6 April 2020, from H.E. Mr. Kaha Imnadze, Permanent Representative of Georgia, and H.E. Mr. Jean-Claude Félix do Rego, Permanent Representative of the Republic of Benin, the co-facilitators for the intergovernmental negotiations for the review process of the Economic and Social Council and the High-level Political Forum as per General Assembly resolution 67/290 of 9 July 2013, entitled, "Format and organizational aspects of the high-level political forum on sustainable development", resolution 70/299 of 29 July 2016, entitled, "Follow-up and review of the 2030 Agenda for Sustainable Development at the global level", as well as resolution 72/305 of 23 July 2018, entitled, "Review of the implementation of General Assembly resolution 68/1 on the strengthening of the Economic and Social Council".

Further to the correspondence circulated on 1 April 2020, the aforementioned letter conveys information regarding a virtual consultation to discuss the way forward for the HLPF/ECOSOC Review in light of the COVID-19 pandemic. The consultation will be held on 8 April 2020, at 3 p.m.

Also find enclosed, a participant guide from the Department for General Assembly and Conference Management (DGACM), providing guidance on how to join the virtual consultation via Microsoft Teams.

Please accept, Excellency, the assurance of my highest consideration.

A handwritten signature in black ink, appearing to read 'Tijjani Muhammad-Bande'.

Tijjani Muhammad-Bande

All Permanent Representatives and
Permanent Observers to the United Nations
New York



**Permanent Mission of Georgia
to the United Nations**



**Permanent Mission of the Republic
of Benin to the United Nations**

6 April 2020

Excellencies,

We are writing in our capacity as the co-facilitators for the intergovernmental negotiations for the review process of Economic and Social Council (ECOSOC) and the High-level Political Forum on sustainable development (HLPF).

Further to our letter dated 1st April 2020, in which we circulated the inputs received from Membership both for ECOSOC and HLPF reviews and informed you that we are still consulting with the Secretariat of United Nations and the Office of President of General Assembly on the way forward, we would like to convene virtual informal consultations on Wednesday 8 April 2020 at 3:00 pm. The technical details of the meeting will be provided in due course.

The meeting will discuss the way forward with regards to the COVID-19 pandemic situation and will be as interactive as possible.

We reaffirm our commitment to an open, inclusive and transparent process, and count on your active participation and support.

Please accept, Excellencies, the assurances of our highest consideration.

Kaha Imnadze
Permanent Representative of Georgia
to the United Nations

Jean-Claude do Rego
Permanent Representative of Benin
to the United Nations

To: All Permanent Representatives
And Permanent Observers of the United Nations
New York

How to be invited to a Microsoft Teams Meeting

Invitations to join a Microsoft Teams Meeting will be sent to delegates included in the email distribution lists of the Secretariat. PLEASE PROVIDE THE EMAIL ADDRESS TO tanoy@un.org IN ORDER TO RECEIVE THE INVITATION CONTAINING THE LINK.

Important: Should you not be included in a relevant email distribution list, please contact the Secretariat as soon as possible

The Secretariat will send an email to participants which will contain all necessary details. **For security and confidentiality reasons, please do not share this email with anyone!**

What to do after clicking on the link to the meeting?

For participants using mobile devices that do not have a Microsoft teams account, click **Join as guest**. Participants will then be required to enter their name. Please use the following format: **First Name Last Name (Delegation)**, then click **Join Meeting**. It is important that you include this information, particularly the name of the DELEGATION, including the name of your delegation in order to be granted access.

For participants using a computer that does not have a Microsoft teams account, click on **Join on the Web instead** then click **allow** use of microphone and camera. Participants will then be required to enter their name. Please use the following format: **First Name Last Name (Delegation)** then click **Join**. It is important that you include this information including the name of your delegation in order to be granted access.

For participants that have a Microsoft teams account, click on **Sign in and join**.

Note

Participants will be placed in a virtual lobby of the meeting room pending verification and acceptance from the organizer prior to entering the room.

Tips for the conduct of meetings

Speakers List: If you would like to take the floor, please indicate so in the chat room of the meeting (for example “Singapore would like to speak”)

Mind the mute button: Your microphone should always be muted unless you are speaking. This is to cut out any instances of errant breathing, slight movements, or other noises that could cause distraction or interruption

Do not multitask: If you use a computer, close all other apps and browser tabs. When using a cellphone, do not send text messages or make phone calls at the same time.

Ensure the camera is at an ideal distance from you: The camera should be far enough from you that your upper body can be seen (hand gestures) and there's a bit of space around your head.

Check your audio and video settings before joining the videoconference: Get familiar with audio/video equipment to determine the best placement and learn how to operate it successfully.

Cut out the background distractions: If you are conducting your video conference from home, consider using a space where you are alone. Turn off televisions, radios and any other audiovisual distractions.

Upon joining the videoconference, listen first before speaking.

Troubleshooting

If you lose sound of video, try refreshing the browser window or try to log out and reconnect to the meeting via link sent by the coordinator.

System requirements

A computer (PC or Mac) or mobile device (iOS or Android):

- equipped with a camera and microphone
- video and audio communication ready and connected to a high-speed internet connection (a minimum 25 Mbps)

Get **Microsoft Teams** on your device*. Desktop apps for Windows, MacOS, as well as mobile apps for iOS and Android, are available in the links below:

DESKTOP	MOBILE
Windows 64-bit / Windows 32-bit	Apple iOS
Mac	Android

* For firewall issues, participants should contact their mission technical focal points to allow downloading of **Microsoft Teams**