

INFORMATION FOR ALL PARTICIPANTS (IN-PERSON & VIRTUAL)

57PCB 16-18 December 2025



16-18 December | Brazil, Brasilia
UNAIDS Programme Coordinating Board
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INFORMATION FOR ALL PARTICIPANTS (IN-PERSON & VIRTUAL)

57th UNAIDS PROGRAMME COORDINATING BOARD (PCB) MEETING

16-18 December 2025, Brasília, Brazil

INTRODUCTION	
	This information note for the 57th UNAIDS PCB meeting has been prepared to facilitate active participant engagement and ensure the efficient conduct of the meeting. It is intended to be read in conjunction with the Modalities and Procedures for the 56th and 57th PCB Meetings (hereinafter referred to as the 'modalities'). Additional information for participants joining the 57th PCB meeting in-person in Brasília, Brazil is provided in the following document: Information for in-person participants.
PCB PRE-MEETING SESSIONS	
Date and venue	The 57th PCB pre-meeting is scheduled for Tuesday, 2 December 2025, while the consultations on draft decision points will take place on Wednesday, 3 December and Friday, 5 December 2025. These informal virtual sessions will address specific agenda items and will be organized by the PCB Chair in advance of the 57th PCB meeting. All pre-meetings will take place online via the Zoom platform, with interpretation available in both English and French. The detailed 57th PCB meeting schedule can be accessed here: Meeting Schedule
PCB MEETING	
Date and venue	The 57th PCB meeting will be held in person at the Royal Tulip Brasília Alvorada Hotel (Brasília, Brazil) from 16 to 18 December 2025. Limited online access via Zoom will be available for meeting members, participants, and observers who are unable to attend in person. The plenary sessions will be held in Room 2-3, while the drafting sessions will take place in Room 1. In addition, the PCB will be preceded by a PCB Field Visit in the afternoon of Monday, 15 December 2025 for in-person participants.

REGISTRATION FOR IN-PERSON & ONLINE PARTICIPATION	
Deadline	Registration for all meetings is mandatory through the following Indico link: http://pcbregistration.unaids.org All meeting participants are required to complete online registration by the deadline of Monday, 24 November 2025.
Limitations	In accordance with the Modus Operandi and Modalities and Procedures for the 56th and 57th PCB Meetings: – In-person participation at the PCB meeting is unlimited.

	– Online participation will be restricted to six (6) participants per delegation. Exceptions may be granted on a case-by-case basis, subject to consultation with the PCB Chair and the UNAIDS Executive Director. If you would like to request an exception, please submit a note verbale or a written request to pcbgovernance@unaids.org, including a rationale for your request. Please note that, due to technological limitations and security concerns, online participants will not be involved in decision adoption or voting procedures, and drafting sessions will not be accessible online.
Note verbale or note	We kindly invite you to submit a note verbale for Member States and a simple note for other participants, detailing the full list of your delegation for the 57th PCB meeting in Brasília, Brazil, while completing the Indico registration. In the note (verbale), delegations are kindly asked to indicate (in accordance with their Indico registration): – Name(s) and title(s) of in-person participant(s); – Name(s) and title(s) of a maximum of (6) six online participant(s); – Name(s) and title(s) of participant(s) attending the field visit in person; <i>and</i> – Name(s) and title(s) of the main and alternate representatives who will participate in-person in the drafting sessions, as foreseen in the ‘Modalities’ (PCB Members only).
List of participants	A provisional list of participants will be available on the 57th UNAIDS Programme Coordinating Board Meeting website prior to the opening of the 57th PCB meeting. This list will be compiled based on Indico registrations received by the Secretariat by the close of business on Monday, 24 November 2025. Participants are encouraged to review the information in the provisional list and report any changes or corrections to the Secretariat at pcbgovernance@unaids.org for inclusion in the final list.

PROCEDURES FOR STATEMENT DELIVERY, DECISION-MAKING, SECURE PLATFORM AND DOCUMENTS ACCESS

Delivering statements	To ensure the accuracy of interpretation, participants are kindly requested to submit written statements for each agenda item in advance of their delivery. Statements should be submitted in <u>Microsoft Word format</u> to pcbgovernance@unaids.org. During plenary sessions, in-person delegates may request to speak by raising their nameplates, while online participants can use the "raise hand" feature on Zoom. In the event of technical issues with Zoom, participants may also use the chat function to submit comments. To adhere to the timing of the meeting, members and observers will be given a maximum of two minutes to make their interventions. Those speaking on behalf of a constituency will be given three minutes. Timing will be regulated using virtual “traffic lights” which will count down the allowed minutes for each speaker.
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Secure platform	Registered participants will receive a personalized link to access the secure platform, which will contain the following materials: – Presentation materials for each agenda item – Recordings of the presentations – Statements An email with instructions for accessing the secure platform will be sent prior to the first pre-meeting. For guidelines on accessing the platform, please refer to the Secure Platform Account Creation Guide.
Decision making	To ensure effective preparation for the agenda items and facilitate the smooth conduct of the PCB meeting, as well as consensus in decision-making, the pre-meeting sessions will provide an opportunity to raise and address concerns regarding the proposed decision points in the PCB papers. As outlined in the modalities, virtual consultation(s) may be organized at the discretion of the PCB Bureau, with PCB members and participants. This session will focus on reviewing all proposed decision points prior to the 57th PCB meeting. In line with the modus operandi and the modalities, in-person drafting sessions will be held, if necessary, with the PCB Chair responsible for announcing their date and time. Participation in these sessions will require the physical presence of PCB delegates, as they will not be livestreamed. The Chair anticipates scheduling the following potential in-person drafting sessions with PCB Members to reach consensus on the decision points: – Tuesday, 16 December 2025: Timing TBC – Wednesday, 17 December 2025: Timing TBC
Documents	Documents for the 57th PCB meeting can be easily accessed on the dedicated UNAIDS webpage in both English and French as they become available: 57th meeting, UNAIDS Programme Coordinating Board, 16-18 December 2025 UNAIDS. Delegates attending the meeting in person are reminded that, in line with the initiative to 'Greening the Blue,' PCB meetings have been paperless since 2019. Participants are encouraged to consult the documents on the PCB website and to download them for printing only if necessary.

INTERPRETATION	
Statements	To ensure accurate interpretation, PCB members and observers are requested to submit all written contributions—such as statements, speeches, presentations, and video scripts—in Microsoft Word format to pcbgovernance@unaids.org prior to their delivery at the 57th PCB meeting. Please use the subject line “Statement for Agenda Item XX – Organization Name” for your email submissions.

Tips for speakers	Participants are encouraged to consider the following tips for remote speakers: – Speak clearly into the microphone at a natural moderate pace (110 words/minute); – Good sound quality is essential. The best presentation will lose its audience if they have to put up with background noise, static, interruption etc.; – Turn off sound notifications (emails, WhatsApp, etc.); – Do not use any background music in pre-recorded video presentations; – Participate from indoors and eliminate background noise by closing doors and windows.
Requirements for remote speaking	Taking the floor in a multilingual virtual meeting requires specific equipment and conduct: – Use individual headsets with high-quality microphones instead of your computer's built-in microphone. – Avoid Bluetooth headsets for better sound quality. – Do not move the microphone during the virtual sessions to maintain sound clarity. – Use a PC or laptop rather than a mobile phone or iPad. – Prefer an Ethernet connection over Wi-Fi for a more stable internet connection. Please note that interpretation may be interrupted if the sound quality is not suitable for interpretation. For guidance on best practices for speakers, refer to this UN video: Good Practice for Speakers.
TECHNICAL REQUIREMENTS AND ASSISTANCE FOR ONLINE PARTICIPANTS	
Connecting virtually	Unique Link Each participant will receive a unique link to join the Zoom meeting. Participants are reminded not to share or forward their individual links. Naming Convention The individual link for each participant will adhere to the following naming conventions for example: For PCB Member States: [MS – Country Name – Participant Name] For Observer NGOs: [Obs NGO – Organization Name – Participant Name] Etc. Requesting the Floor When the PCB Chair opens the floor, participants will follow the agreed-upon order: Member States, NGO Delegation, Cosponsors, followed by Observer States, Observer NGOs, and Observer Intergovernmental Organizations. Participants will be invited to request the floor using the raised-hand function. Taking the Floor All participants will be muted upon entry. When the Chair grants the floor to an online participant, a pop-up box will appear, prompting the participant to accept being unmuted. To speak, participants must accept this request.

	Zoom Participation as Panelist All PCB delegates who are expected to engage actively in the meeting (e.g., take the floor, use chat function or follow the proceedings closely) will receive a Zoom invitation granting <i>panelist</i> access. If you join as an attendee, please accept the invitation to be moved to <i>panelist</i> when prompted. Being a panelist allows you to see the list of participants, use the “raise hand” function, access the chat, and participate fully in the meeting discussions.
Testing	Online participants will have the opportunity to test their sound and video in advance of each meeting at the following times: – PCB Pre-Meeting Sessions: Between 12:30 – 13:00 (CET/UTC+01:00) – PCB Meeting: Between 08:30 – 09:00 (BRT/UTC-03:00)
IT support	For any technical difficulties related to the Zoom platform, participants can reach out for assistance at PCBITSupport@unaids.org .

CONTACTS	
	• Registration: PCBRegistration@unaids.org • ZOOM / IT: PCBITSupport@unaids.org • Statements, other questions including overall logistics: PCBGovernance@unaids.org