59TH MEETING OF THE UNAIDS PROGRAMME COORDINATING BOARD (PCB)

8-11 December 2026

Information for the participants

INTRODUCTION	This information note for the 59th meeting of the PCB has been prepared to enhance participants' engagement and ensure the smooth progress of the meeting. It should be reviewed alongside the following document: Modalities and Procedures for the 2026 PCB Meetings (UNAIDS/PCB (59)/26.3).
DATE AND VENUE	The **59th PCB Meeting** will convene in a fully virtual format through the Zoom platform for meeting members, participants and observers from **Tuesday, 8 December to Friday, 11 December 2026.** The plenary meetings will take place daily from **13:00 to 16:30 (CET)**.
PRE-MEETING(S)	A virtual PCB pre-meeting will be held on **Monday, 30 November 2026 from 13:00 to 16:00 (CET)** via Zoom. All registered participants are invited. A first consultation on draft decision points will be held on **Tuesday, 1 December 2026 from 13:00 to 15:00 (CET)**, followed by a second consultation on **Thursday, 3 December 2026 from 13:00 to 15:00 (CET)**. These consultations are limited to PCB members (the twenty-two elected Member States, Cosponsors and the NGO Delegation).
DELIVERING STATEMENTS	To support the accuracy of interpretation, participants are requested to submit written statements for each agenda item in **advance of delivery**. Statements should be submitted in Microsoft Word format to pcbgovernance@unaids.org. During plenary sessions, delegates can request to speak by using the "raise hand" feature on Zoom. In case of technical issues with Zoom, participants can also utilize the chat function to make comments.
SECURE PLATFORM	Registered participants will receive a personalized link to access the secure platform. The secure platform will contain the following materials:

- Presentation materials for the respective agenda item;
- Recordings of related presentations;
- Statements.

An email containing instructions for accessing the secure platform will be shared before the pre-meeting on 30 November 2026. For guidelines on accessing the platform, refer to the Secure Platform Account Creation Guide.

DECISION MAKING

To facilitate optimal preparation of agenda items, the smooth running of the 59th PCB meeting and consensus on decision-making, the pre-meeting and consultations provide opportunities to raise and address concerns regarding the proposed decision points. Proposed amendments should be raised during these sessions or communicated to the PCB Chair in advance, in accordance with the Modalities.

A virtual Drafting Group Session for PCB Members is tentatively scheduled for **Tuesday, 8 December 2026 from 09:00 to 11:00 (CET) (TBC)** via Zoom. The drafting session is limited to PCB members (the twenty-two elected Member States, Cosponsors and the NGO Delegation).

DOCUMENTS

Documents for the 59th PCB meeting can be accessed in English and French, as they become available, on the dedicated UNAIDS webpage for the 59th meeting of the UNAIDS Programme Coordinating Board, 8–11 December 2026.

In the spirit of “Greening the Blue”, participants are encouraged to consult the documents on the PCB website and download for print only if needed.

REGISTRATION FOR ONLINE PARTICIPATION

DEADLINE

The 59th PCB meeting will take place fully virtually through the Zoom platform. **All participants from a delegation must register in advance by Monday, 23 November 2026**.

Registration link: https://indico.un.org/event/1026530/

LIMITATIONS

In accordance with the Modus Operandi and the Modalities and Procedures for the 2026 PCB Meetings:

- Online participation is recommended to be limited to six (6) participants per delegation for each of the twenty-two PCB Member States, for each of the six Cosponsor seats and for each of the five NGO Delegation seats.
- Participation is limited to four (4) participants for Observer Member States, Observer NGOs and Intergovernmental Organizations.

Exceptions will be granted on a case-by-case basis in consultation with the PCB Chair and the UNAIDS Executive Director. Requests for an exception should be submitted, with a rationale, to pcbgovernance@unaids.org.

NOTE VERBALE

While completing the online registration, delegations should submit a Note Verbale (for Member States) or a Note (for other participants). The Note Verbale or Note can be submitted directly through the registration form.

- For PCB members (the twenty-two Member States, the PCB NGO Delegation and Cosponsors), the Note Verbale or Note should also indicate the name and title of a participant and an alternate who will participate in the virtual drafting groups.

LIST OF PARTICIPANTS

A provisional list of participants will be made available before the opening of the 59th PCB Meeting on the related website.
This list will be compiled on the basis of the registrations received by the Secretariat.

Participants are requested to check the information contained in the provisional list of participants and to report any changes or corrections to the Secretariat (pcbgovernance@unaids.org.) for inclusion in the final list.

INTERPRETATION

LANGUAGES

In accordance with paragraph 19 of the PCB Modus Operandi, simultaneous interpretation in the two working languages of UNAIDS, English and French, will be available.

Member States who wish to request interpretation into one of the four additional UN official languages (Arabic, Chinese, Russian or Spanish) are kindly invited to do so by covering the associated costs. Please contact pcbgovernance@unaids.org as soon as possible to discuss the relevant technical, logistical and financial arrangements.

STATEMENTS

To ensure interpretation accuracy, PCB members and observers are asked to submit all written contributions (statements, speeches, presentations, video scripts, etc.) for each agenda item in Microsoft Word format to pcbgovernance@unaids.org ahead of their delivery.

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 must 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:

- Preferably use individual headsets with high-quality microphones rather than the built-in microphone of your computer;
- Avoid using a Bluetooth headset;
- Avoid moving the microphone during the virtual sessions;
- Use PC or laptop, not a mobile phone or an iPad;
- Prefer the use of ethernet connection over Wi-Fi.

Please note that interpretation will be interrupted should the sound quality not be fit for interpretation. UN video illustrating good practice for speakers:
https://youtu.be/jS7C64N14i8

TECHNICAL REQUIREMENTS AND ASSISTANCE FOR ONLINE PARTICIPANTS

CONNECTING VIRTUALLY

Unique link: Each participant will receive a unique link to join the Zoom meeting. **Participants should not share or forward their link.**

Naming convention: The individual link for each participant will enforce a naming convention for the meeting.

- For Member States, this will be [MS – Country Name – Participant Name].

- For Observers, it will be denoted as [Observer States/or NGO – Country/or Organization Name – Participant Name].

Requesting the floor: When the PCB Chair opens the floor following the agreed approach (Member States, NGO Delegation, Cosponsors, followed by Observer Member 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 are muted upon entry. When the Chair grants the floor to an online participant, a box will pop up requesting the participant to accept to be un-muted. In order to speak, participants will need to accept this request.

Accessing the Zoom platform: Upon admission to the Zoom room, and to participate fully in the virtual 59th PCB meeting, please accept the invitation to be a "panelist". This will allow you to speak, use the chat function and access the relevant meeting features.

TESTING

The meeting host will be conducting voluntary microphone and camera tests ahead of the meeting start time. If you wish to test, use the "raise hand" function and wait for the host to unmute you.

Online participants will have the opportunity to test their audio and video settings starting one hour before the beginning of each meeting.

IT SUPPORT

IT support for any technical difficulties related to the Zoom platform will be available through the following email address: PCBITSupport@unaids.org.

CONTACTS

Registration: PCBRegistration@unaids.org
IT/Zoom support: PCBITSupport@unaids.org
Written statements and all other questions: PCBGovernance@unaids.org