

**INFORMATION FOR ALL
PARTICIPANTS
(IN-PERSON & VIRTUAL)**



10–12 December 2024 | Kenya, Nairobi
UNAIDS Programme Coordinating Board
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INFORMATION FOR ALL PARTICIPANTS (IN-PERSON & VIRTUAL)

55th UNAIDS PROGRAMME COORDINATING BOARD (PCB) MEETING

10-12 December 2024, Nairobi, Kenya

INTRODUCTION	
	<p>This information note for the 55th 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 “<i>Modalities and Procedures for the 2024 UNAIDS PCB Meetings</i>” (UNAIDS/PCB (54)/24.2).</p> <p>Additional information for participants joining the 55th PCB meeting in-person in Nairobi, Kenya is provided in the following document: Information for in-person participants UNAIDS.</p>
PCB PRE-MEETING SESSIONS	
Date and venue	<p>The 55th PCB pre-meetings are scheduled for Thursday, 28 November 2024 and Friday, 29 November 2024, while the consultation on draft decision points will take place on Monday, 2 December 2024.</p> <p>These informal virtual sessions will address specific agenda items and will be organized by the PCB Chair in advance of the 55th PCB meeting. All pre-meetings will take place online via the Zoom platform, with interpretation available in both English and French.</p> <p>The detailed 55th PCB meeting schedule can be accessed here: Provisional Schedule for the Fifty-Fifth Programme Coordinating Board Meeting and Related Meetings UNAIDS</p>
PCB MEETING	
Date and venue	<p>The 55th PCB meeting will be held in person at the Nairobi Serena Hotel (Processional Way, Nairobi, Kenya) from 10 to 12 December 2024. Limited online access via Zoom will be available for meeting members, participants, and observers who are unable to attend in person.</p> <p>The plenary sessions will be held in The Ballroom, while the drafting sessions will take place in the Amani Room. All in-person participants will receive a map of the hotel upon arrival and registration.</p> <p>In addition, the PCB will be preceded by a PCB Field Visit on Monday, 9 December 2024 for in-person participants.</p>

REGISTRATION FOR IN-PERSON & ONLINE PARTICIPATION	
Deadline	<p>Registration has commenced via the following Indico link: http://pcbregistration.unaids.org</p> <p>All meeting participants are required to complete online registration by the deadline of Monday, 18 November 2024.</p>
Limitations	<p>In accordance with the Modus Operandi and the Modalities and Procedures for the 2024 UNAIDS PCB meetings:</p> <ul style="list-style-type: none"> – In-person participation at the PCB meeting is unlimited. – Online participation will be restricted to six (6) participants per delegation. <p>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.</p> <p>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.</p>
Note verbale or note	<p>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 55th PCB meeting in Nairobi, Kenya, while completing the Indico registration.</p> <p>In the note (verbale), delegations are kindly asked to indicate (in accordance with their Indico registration):</p> <ul style="list-style-type: none"> – Name(s) and title(s) of in-person participant(s); – Name(s) and title(s) of a maximum of (6) six online participant(s); and – Name(s) and title(s) of participant(s) attending the field visits in person.
List of participants	<p>A provisional list of participants will be available on the 55th meeting, UNAIDS Programme Coordinating Board, 10-12 December 2024 UNAIDS website prior to the opening of the 55th PCB meeting. This list will be compiled based on Indico registrations received by the Secretariat by the close of business on Monday, 18 November 2024.</p> <p>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.</p>

PROCEDURES FOR STATEMENT DELIVERY, DECISION-MAKING, SECURE PLATFORM AND DOCUMENTS ACCESS	
Delivering statements	<p>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 Microsoft Word format to pcbgovernance@unaids.org.</p> <p>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.</p> <p>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.</p>
Secure platform	<p>Registered participants will receive a personalized link to access the secure platform, which will contain the following materials:</p> <ul style="list-style-type: none"> – Presentation materials for each agenda item – Recordings of the presentations – Statements <p>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.</p>
Decision making	<p>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.</p> <p>As outlined in the modalities, a virtual consultation 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 55th PCB meeting.</p> <p>In line with the modus operandi, 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 members, participants, and observers, as they will not be livestreamed.</p> <p>The Chair anticipates scheduling the following potential in-person drafting sessions with PCB Members to reach consensus on the decision points:</p>

	<ul style="list-style-type: none"> – Tuesday, 10 December 2024: 21:00 – 23:00 EAT (UTC+03:00) – Wednesday, 11 December 2024: 17:00 – 19:00 EAT (UTC+03:00)
Documents	<p>Documents for the 55th PCB meeting can be easily accessed on the dedicated UNAIDS webpage in both English and French as they become available: 55th meeting, UNAIDS Programme Coordinating Board, 10-12 December 2024 UNAIDS.</p> <p>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.</p>

INTERPRETATION	
Statements	<p>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 55th PCB meeting.</p> <p>Please use the subject line “Statement for Agenda Item XX – Organization Name” for your email submissions.</p>
Tips for speakers	<p>Participants are encouraged to consider the following tips for remote speakers:</p> <ul style="list-style-type: none"> – 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.

<p>Requirements for remote speaking</p>	<p>Taking the floor in a multilingual virtual meeting requires specific equipment and conduct:</p> <ul style="list-style-type: none"> – 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. <p>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.</p>
TECHNICAL REQUIREMENTS AND ASSISTANCE FOR ONLINE PARTICIPANTS	
<p>Connecting virtually</p>	<p>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.</p> <p>Naming Convention The individual link for each participant will adhere to the following naming conventions:</p> <ul style="list-style-type: none"> – For Member States: [MS – Country Name – Participant Name] – For Observers: [Observer States/NGO – Country/Organization Name – Participant Name] <p>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.</p> <p>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.</p>
<p>Testing</p>	<p>Online participants will have the opportunity to test their sound and video in advance of each meeting at the following times:</p> <ul style="list-style-type: none"> – PCB Pre-Meeting Sessions: Between 12:30 – 13:00 (CET/UTC+01:00) – PCB Meeting: Between 08:30 – 09:00 (EAT/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