

Arrangements for the 65th session of the Commission on the Status of Women (15 to 26 March 2021)

Technical note

This technical note on the arrangements for the sixty-fifth session of the Commission on the Status of Women serves to provide organizational and logistical information for delegations ahead of the upcoming session of the Commission. The modalities are subject to revision in light of the evolving situation concerning the coronavirus disease (COVID-19) pandemic.

In-person formal meetings

The Commission is expected to hold in-person meetings on Monday, 15 March at 10 a.m. in the General Assembly Hall and on Friday, 26 March at 10 a.m., also in the GA Hall.

For the in-person meetings, each delegation is invited to send one representative, in order to adhere to the strict social distancing measures recommended by the UN Occupational Safety and Health (OSH) Unit. Secondary access cards, which are being provided by the UN Protocol and Liaison Office (room S-0200) for the resumed part of the 75th session of the General Assembly, will be required to enter the GA Hall for the sixty-fifth session of the Commission. In addition, delegations will be requested to register their participation at the in-person meetings through a link which will be provided in due course and will be used for COVID-19 contact tracing purposes only, if needed. The registration form will also be available through a QR code in the GA Hall. Delegations are kindly requested to use their smartphone or tablet to scan the QR code in order to register their attendance, should they not fill out the registration form in advance of the meeting.

Delegations are requested to kindly inform the Secretariat of any accessibility requirements of delegates in order to facilitate participation. Adjustments may be made to seating arrangements for in-person meetings to enable the participation of persons with disabilities, in accordance with GA resolution 73/341.

The proceedings of the meetings will be webcast live and on demand on UN Web TV (<http://webtv.un.org>).

Throughout the in-person meetings, mitigation measures provided by OSH will be applied.

Informal virtual meetings

The informal, virtual meetings of the Commission taking place from the afternoon of 15 March until 25 March will be held using a remote simultaneous interpretation (RSI) platform. All meetings will be streamed live on UN webcast.

Familiarization sessions on the platform will be held ahead of the session and further details will be shared in due course. Participants who expect to take the floor during the meetings are strongly encouraged to participate in a test in advance in order to ensure that their connections and equipment are working properly.

Delegates should use a computer to join the virtual meetings, as the platform does not support mobile devices. The **Chrome** browser is recommended when accessing the virtual platform link.

IMPORTANT: Links to the virtual meetings of the Commission taking place on a remote interpretation platform will be made available through the “CSW Meetings” page on the eDelegate platform (from

eDelegate, select: ECOSOC >> Committee on the Status of Women >> CSW Meetings >> select the date of the meeting >> click the appropriate “VR” number to connect). Access to eDelegate is given through the Access Administrators in each mission. It is important that all representatives who intend to intervene in the virtual meetings (including those participating from capital) receive access from their mission to the Commission’s pages on the eDelegate portal, in order to access the virtual meeting links.

So as not to overload the platform, participating States should limit their participation on the virtual platform to no more than two representatives at any given time. Participants are kindly encouraged to coordinate virtual participation on the platform among their delegation in order to ensure that the two-delegate participation limit is respected at any given time. Only those delegates intending to speak in a given meeting need to log into the remote interpretation platform. All other members of the delegation can watch the meetings live on UN Webcast at <http://webtv.un.org>. In case participation on the platform is close to capacity, the presiding officer may authorize the Secretariat to remove participants. There is no limit to the number of persons who can follow the discussions through UN Webcast, and the Webcast will be archived.

In order to assist the presiding officer in identifying participants on the virtual platform, when joining the meeting, participants are requested to follow the naming convention, that is: **[DELEGATION] [FIRST NAME] [LAST NAME]**. If participants do not clearly identify their delegation/affiliation when joining the platform, admission to the meeting may be delayed and participants may be requested to leave the meeting temporarily and rejoin with the correct naming convention.

Each meeting will be opened approximately one hour before the start time and participants are strongly encouraged to test their connections during this time.

General discussion

Inscription in the list of speakers for the general discussion of the Commission will open through the e-speakers module on Wednesday, 10 February at 10.00 a.m. The deadline for registration is 10 March, at 1.00 p.m. Statements in the general discussion can be delivered through pre-recorded video statements, live remote participation by New York-based delegates and/or through the submission of written statements for circulation through eStatements. All pre-recorded video statements must be uploaded no later than 10 March, at 1.00 p.m. A link to upload the video statements, as well as the Audio Video Guidelines, will be sent separately.

Delegations are advised that statements made by individual States should not exceed 5 minutes; statements made on behalf of a group of States should not exceed 10 minutes; statements made by intergovernmental organizations and UN System entities should not exceed 5 minutes. In order to ensure time management, microphones and/or videos will be automatically muted when the allotted time limit is reached.

The provisional list of speakers will be circulated by the Secretariat prior to the opening of the session .

Ministerial Roundtables

Member States are invited to express an interest by inscribing in the List of Speakers module which will open in the edeleGATE portal on Wednesday, 10 February at 10.00 a.m. The deadline for registration for the MRTs is 26 February, at 5.00 p.m. Ministers will be invited to speak in only one of the MRTs, and the list of Ministers that have expressed an interest to speak will be circulated by the Secretariat prior to the

opening of the session (15-17 Ministers are expected to participate in each MRT). Statements in the MRTs can be delivered through pre-recorded video statements or through virtual, live interventions. The deadline for receipt of pre-recorded videos for the MRTs is 5.00 p.m. on Monday, 8 March. Delegations are advised that statements made by Ministers should not exceed 3 minutes. In order to ensure time management, microphones and/or videos will be automatically muted when the allotted time limit is reached.

Interactive Dialogues

In order to request the floor during the interactive dialogues, participants will be requested to inscribe through an online speaker form. The form will be enabled at the start of the meeting and no requests can be made before that time. Given the limited time available, interventions should be limited to 3 minutes or less. The time limit will be strictly implemented, including through the muting of microphones once the time limit is reached.

Written copies of all statements delivered in the Commission must be sent to estatements@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 on the UN Journal website (<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.

It is also very important that the recommendations for participants in meetings with remote interpretation be followed by all speakers. If the recommendations are not followed, the provision of interpretation services for a statement may be suspended and the continuity of such services for the virtual meetings of the Commission cannot be guaranteed.

Interpretation requirements related to the pre-recorded video messages:

1. Ensure the speaker speaks clearly and at a moderate pace to enable accurate interpretation;
2. Provide a copy of the script of the statement in one of the official UN languages to estatements@un.org, with a copy to Mr. Jose Rene Tanoy (tanoy@un.org) (Scripts are **mandatory** for interpretation);
3. For languages other than an official UN language, please provide an audio recording of the interpretation into one of the UN official languages embedded in the video. In addition, provide the text of your statement translated into one of the official languages;
4. In case of non-official languages, when a video address is played back and broadcast on the “floor” channel in the original language, the audio of the pre-recorded translation needs to be synchronously broadcast on the corresponding language channel.

Registration

As announced in a Note Verbale dated 12 January 2021, participating States are invited to indicate the full composition of their delegation (including delegates who do not have access to the virtual platform) through the e-List of Participants module for the Commission in the eDelegate portal (under ECOSOC >> Commission on the Status of Women >> e-List of Participants), no later than one week after the conclusion of the session.

Representatives of intergovernmental organizations, specialized agencies or representatives of UN system entities are invited to register up to 2 participants who would participate in the meetings on the virtual platform over the course of the session through the eDelegate portal. (For questions, please contact dgacm-csw@un.org).

Informal consultations

The Secretariat will provide access to the WebEx portal for use during informal consultations of the Commission scheduled during the session. For questions, please contact duap@un.org or dgacm-csw@un.org.

More information on the programme and documents is available on the CSW website:
<https://www.unwomen.org/en/csw/csw65-2021>