

Executive Committee of the High Commissioner's Programme (ExCom) Seventy-second session

4-8 October 2021

Organizational note on speaking arrangements

Statements

- Statements should be delivered in one of the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish). To facilitate interpretation, delegations are asked to send advance copies of their statements (including pre-recorded statements) to: hqexcom@unhcr.org. Please note that, for health reasons, no documents may be distributed during the meeting.
- UNHCR has made arrangements for statements delivered during the general debate and under the agenda item on international protection to be posted on the session's webpage (<https://www.unhcr.org/2021-executive-committee-session.html>). The Secretariat will post statements as soon as possible, following delivery. Delegations that do not wish to have their statements published on the session webpage are asked to write to: hqexcom@unhcr.org.
- Delegations wishing to obtain a video recording of their statement from the general debate may send their requests in writing to: hqvideo@unhcr.org. Requests will be answered in the order they are received.

Speaking arrangements

- Due to the complexities involved in running a hybrid meeting, allowing for both in-person and virtual participation, protocol may not be strictly adhered to with respect to the speaking order. The speaking order will also take into consideration requests from remote speakers in different time zones. The Secretariat, therefore, requests the understanding and flexibility of all delegations in these extraordinary circumstances.
- It is currently foreseen that only the general debate (agenda item 3) will allow for remote speaking opportunities. Following the general debate and beginning with agenda item 4 on international protection, only delegates participating in-person would be able to take the floor. The entire session will, however, be webcast on the session webpage for remote viewing.
- There will only be a formal list of speakers for the general debate. For all other agenda items, delegations will raise their nameplates when they wish to speak, and the Secretariat will compile an informal list. Should a State/organization speaking on behalf of an established regional group of States or group of organizations wish to make a statement, they should inform the Secretariat in person well in advance of the relevant agenda item.
- Statements are limited to 5 minutes or less. A State/organization speaking on behalf of an established group of States or a group of organizations will be accorded 7 minutes. Time may be reduced according to the number of speakers and calculation of time available. Delegations will be advised should the time limit change.

Speakers list for the general debate

- The list of speakers for the general debate opened on Monday, 6 September 2021.
- All requests for a speaking slot must be made in writing to: hqexcom@unhcr.org, indicating “speakers list” in the subject line, specifying mode of delivery (in-person, virtual or pre-recorded) and providing the exact name, title and rank of the speaker.
- Registration for the list of speakers will be closed on Tuesday, 28 September 2021, and the list will be made available by close of business on Thursday, 30 September 2021.
- Following the publication of the list on Thursday, 30 September 2021, any delegation making a request for a speaking slot will be placed towards the end of the list.
- Should a delegation wish to withdraw from the list of speakers, this may be done in person on the day of the conference. The speaker or his/her representative will be requested to strike their name from the list and initial.
- States/organizations may exchange places with another State/organization on the list. Both parties should approach the Secretariat together and initial the list next to where the exchange is indicated.
- Following publication of the list, should the speaker change, the Secretariat should be informed in person well in advance of the speaking slot. This may affect the speaking order.
- Should a delegation miss their speaking slot and approach the Secretariat to re-register, they may be placed towards the end of the list. Exceptions will be made should the slot be missed due to technical difficulties related to remote participation.
- In approaching the Secretariat, delegations are asked to maintain appropriate distancing measures, wearing a face mask at all times.

Attention – remote speakers only

- The name of a technical focal point for those speaking remotely should be communicated to the Secretariat (Ms. Afarin Dadkhah Tehrani at dadkhaht@unhcr.org) in order to coordinate testing of the platform and equipment in advance of the session. The focal point should also be available during the session for troubleshooting.

14 September 2021