

SEVENTY-THIRD SESSION OF THE EXECUTIVE COMMITTEE OF THE HIGH COMMISSIONER'S PROGRAMME

10-14 OCTOBER 2022

INFORMATION NOTE

ORGANIZATION OF THE MEETING

Date, timing and venue

1. The seventy-third session of the Executive Committee (ExCom) is expected to be an in-person event. It will take place in conference room XIX at the Palais des Nations, starting at 10 a.m. Central European Time (CET) on Monday, 10 October 2022 and closing on Friday, 14 October 2022.

2. The morning meetings are expected to last from 10 a.m. to 1 p.m. CET and the afternoon meetings from 3 p.m. to 6 p.m. CET. In order to make the best use of the interpretation and conference management services, the meetings will be called to order promptly. Delegations are, therefore, requested to be punctual.

3. Those wishing to observe the session remotely will be able to access the webcast on the [session webpage](#) as usual.

COVID-19 update

4. While almost all COVID-19 protective measures have been lifted at the Palais des Nations, including with respect to social distancing, participants are asked to bring masks with them to the conference room. Measures may, however, still be put in place before or during this year's session to help mitigate the spread of the virus.

5. The United Nations Office at Geneva (UNOG) asks all members of delegations to refrain from entering the Palais des Nations in case of COVID-like symptoms. By swiping the United Nations-issued identification badge, all those entering the premises confirm they have not had COVID-19 symptoms or a positive COVID-19 test result in the last 5 days.

Seating arrangements

6. Seating will follow the General Assembly seating protocol. Belize was selected by the drawing of lots from among United Nations Member States to occupy the first seat in the

General Assembly for its seventy-seventh session. As Belize is not a member of the Executive Committee, Benin will occupy the first seat for the Executive Committee's seventy-third session. Other Executive Committee members will follow, after which observer States and then other observers will be seated. ExCom member States will be given two seats at the table and two behind, while observer States and other observers to the meeting will be given one seat at the table and one behind. Seating will be in English alphabetical order.

REGISTRATION AND ACCESS TO THE PALAIS DES NATIONS

7. Participants are requested to register with the ExCom Secretariat by **Friday, 16 September 2022**. To do so, a note verbale containing the exact names and titles of all members of the delegation listed in order of precedence must be sent to the Secretariat: hqexcom@unhcr.org. Notes verbales should be sent in the two working languages of English or French. Registration with the ExCom Secretariat is essential for the timely preparation of the provisional list of participants and other necessary arrangements.

8. All participants require a UNOG-issued identification badge to access the Palais des Nations. Please note that it is not longer required for Geneva-based participants with valid UNOG badges to register in Indico, as was previously necessary for contact tracing purposes.

How to obtain a UNOG identification badge

9. For visiting delegations, requests for accreditation must be made online through the UNOG Indico system ExCom registration page: <http://reg.unog.ch/e/excom2022>.

10. When registering in Indico, please note that the same email address cannot be used for multiple participants. It is advisable to use a Firefox or Chrome browser to register in Indico, due to compatibility issues with the system. UNHCR has been advised that failure to complete an Indico registration form correctly, including submitting a passport-style photograph with a blank

background, may result in delays with badge collection and entry to the Palais des Nations.

11. Upon completion of the Indico registration form, participants will be provided with a QR code. The QR code and the identity document used for registration in Indico should be presented to the UNOG Pass and Identification Unit. The UNOG Pass and Identification Unit is temporarily located at:

Villa *Les Feuillantines*
Avenue de la Paix, 13
1211, Geneva 10

Entry badges may be collected as of the afternoon of **Friday, 7 October 2022**.

Access to the Palais des Nations

12. Please note that the **Pregny Gate is under renovation until May 2023**. Vehicle access will remain unimpeded, and pedestrian entry and exit via the turnstiles remain possible **ONLY** for holders of a regular UNOG badge. For visitors, pedestrian access to the Palais des Nations must be through the Peace Gate. The Peace Gate is located at the Place des Nations (near the flagstaffs and the “Broken Chair” monument).

13. Participants who require disability-related assistance to enter the building, or with respect to seating and other arrangements, are invited to indicate such requests when completing the Indico registration form and contact the ExCom Secretariat for support: hqexcom@unhcr.org.

Non-governmental organizations (NGOs)

14. NGOs are requested to register their participation by sending a letter of accreditation to the UNHCR Partnership Section (partnership@unhcr.org) by **Friday, 16 September 2022**. NGOs are asked to limit the size of their delegations due to constraints with respect to seating capacity.

15. Registered NGO delegations who plan to attend and who are not in possession of a UNOG ID badge must also register through Indico (<http://reg.unog.ch/e/excom2022>), following the instructions above.

SPEAKING ARRANGEMENTS

List of speakers for the general debate

16. The list of speakers for the general debate will open on **Monday, 12 September 2022**. To secure a speaking slot, all requests should be made in writing to: hqexcom@unhcr.org, indicating “speakers list” and the country/organization name in the subject line, and providing the exact name, title and rank of the speaker. Please note that registering for the event by note verbale does not constitute a speaking request. Further information on the list of speakers and other related arrangements will be shared with delegations in due course.

Interpretation and statements

17. Interpretation will be provided in all six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish). Please be reminded that to facilitate interpretation a normal speed should be maintained when making statements. Captioning will also be provided.

18. 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.

19. Delegations are requested to send copies of their statements well in advance of each agenda item to hqexcom@unhcr.org. This will help ensure effective interpretation. Delegations are reminded that sending copies of statements does not constitute a speaking request.

OBSERVER STATUS FOR PARTICIPATION IN MEETINGS OF THE STANDING COMMITTEE IN 2022-2023

20. Observer status for the Standing Committee must be renewed yearly. States wishing to be observers of the Standing Committee and to participate in its meetings from **October 2022 to October 2023**, should send their request by note verbale to the ExCom Secretariat (hqexcom@unhcr.org), indicating “request for observer status” and the country name in the subject line. Requests received by close of business on **Friday, 7 October 2022** will be

announced at the seventy-third session under the relevant agenda item and recorded in the report of the session.

DOCUMENTATION

List of participants

21. A provisional list of participants will be made available by close of business on **Thursday, 6 October 2022**. Any amendments should be communicated to the Secretariat by close of business on **Wednesday, 12 October 2022**. The final list of participants will be made available on **Friday, 14 October 2022**.

Summary records

22. In accordance with GA resolution 3415 (XXX), summary records of the United Nations bodies are issued in final form only. They will be prepared by the United Nations précis-writers and posted as soon as possible after each meeting. Any corrections will be issued in a single corrigendum after the session. The procedure for submitting corrections is set out on the first page of the summary record.

Official documentation

23. Documentation for the session is available on: www.unhcr.org/excom2022. Participants must bring their own copies to the session.

24. Documents issued in the A/AC.96/xx series are also made available through the United Nations Official Document System (ODS): <http://documents.un.org>.

UPDATES

25. More information, including detailed guidance on the list of speakers for the general debate, will be made available on the [session webpage](#). Please check back frequently for updates.