

SEVENTY-FIRST SESSION OF THE EXECUTIVE COMMITTEE
OF THE HIGH COMMISSIONER'S PROGRAMME
5-9 October 2020

INFORMATION NOTE – AS OF 23 SEPTEMBER

I. ORGANIZATION OF THE MEETING

Date and place

1. In light of the COVID-19 pandemic, and in line with the guidelines issued by the Swiss Federal Council, the cantonal authorities and the United Nations Office at Geneva (UNOG), the seventy-first session of the Executive Committee (ExCom) is expected to be a limited in-person event, with remote participation from capital.

2. The in-person event will take place in the Assembly Hall at the Palais des Nations. Remote participation will be facilitated through Interprefy. Please note that the Interprefy platform should only be used for speakers. Those observing the event remotely will be able to access the webcast on the [session webpage](#) as usual.

Timing

3. The morning meetings are expected to last from 9 a.m. to 1 p.m. and the afternoon meetings from 3 p.m. to 6 p.m. In order to make the best use of time and of interpretation and conference management services, the meetings will be called to order promptly.

Seating arrangements

4. Seating will follow the General Assembly seating protocol for the seventy-fifth session, and will therefore start with Iceland, followed by other ExCom member States. Non-ExCom member States will follow. Other observers to the session will be seated in the gallery. Seating will be in English alphabetical order.

5. Please note that, in accordance with the latest guidelines established by UNOG, only one person per delegation may be physically present in the room at any given time in order to ensure adequate distancing. Two seats will be blocked between each seat, and no seating in the back rows will be possible.

II. REGISTRATION AND ACCESS TO THE PALAIS DES NATIONS

6. Governments are requested to register by **Monday, 14 September 2020** so that the Secretariat can make the necessary arrangements. To do so, a note verbale containing the exact names and titles of all members of the delegation, whether attending in person or remotely, and listed in order of precedence, must be sent to hqexcom@unhcr.org.

7. While travel restrictions in place this year may prevent many delegations from travelling to Geneva, all participants that are able to attend in person (including those who are in possession of a UNOG ID badge), must register online through the United Nations Office at Geneva (UNOG) Indico system: (<http://reg.unog.ch/e/excom2020>). This is a security requirement for contact tracing purposes.

8. While travel to Geneva to attend the seventy-first session of ExCom is not encouraged, delegates wishing to do so should consult the [Swiss Federal Office of Public Health](#), including with respect to the [list of countries](#) from which travel requires mandatory quarantine.

9. Any individual requiring an entry badge must register individually through Indico. Please note that the same email address cannot be used for multiple registrants. Participants should 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.

10. Upon completion of the Indico registration form, participants will be provided with a QR code. They should provide this QR code and an identity document to the UNOG Pass and Identification Unit at the Pregny Gate entrance to the Palais des Nations to receive their visitor's badge. Entry badges may be collected as of the afternoon of Friday, 2 October 2020, at the UNOG

Pass and Identification Office, situated at the Pregny Gate at the Palais des Nations.

11. 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 UNHCR's Governance Service for support (hqexcom@unhcr.org).

Non-governmental organizations

12. NGOs are requested to register their participation, both in person and remote, by sending a letter of accreditation to the UNHCR Partnership Section (partnership@unhcr.org) by **Monday, 14 September 2020**. In-person participation will be limited to one person representing the NGO community in the room at any given time. Only one seat will be allocated for the NGO representative, due to distancing measures and seating capacity. Those who plan to attend (including those who are in possession of a UNOG ID badge) must also register through Indico (<https://reg.unog.ch/e/excom2020>). This is a security requirement for contact tracing purposes.

III. SPEAKING ARRANGEMENTS

13. 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, for remote viewing.

List of speakers for the general debate

14. The list of speakers was opened on **Monday, 7 September 2020**. 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. Requests should note whether the speaker will participate in person or remotely. With respect to the latter, any specific requests for speaking slots that would take into consideration the time zone should be indicated in the request. Any delegations which have already requested a slot will be contacted individually to confirm these details, as necessary. Please note that registering for the event by note verbale does not constitute a speaking request.

Pre-recorded statements for the general debate

15. In order to ensure a more dynamic event, pre-recorded statements are not encouraged. Nevertheless, should delegations choose this option, [guidelines on pre-recorded statements have been published on the session webpage](#).

Speaking order

16. Due to the complexities involved in running a hybrid meeting, allowing for both in-person and virtual participation, protocol will 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.

Interpretation and statements

17. Interpretation will be provided in all six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish).

18. Please note that, for health reasons, the Secretariat will not be distributing any documents during the meeting. Delegations are, therefore, requested to send copies of their statements in advance of each agenda item to excomstatements@unhcr.org. This will help ensure effective interpretation. Please be reminded that a normal speed should be maintained when making statements.

IV. OBSERVER STATUS FOR PARTICIPATION IN MEETINGS OF THE STANDING COMMITTEE IN 2020-2021

19. Observer status must be renewed yearly. States wishing to be observers of the Standing Committee and to participate in its meetings from **October 2020 to October 2021**, should send their request by note verbale to the 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, 2 October 2020** will be announced at the seventy-first session under the relevant agenda item and recorded in the report of the session.



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

V. DOCUMENTATION

List of participants

20. A provisional list of participants will be made available by close of business on **Thursday, 1 October 2020**. Any amendments should be communicated to the Secretariat by close of business on **Wednesday, 7 October 2020**. The final list of participants will be made available on Friday, 9 October 2020.

Summary records

21. 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

22. Documentation for the session will be made available on: <http://www.unhcr.org/excom2020>. Participants must bring their own copies to the session.

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

VI. MISCELLANEOUS INFORMATION

24. More information, including health guidelines, instructions on remote participation, detailed guidance on the speaker's list and guidance on pre-recorded statements, will be issued as soon as possible.
