

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

9-13 OCTOBER 2023

INFORMATION NOTE

ORGANIZATION OF THE MEETING

Date, timing and venue

1. The seventy-fourth session of the Executive Committee (ExCom) will be a fully 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, 9 October 2023 and closing on Friday, 13 October 2023.

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.

COVID-19 update

3. While COVID-19 protective measures have been lifted in Geneva, Switzerland, the United Nations Office at Geneva (UNOG) asks delegations to refrain from entering the Palais des Nations in case of COVID-like symptoms.

Seating arrangements

4. Seating will follow the General Assembly seating protocol. North Macedonia 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-eighth session. Accordingly, North Macedonia will also occupy the first seat at the seventy-fourth session of ExCom. Other ExCom members will follow, after which observer States and then other observers will be seated. ExCom members will be given two seats at the table and two behind, while 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

5. Participants are requested to register with the ExCom Secretariat by **Friday, 15 September 2023**. To do so, a note verbale containing the exact names

and titles of all members of the delegation, listed in order of precedence, should be sent to: hqexcom@unhcr.org. Notes verbales should be in English or French, the working languages. Registration is essential in order for the Secretariat to be able to put in place all of the necessary arrangements, including preparation of the provisional list of participants, in a timely manner.

How to obtain a UNOG identification badge

6. For visiting delegates, requests for accreditation must be made online through the UNOG Indico system, ExCom registration page: <http://reg.unog.ch/e/excom2023>.

7. 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.

8. Please note that from 1 September 2023, a new UNOG digital badging system will be put in place. Conference participants will receive a digital badge consisting of their photo, a QR code and the name and date of the conference. A digital badge will be sent to each ExCom participant by email once their registration is approved by UNHCR in Indico. Digital badges may be downloaded to any mobile device or printed and shown upon entry at the Palais des Nations.

9. Please also note that exterior works at Pregny Gate are expected to begin on Monday, 2 October 2023. Nevertheless, delegates based in Geneva who already hold a UNOG identification badge may use the existing turnstiles at Pregny gate to gain access to the Palais des Nations. However, all visiting delegates in possession of an Indico digital badge who plan to enter the Palais des Nations by foot will need to use the Peace Gate near the flagstaffs. Vehicle access will continue through Pregny Gate as per the established practice (e.g. UNOG parking pass or temporary authorization).

10. 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 to alert the ExCom Secretariat: hqexcom@unhcr.org.

Non-governmental organizations

11. Non-governmental organizations (NGOs) are requested to register their participation by sending a letter of accreditation to the UNHCR Partnership and Coordination Service (partnership@unhcr.org) by **Friday, 15 September 2023**. NGOs are asked to limit the size of their delegations due to constraints with respect to seating capacity.

12. Registered NGO participants 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/excom2023>), following the instructions above.

SPEAKING ARRANGEMENTS

List of speakers for the general debate

13. The list of speakers for the general debate will open on **Monday, 11 September 2023**. 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

14. 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.

15. 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 also be accorded 5 minutes. The speaking time may be reduced according to the number of speakers and calculation of time available. Delegations will be advised should the time limit change.

16. 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. Please note that sending copies of statements does not constitute a speaking request.

OBSERVER STATUS FOR PARTICIPATION IN MEETINGS OF THE STANDING COMMITTEE IN 2023-2024

17. Observer status for the Standing Committee must be renewed on a yearly basis. States wishing to be observers of the Standing Committee and to participate in its meetings for the seventy-fifth session, from **October 2023 to October 2024**, 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, 6 October 2023** will be announced at the seventy-fourth plenary session under the relevant agenda item and recorded in the report of the session.

DOCUMENTATION

List of participants

18. A provisional list of participants will be made available by close of business on **Thursday, 5 October 2023**. Any amendments should be communicated to the Secretariat by close of business on **Wednesday, 11 October 2023**. The final list of participants will be made available on **Friday, 13 October 2023**.

Summary records

19. 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 on the session webpage as soon as they are made available. 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 records.

Official documentation

20. Documentation for the session is available on: www.unhcr.org/excom2023. Participants must bring their own copies to the plenary session.

21. 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

22. 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.