



*Executive Board  
of the United Nations Development Programme,  
of the United Nations Population Fund, and  
of the United Nations Office for Project Services*

**SECOND REGULAR SESSION 2017  
INFORMATION FOR PARTICIPANTS**

|  |   |   |
|--|---|---|
| Pre-session informal consultation (21 August 2017) | : | Conference room 11                                      |
| Plenary session (5 – 11 September 2017)            | : | ECOSOC Chamber  |
| Daily Executive Board Bureau meeting (9:30 a.m.)   | : | Conference Room S-1521                                  |
| Secretariat of the Board:                          | : | S1528-1531<br>Telephone Nos: 212-963-0150/ 212-963-8836 |
| Daily WEOG meeting (9:00 a.m.)                     | : | Conference room C                                       |
| Daily meetings for other regional groups           | : | Conference room D                                       |

**Credentials and list of speakers:**

- Delegations are kindly requested to send their credentials before the commencement of the session (especially those delegations attending from capitals) to ensure that their participation is appropriately reflected in the list of participants and to secure their nameplates in the conference room, in the case of observers. Credentials should be sent to the Executive Board secretariat at [eb.secretariat@undp.org](mailto:eb.secretariat@undp.org) with copy to [ferguson@unfpa.org](mailto:ferguson@unfpa.org) no later than Monday, 28 August 2017.
- The second regular session 2017 will continue to use the electronic system to identify requests to take the floor. Delegations with a special interest on any of the UNDP and UNOPS agenda items are kindly requested to communicate their intention to intervene during such items to the Executive Board secretariat at [eb.secretariat@undp.org](mailto:eb.secretariat@undp.org). Interventions related to UNFPA items should be communicated to [speakerslist@unfpa.org](mailto:speakerslist@unfpa.org).

**Seating arrangements:**

- Two seats will be assigned per Board Member.
- One seat will be reserved for observers, representatives of the United Nations organizations, specialized agencies and NGOs/IGOs, provided that credentials have been sent in advance.

**Documentation and statements:**

- The second regular session 2017 will be PaperSmart. Instead of distributing hard copies, all official documentation will be available on the Executive Board PaperSmart portal. Delegations are kindly requested to send electronic copies of their statements or presentations by e-mail to the PaperSmart Secretariat (e-mail [papersmart4@un.org](mailto:papersmart4@un.org)), *at least two hours in advance* of their speaking slot. The intended agenda item should be indicated in the subject line of the e-mail.
- The statements will be distributed electronically via the PaperSmart portal upon delivery, and will be under embargo until then.
- Delegations are also kindly requested to provide twenty (20) hard copies of official statements for interpretation and other services. Hard copies of statements will not be distributed during the session. Documents and statements will be available for viewing and downloading through laptops, tablets and/or other mobile devices.
- A note further detailing PaperSmart services is posted on the Executive Board website: [how to access documents and statements via PaperSmart \(Word file\)](#)

**Social event:**

- Joint UNDP/UNFPA/UNOPS Executive Board Reception to be held on Tuesday, 5 September 2017 at 6:15 p.m. at the Delegates' Dining Room: 4<sup>th</sup> floor – Conference building.