United Nations Entity for Gender Equality and the Empowerment of Women

First Regular Session 2025 of the UN-Women Executive Board

Information Note from the Secretariat

The First Regular Session 2025 of the UN-Women Executive Board will be held in person from 10 to 11 February in ECOSOC Chamber at United Nations Headquarters in New York.

Documentation

Documents are posted on the **UN ODS** and **UN-Women Executive Board website** four weeks in advance of the First Regular Session 2025.

Pre-Session, informal briefings, and informal consultation on draft decisions

Mandated by the rules of procedure (UNW/2011/6), a Pre-Session in advance of the First Regular Session 2025 will be held on 24 January virtually. For more information and relevant background information, please click **here.**

Several informal briefings on the reports presented to the Executive Board at this Session are scheduled in the lead-up to the Session. The 2025 calendar can be found **here**.

Please note that the first informal consultation on the draft decision is to be held on 3 February, from 9 a.m. – 2 p.m. in CR-B, and that the following informal consultation will take place at noon on 10 February. An email will be circulated with the compilation of draft decision(s) and schedule of informal consultations for your kind reference.

Modality

This Session, including the plenary meetings and informal consultations on draft decisions during the session, will be taking place in-person.

The Session will be held in ECOSOC Chamber in the Headquarters of the United Nations in New York and broadcasted via **UN Web TV livestream**.

Credentials and registration

Kindly remember to submit the **credentials** of your Delegation via the dedicated **Online Registration Form**, which is the official channel to register for the First Regular Session.

Joining the meeting

Participants are encouraged to arrive at the venue of the Session in time to allow for sufficient time for seating arrangements and other logistics to take place. For ease of management and the security of the session, participants are requested to bring their identification.

Speakers list

We are kindly requesting delegations to enlist for the Speakers List by ***12 PM Friday, 7 February*** to the following **Online Registration Form** ***only for agenda item 1.*** The list of speakers will be used ONLY for the morning segment of the 10 February plenary and Member States will be invited to present their interventions **after agenda item 1**. There will be no lists of speakers for subsequent agenda items. Delegates wishing to intervene are invited to indicate so using their microphone.

A preliminary Speakers List will be shared in advance of the opening of the Session. Should delegates not register by the deadline, delegations who wish to take the floor should contact the Secretariat in the room and will be scheduled for intervention after the last speaker of the inscribed Speakers List, irrespective of level. We ask that all registered delegates be ready to take the floor in the order of the Speakers List. Delegations missing their speaking slot will be rescheduled further down the list.

Interventions will be limited to **3 minutes** for national statements and **5 minutes** for group and joint statements.

Statements

Delegations are invited to send electronic copies of their statements (in both PDF and Word format) by e-mail to **estatements@un.org** (with **unwsecretaryoftheeb@unwomen.org** in copy) no later than two hours before delivery of the statement.

The **name of the meeting and speaker**, as well as the **agenda item**, should be clearly stated in the subject line of the email and in the heading of the statement. Statements will be embargoed until delivery and will be uploaded thereafter. Once uploaded, statements will be visible in the UN-Journal of the day, under the respective calendar meeting.

Languages

According to the DGACM of the UN Secretariat, **meetings fully held in-person receive 3 hours of simultaneous interpretation** in six languages. As usual, negotiations are conducted in English without interpretation.

Recording and webcast

Please be advised that plenary meetings will be webcast via UN Web TV.

Negotiations are neither recorded nor streamed via webcast.

UN-Women reiterates its commitment to zero tolerance for all forms of harassment during official meetings and events, including sexual harassment, and kindly reminds participants that the Executive Board sessions follow the Code of Conduct to prevent harassment, including sexual harassment, at United Nations system events.

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For assistance on all matters throughout the session, please feel free to contact the UN-Women Executive Secretariat via **unwsecretaryoftheeb@unwomen.org**.