



# Financing<sup>for</sup> Development<sup>forum</sup>

## Participants Guide

---

The 2021 ECOSOC Forum on Financing for Development follow-up will be held from Monday, 12 April to Thursday, 15 April 2021.

The meetings of the Forum on Monday, 12 April, which will comprise the opening and the Special Segment on Financing the Recovery from COVID-19, will be held as in-person formal meetings (*see below information on participation at the Special Segment through virtual (live) or pre-recorded video statements*). The meetings of the Forum on Tuesday, 13 April and Wednesday, 14 April will be held as virtual informal meetings.

On Thursday, 15 April, from 9 a.m. to 12:30 p.m., the two panel discussions will be held as an informal meeting with the option of both in-person and virtual participation. Following the conclusion of the two panel discussions, an in-person (only) formal meeting will be held at around 12:30 p.m. to adopt the outcome document and close the 2021 session of the Forum.

### Inscriptions to deliver a statement at the Special Segment

Delegations whose Heads of State or Government or Ministers wish to express an interest to speak during the Special Segment on Financing the Recovery from COVID-19 on 12 April should register through the e-speakers module on the e-deleGATE portal ([edelegate.un.int](http://edelegate.un.int)). Inscription will open on 3 March at 10 a.m. and will close on 7 April. Delegations will be asked to confirm whether the delivery of the statement at the Special Segment during the in-person formal meetings on 12 April will be virtually (live) or through a pre-recorded video. In order to hear as many statements as possible within the limited time available, a time limit of three minutes for national statements will be strictly implemented. A provisional list of Heads of State or Government and Ministers that have expressed an interest in speaking during the Special Segment will be circulated prior to the opening of the Forum.

Participating States not delivering a statement at the Special Segment, including those represented below the Head of State/Government or Ministerial level, may choose to submit written statements to [ffdforum@un.org](mailto:ffdforum@un.org) for posting on the Forum's website.

### Virtual (live) statements

Requests to deliver virtual (live) statements at the Special Segment through the e-speakers module must be made by 6 p.m. on Tuesday, 6 April. Those delegations that indicate their preference to deliver a virtual (live) statement in their inscription on e-speakers will be provided with the details to connect to the virtual platform and to conduct a test of the connection prior to the meeting.

### Submission of pre-recorded videos for the Special Segment on financing the COVID-19 recovery

The deadline for the submission of a pre-recorded video for the special segment is by 6 p.m. (New York, EST) on Tuesday, 6 April. For technical reasons, it will not be possible to accommodate requests to submit a pre-recorded video for the segment that are received after Tuesday, 6 April.

Those delegations that indicate their preference to submit a **pre-recorded video** in their inscription on e-speakers will be provided with a dedicated link to upload the video file. The video file should be uploaded by Tuesday, 6 April, or as soon as possible after receiving the link from the Secretariat via email in order to ensure that technical arrangements are completed to display the video at the meeting. Delegations will also be asked to share the contact information of the technical focal point at their mission. **Video files received must adhere to the time limit of 3 minutes.**

Regarding video file specifications, standard video file formats (.MOV, MPEG-4) are acceptable with HD resolution of 1920x1080 or 1280x720pixels in an aspect ratio of 16:9.

Please use the following name convention:

**[FFDF]\_[DATE]\_[Presenter\_Name].[file\_ext]**

**All delegations submitting a pre-recorded video or delivering a statement (including virtually (live) at the segment are requested to provide a written text of the statement (preferably in Microsoft Word, as well as in PDF format) by email to [estatements@un.org](mailto:estatements@un.org) well in advance of the meeting, but no later than two hours before delivery. The email should indicate the title and date of the meeting, and the name and delegation of the speaker.**

## **In-person meetings**

### **Venue**

The in-person formal meetings on Monday, 12 April, and the in-person informal meeting with virtual participation followed by the formal meeting on the morning of Thursday, 15 April, will be held in the General Assembly Hall.

The following precautionary measures aimed at mitigating the spread of COVID-19 are in place:

- In addition to the listed entry requirements in the attached mitigation guidelines, attendees confirm on entry to the UN complex that they have met any quarantine requirements of New York State regarding travel in the last 14 days from countries or US States considered high risk;
- To ensure the effectiveness of physical distancing in the General Assembly Hall only one delegate per Member State and a delegate each from the Holy See, the State of Palestine and the European Union will be allowed in the Hall;
- Access to the General Assembly Hall will require a regular delegate's pass and the secondary color-coded access card that has been provided to the Permanent Missions.
- The seating plan has been amended to ensure physical distancing– please refer to the attached seating charts;
- Any statements or interventions delivered by delegations present in the GA Hall will be made from the national seat.
- The proceedings of the meetings will be webcast live and on demand on UN Web TV, allowing to follow the proceedings through webcast.

### Contact tracing

To assist with contact tracing in case of need, Member States and UN staff supporting the meeting are kindly requested to swipe their UN ID badges at the card readers located in the entrances to the Hall.

PLEASE REFER TO THE ATTACHED “GENERAL CONSIDERATIONS FOR MITIGATION OF COVID-19 EXPOSURE DURING MEETINGS IN THE UNHQ COMPLEX” WHICH CONTAINS IMPORTANT INFORMATION RELATING TO YOUR PARTICIPATION IN THE IN-PERSON MEETINGS.

### Virtual informal meetings

The virtual informal meetings of the FfDf Forum comprising the meetings to be held on Tuesday, 13 April and Wednesday, 14 April will be held on a remote interpretation platform.

The informal meeting on Thursday, 15 April, from 9 a.m. to 12:30 p.m. (which will be held with both in-person and virtual participation) will also take place using the Interpretify platform for those joining virtually.

Only the members of the delegation who intend to speak during the virtual meetings should log into the virtual platform. Other members of the delegation may view the proceedings on the webcast ([UN Web TV](#)) and would not need to join the virtual platform.

## Access

The link to the virtual platform will be made available on the “ECOSOC meetings” page in the e-deleGATE Portal. Participants without access to the e-deleGATE portal will receive the link through a separate communication prior to the meetings. Since the capacity of the platform is limited, delegates should limit their participation on the platform to 1 or 2 delegates at a given time and should not share or forward the link.

The Chrome browser is recommended when accessing the virtual platform link.

Relevant documentation is attached. Please review the guidance for remote participants and the Interpretrefy guidelines prior to the meetings.

**When connecting, delegates will be requested to enter their name and email address. In order to assist the presiding officer in identifying participants on the virtual platform, participants are requested to follow the naming convention: Delegates should use the “FIRST NAME” field to enter the name of their delegation/organization/affiliation. They should use the “LAST NAME” field to enter their full name (i.e. first and last names). Failure to use the above name designation may impact access to the platform and ability to speak in the discussions.**

## Familiarization “onboarding” sessions

All participants who intend to take the floor during the virtual meetings (as well as those joining the in-person meeting virtually on 15 April) are strongly encouraged to attend one of the familiarization sessions that will be organized in advance of the Forum and to test their equipment and connection from the location at which they intend to intervene. Registration for the sessions will be open in March.

**On the days of the meetings, participants intending to speak are strongly encouraged to join the virtual platform up to one hour in advance of the start time of the meeting in order to confirm that their connection is working properly.**

## SPEAKER REQUEST FORM FOR THE INTERACTIVE DISCUSSIONS

There will be no advance inscription for participation in the interactive discussions to be held from 13 to 15 April.

Requests to speak by virtual participants during the interactive discussions should be made through the dedicated speaker form **after the floor has been opened for a particular discussion**. THE FORM WILL ONLY BE ACTIVATED AT THAT TIME AND REQUESTS FOR ADVANCE INSCRIPTIONS TO FORTHCOMING DISCUSSIONS WILL NOT BE ACCEPTED. The speaker form is accessible through the following link:  
<https://forms.gle/ZnaQLPYkryFYMcgGA>

Please use the speaker form to request the floor during the relevant interactive discussions. **Interventions should be limited to 3 minutes or less. The time limit will be strictly implemented, including through the muting of microphones once the time limit is reached.**

### **IMPORTANT**

Written copies of all statements delivered in the Forum should be sent to [estatements@un.org](mailto:estatements@un.org) at least two hours in advance of delivery in order to ensure proper interpretation. Interpretation for statements not sent in advance may be impacted or suspended given the additional difficulties related to remote simultaneous interpretation. Statements submitted to [estatements@un.org](mailto:estatements@un.org) will be available in the entry for the relevant meeting in the UN Journal (<https://journal.un.org>).

Remarks that are in the form of talking points or drafts may be submitted to IS-UNHQ [is-unhq@un.org](mailto:is-unhq@un.org). Remarks sent to the IS email address will not be published or shared.

To enable accurate interpretation, please ensure the speaker speaks clearly and at a moderate pace.

### **List of participants**

Participating States are invited to indicate the full composition of their delegation through the e-list of participants module for the Forum in the e-deleGATE portal, no later than one week after the conclusion of the session.

More information on the programme is available on the FfDf website:

<https://www.un.org/development/desa/financing/events/2021-ecosoc-forum-financing-development>

For questions relating to the programme, please contact [ffdforum@un.org](mailto:ffdforum@un.org).

In addition, please see below video guides on how to set up the equipment or use the platform as a delegate:

Equipment setup: <https://youtu.be/V6FIlj35GNI>

Speaker tutorial: <https://youtu.be/16GxvdQxzBY>