



Participant Guide

Seventeenth session of the United Nations Forum on Forests 9-13 May 2022

Version of 21 March 2022

UNFF17 Modalities

The 17th session of the United Nations Forum on Forests (UNFF17) will be held from Monday, 9 May to Friday, 13 May 2022. As per the agreed modalities and provisional organization of work, UNFF17 will be held through in-person formal meetings and informal meetings with the option of in-person or virtual participation (“hybrid”). The consideration of agenda items 1 and 2 on the morning of Monday, 9 May, the adoption of the draft omnibus resolution and items 7 to 9, as well as the first meeting of UNFF18 for the purpose of electing the members of the Bureau for UNFF18-19 on the morning of Friday, 13 May will be held as in-person (only) formal meetings. The remaining meetings to consider agenda items 3 to 6 beginning from the morning of Monday, 9 May, (immediately following the in-person formal meeting) will be held as informal meetings with the option of in-person or virtual participation (“hybrid”) through a remote simultaneous interpretation platform.

The meetings of the Forum will take place from 9 a.m. to 11 a.m. and from 11:15 a.m. to 1:15 p.m. (New York time, EDT).

The proceedings of all the meetings of the Forum, including the in-person formal meetings and informal meetings with the option of in-person or virtual participation “hybrid”, will be webcast live and on demand on UN Web TV, allowing to all viewers to follow the proceedings (<http://webtv.un.org>).

In-person participation

Venue: All meetings of UNFF17 including the informal meetings with in-person and virtual participation, as well as the formal meetings (to consider agenda item 1 to 2, the draft omnibus resolution and items 7 to 9) will be held in Conference Room 4. Two delegates per Member State and one delegate each for other delegations will be allowed in the Chamber. The above arrangements are in line with the letter from the Chef de Cabinet of the Secretary-General dated 11 March 2022 addressed to the President of the General Assembly.



Virtual Participation

Virtual participants in the informal “hybrid” meetings will participate using the Zoom platform with remote simultaneous interpretation in all UN official languages.

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

Since the capacity of the platform is limited, delegates should limit their participation on the platform to 2 delegates at a given time and should not share or forward the link.

Zoom login account required

Please note that all participants should use their Zoom account login to be able to join the Zoom meetings. If you do not have a Zoom login, you need to sign up for a free account through the following link: <https://explore.zoom.us/docs/en-us/freesignup.html>

Access to the virtual platform for Member States, Inter-governmental Organizations (IGOs) and other entities with observer status and UN system entities

The link to the virtual platform will be made available on the “UNFF meetings” page in the e-deleGATE Portal (edelegate.un.int). In e-deleGATE, select “ECOSOC” < “United Nations Forum on Forests” < “UNFF meetings.” From the calendar (blue icon), select the relevant date and then click on the link associated with your desired meeting. The passcode required to enter the Zoom meeting will be available in the text of the link. UNFF National Focal Points, and member organizations of the Collaborative Partnership on Forests will receive the link through a separate communication from the UNFF Secretariat prior to the meetings.

Access to the virtual platform - Representatives from International and regional entities with observer status to UNFF and Major Groups and other stakeholders as defined in Agenda 21

Information about the access of representatives of international and regional entities with observer status to the UNFF, as well as major groups and other stakeholders, to the virtual platform for UNFF17 will be communicated separately by the UNFF Secretariat. **For more information on how these partners should submit the list of their representatives to the UNFF Secretariat please see the UNFF participant information page at:** <https://www.un.org/esa/forests/forum/unff-participant-registration/index.html>



Information for virtual participants

Relevant guides about using the virtual platform are included in this document below. Please review the guidance for remote participants and the Zoom guidelines prior to the meetings.

When connecting, delegates will be requested to enter their name. In order to assist the presiding officer in identifying participants on the virtual platform, participants are requested to follow the naming convention:

Please include your delegation/organization/affiliation before your full name as follows:
[DELEGATION/ORGANIZATION/AFFILIATION] [FIRST NAME] [LAST NAME].

The image shows a Zoom 'Join Meeting' window. At the top, it says 'Join Meeting'. Below that is a dropdown menu for 'Enter meeting ID or personal link name'. A red box highlights the name input field, which contains the placeholder text '[DELEGATION/AFFILIATION] [FULL NAME]'. Below the name field are three checkboxes: 'Remember my name for future meetings' (checked), 'Do not connect to audio', and 'Turn off my video'. At the bottom are 'Join' and 'Cancel' buttons.

Failure to use the above name designation may impact access to the platform and ability to speak in the discussions.

Familiarization “onboarding”

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.

For further guidance on the use of the Zoom platform, please find below some useful links:

- Joining a Zoom Meeting
<https://support.zoom.us/hc/en-us/articles/201362193>
- Using the interface including the different functions, tools and features:
<https://support.zoom.us/hc/en-us/articles/200941109>
- Post meeting resources:
<https://support.zoom.us/hc/en-us>

HOW TO MAKE INTERVENTIONS

There will be no pre-established list of speakers for the deliberations of the UNFF17 session. Requests to speak during general discussions taking place under the relevant agenda items or in interactive discussions of the Forum, including the High-level Roundtable, should be made after the floor has been opened for a particular discussion by pressing the button on the microphone



console for in-person participants and through the dedicated online speaker form to be shared in the chat board of the Zoom platform for virtual participants.

PLEASE NOTE: Duration of interventions

Except for the UNFF17 High Level Round Table in which the time limit for intervention is 3 minutes and there will be no opportunity for delivering any prepared statement, interventions during all other meetings of UNFF17 will be limited to 5 minutes for national statements and 7 minutes for statements on behalf of a group of States. If so wish, participants can also submit their remarks, including longer versions of their statements, to be circulated in writing through the e-statements portal. **The time limit will be strictly enforced.**

PLEASE NOTE: Copies of all statements should be sent in advance

Written copies of all statements delivered in the Forum should be sent to estatements@un.org, with copy to Ms. Edith Niamke at UNFF Secretariat at: niamke@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 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. 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, intergovernmental organizations and other entities with observer status and UN system entities 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.

SIDE EVENTS

Information on the arrangements for organization of the side events during UNFF17 is available at the UNFF website: <https://www.un.org/esa/forests/forum/index.html>