

# Training on e-deleGATE

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- Access management
  - e-Speakers
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# Access management

# Who needs access to e-delegate?

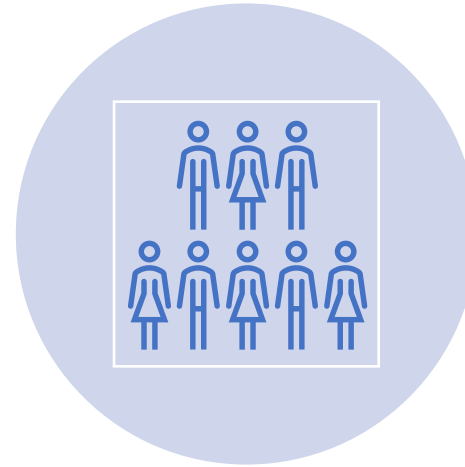
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- Only the colleague(s) who will be **responsible for inscribing your delegation's speaker for National Statement for UNEA-6**
- No other module is currently available

# How many people should have access?



**MORE THAN 1:** you want to be able to inscribe or make changes even if the person with access is on leave



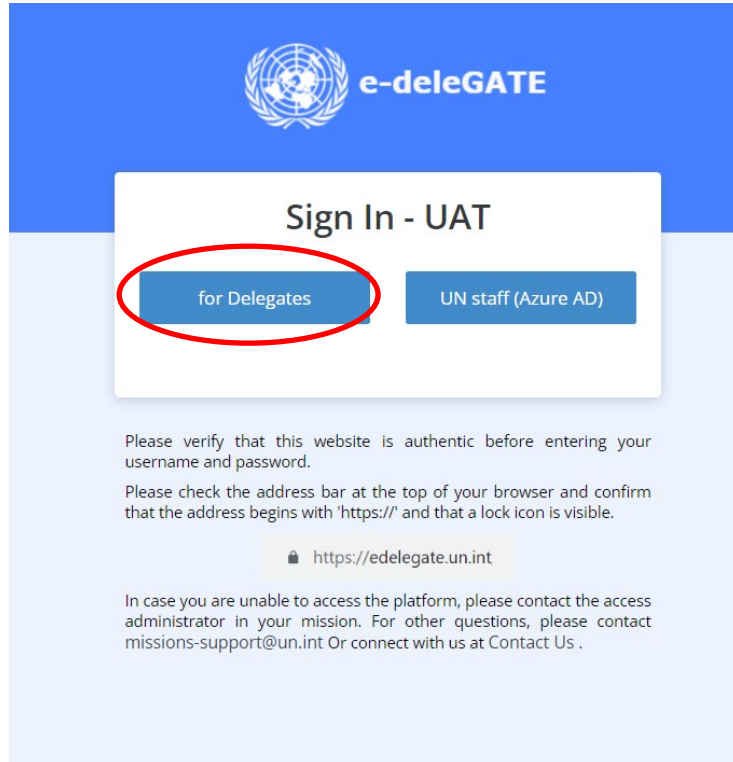
**NOT TOO MANY:** everybody with access to e-speakers can inscribe and make changes to the inscription


# Login details

- In the next couple of weeks you will receive an email from [missions-support@un.int](mailto:missions-support@un.int) with a username and a temporary password
- For technical support **related to user login and password**, please contact Office of Information and Communications Technology (OICT) Help Desk by email at [missions-support@un.int](mailto:missions-support@un.int)



# How to login: <https://edelegate.un.int/>




 e-deleGATE

## Sign In - UAT

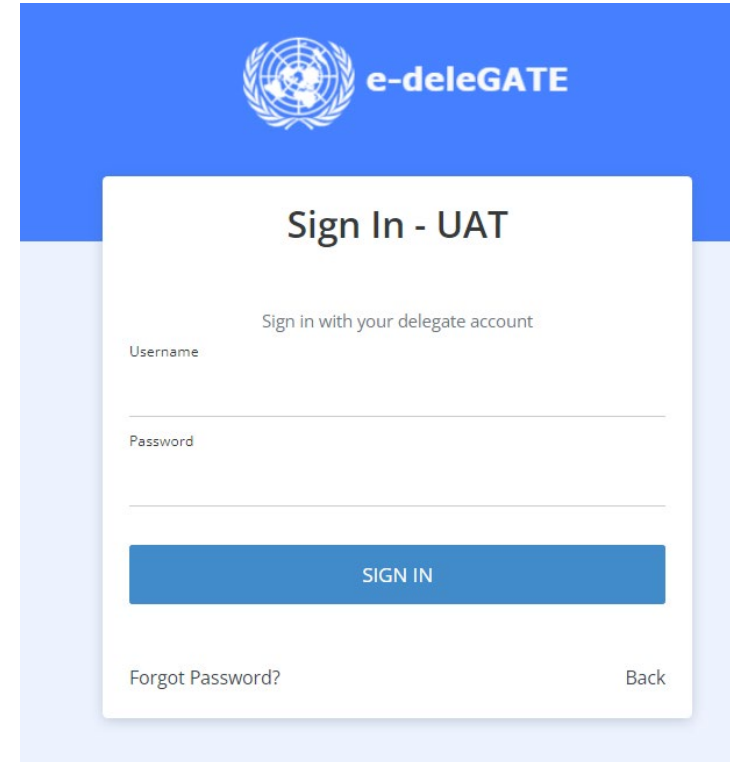
[for Delegates](#) [UN staff \(Azure AD\)](#)


Please verify that this website is authentic before entering your username and password.

Please check the address bar at the top of your browser and confirm that the address begins with 'https://' and that a lock icon is visible.

 <https://edelegate.un.int>

In case you are unable to access the platform, please contact the access administrator in your mission. For other questions, please contact [missions-support@un.int](mailto:missions-support@un.int) Or connect with us at [Contact Us](#) .



 e-deleGATE

## Sign In - UAT

Sign in with your delegate account.

Username  
\_\_\_\_\_

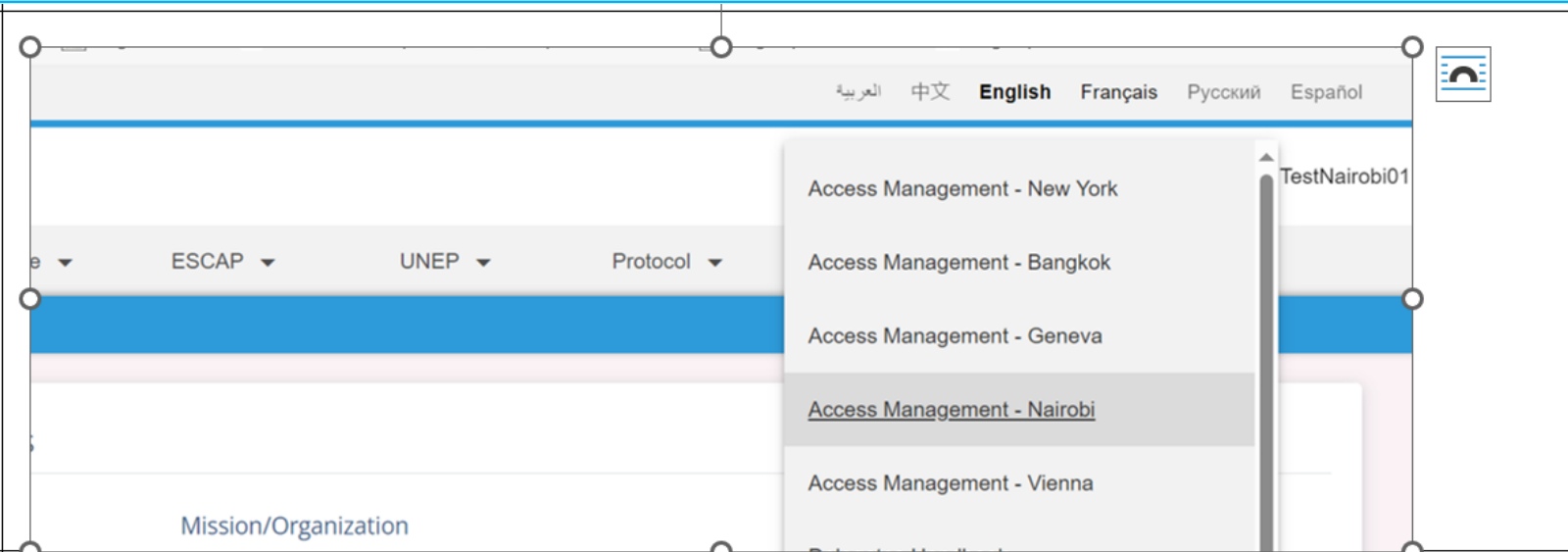
Password  
\_\_\_\_\_

[SIGN IN](#)

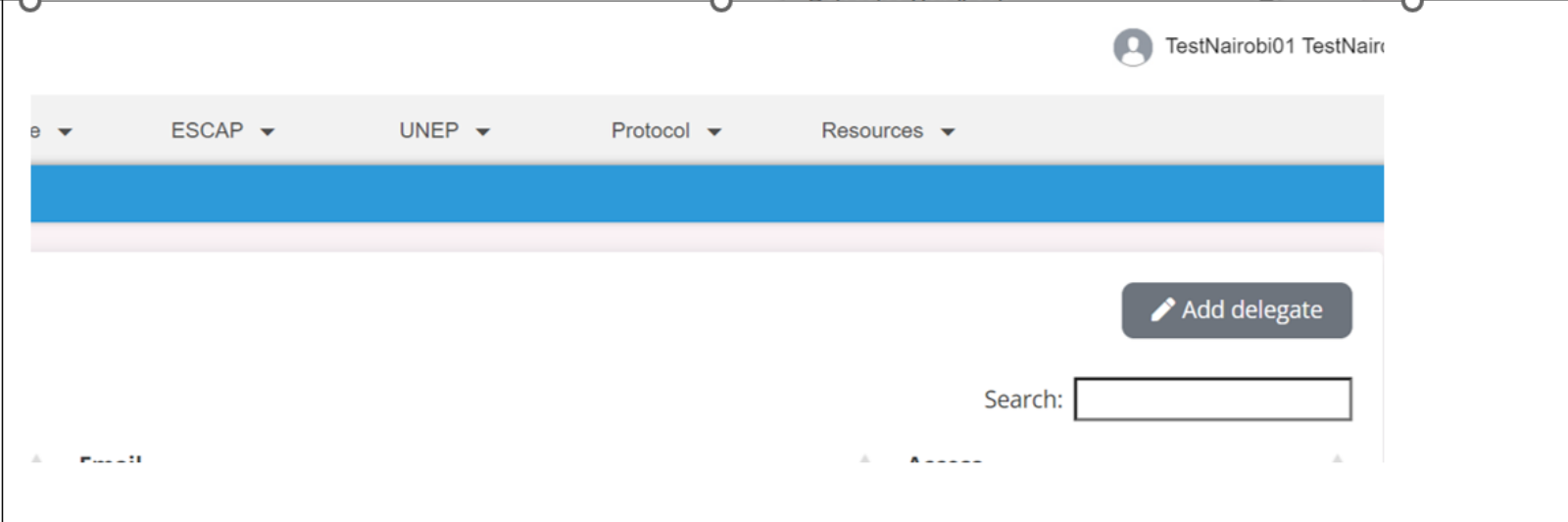
[Forgot Password?](#) [Back](#)

# Creating an account for a delegate (1/2)

- In the menu, go to the *Resources* → *Access Management - Nairobi*



- Click *Add delegate*





# Creating an account for a delegate (2/2)

- Complete the contact information for the delegate.
- Under **Access**, check if the delegate needs to be an admin and/or needs access to the e-Speaker module
- Click **Submit**

### Delegate access

[← Back](#)

Nairobi based delegate  Other

First name

Last name

e-Mail

Confirm e-Mail

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### Access

Access administrator

e-Speakers

[✓ Submit](#)

- After about 20 minutes, the delegate will receive an automated email informing them of their new access privileges.

# Updating or deleting an account (1/2)

- On the homescreen of the Access management module ( **Resources / Access Management – Nairobi** ), you can confirm the access granted to each delegate.
- Should you wish to make any modifications to the access or delete the account, click on the delegate's **Last Name**.

Delegate access

 Add delegate

Search:

Last name	First name	Email	Access
* TestNairobi01	TestNairobi01	testnairobi01@unmeetings.org	Access administrator e-Speakers

Showing 1 to 1 of 1 entries

# Updating or deleting an account (2/2)

### Delegate access

[← Back](#) [✖ Delete account](#)

First name Nairobi based delegate  
TestNairobi01

Last name TestNairobi01

e-Mail testnairobi01@unmeetings.org

[✎ Update access](#)

#### Access

Access administrator

e-Speakers

### ▼ Activity log

Account created	Tina Skevin	26 Oct 2023 16:47:07
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[✔ Submit](#)

NB: only access to modules can be updated. The other fields cannot be changed and a new account needs to be created

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# e-Speakers

# National statements

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- To facilitate the preparation of the speakers list for national statements during the high-level segment of UNEA-6, Member States are requested to fill in their requests regarding their statements **only through the e-Speakers module**.
- The high-level segment will open on **Thursday, 29 February (am)**, and **close on Friday, 1 March (pm)**.  
The opening of the high-level segment will hear **statements by Heads of State and Government**, followed by **statements at other levels**.

## Modality of delivery of national statements (1/2)

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- All Member States will have an opportunity to deliver **one** national statement during the high-level segment.
- National statements are expected to be delivered **in person**.
- UNEA-6 will be held in-person and it will **not be** possible for representatives to deliver **“live” online** statements.

## Modality of delivery of national statements (2/2)

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- Exceptionally, **pre-recorded video messages** can be provided by **Heads of State and Government who will not be able to attend in person**.
- These pre-recorded video messages will be played in the plenary following its introduction by the President of the Environment Assembly or the presiding officer.
- Pre-recorded video messages **at ministerial-level or below** will be **uploaded on the UNEA-6 website** but not played in the meeting room **and not reflected in the meeting report**.

## Preferred time slots

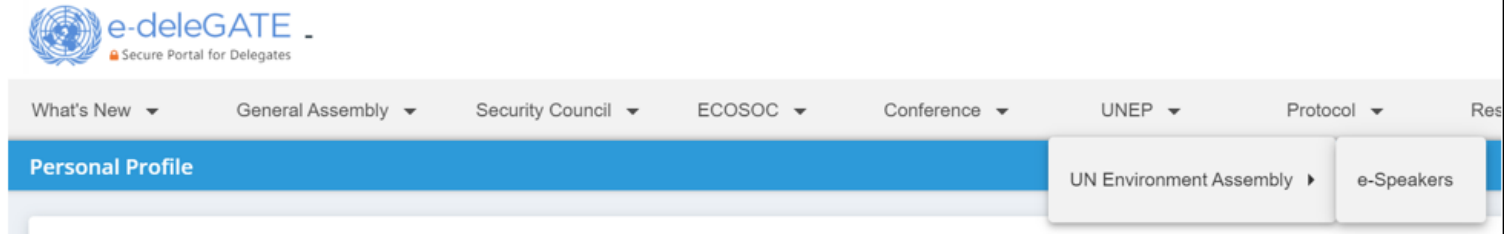
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- In finalizing the speakers list, Secretariat will give due consideration to indications of preferred time slots for the statements provided in the see comments box on e-Speakers, adjusted as appropriate **for protocol**, with emphasis also placed on the principle of “**first-come, first-served**” in terms of inscription.
- A provisional list of speakers will be made available to all Member States around 15 February 2024, **as a basis for possible further adjustments as necessary.**
- **Further guidance including on duration of statements will be issued by the Secretariat and availed to all Member States in January 2024.**



# Inscribe a speaker for UNEA-6 (1/2)

- In the menu, go to the **UNEP** → **UN Environment Assembly** → **e-Speakers**



- Select **UNEA-6 high-level segment national statements (29 Feb/01 Mar 2024)** and click on **Register Speaker**

Select plenary / committee / conference

UNEA-6 high-level segment national statements (29 Feb/01 Mar 2024)

# Inscribe a speaker for UNEA-6 (2/2)

← Back

## MEETING DETAILS

## SPEAKER DETAILS

### UNEA-6 high-level segment national statements (29 Feb/01 Mar 2024)

On behalf of (if speaking on behalf of a group) (optional)

WEOG

Level of representation \*

Permanent Representative

Title \*

Her Excellency

First name \*

First name

Last name \*

Last name

Functional title \*

Ambassador and Permanent Representative

Name on the list

Her Excellency First name Last name

Reverse first and last name

Method of delivery\*

in-person

pre-recorded video

Comments

Preferred time slots: option 1 - Thursday AM; option 2 - Thursday PM and Option 3 - Friday morning

I, TestNairobi01 TestNairobi01, certify that I am duly authorized to register the above speaker on behalf of the delegation of SWEDEN.

✓ Submit



# Modifying or deleting an inscription

- On the homescreen of the e-Speakers module ( **UNEP / UN Environment Assembly / e-Speakers**), you can see the existing inscription(s)
- Should you wish to update or withdraw the speaker, click on the icons.

**SWEDEN**  
Select plenary / committee / conference

UNEA-6 high-level segment national statements (29 Feb/01 Mar 2024) ▼

[Register speaker](#)

MISSION	NAME	SUBMITTED / UPDATED	UPDATE	WITHDRAW
<b>SWEDEN</b> (on behalf of WEOG) in-person	Her Excellency First name Last name Ambassador and Permanent Representative	05 Dec 2023 08:15:30 05 Dec 2023 08:15:30		

# Next steps

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- In the next couple of weeks you will receive an email from [missions-support@un.int](mailto:missions-support@un.int) with a username and a temporary password
- Please identify if someone else in your delegation needs to be given access to e-Speakers and/or if you need another administrator.
- We will send by email the Powerpoint presentation and a quick reference guide for access management and e-Speakers.
- Another training session will be organized in January 2024

# Thank you



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For any questions, please contact:  
Marie-Pia Tixier ([marie-pia.tixier@un.org](mailto:marie-pia.tixier@un.org))  
Sabine Walsh ([sabine.walsh@un.org](mailto:sabine.walsh@un.org))

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[www.unep.org](http://www.unep.org)