

# Guidance note on the inscription and delivery of statements by Member States (national statements) and observers during the high-level segment of the sixth session of the United Nations Environment Assembly

*Nairobi, 26 February-1 March 2024*

## 1. Introduction

This note provides guidance for the inscription and delivery of in-person and pre-recorded statements (national statements), during the high-level segment of the sixth session of the Environment Assembly (UNEA-6), which will be held on 29 February and 1 March 2024.

Statements may be delivered by representatives of Member States speaking on behalf of a group of States or speaking in their national capacity, and time permitting, in accordance with rules 68, 69 and 70 of the [rules of procedure of the Environment Assembly](#), by members of the specialized agencies, the specialized agencies, the United Nations bodies, accredited intergovernmental organizations and the regional economic integration organizations as well as accredited non-governmental organizations and the major groups and stakeholders.

Statements during the high-level segment will be delivered as follows:

- Thursday, 29 February 2024, from 10:30 a.m. - 1:00 p.m.
- Thursday, 29 February 2024, from 3:00 - 6:00 p.m. and from 7:30 p.m. to 10:30 p.m.
- Friday, 1 March 2024, from 10:00 a.m. - 1:00 p.m.

All time indications are for the time zone **GMT+3**. A detailed programme of UNEA-6 as well as other relevant background information are available [here](#).

The meetings of UNEA-6 will be live streamed through the United Nations Web TV website ([webtv.un.org](http://webtv.un.org)) in all six UN official languages.

**Please note that UNEA-6 is to be held fully in-person. Therefore, registration is required to participate in the Environment Assembly. Delegations participating in UNEA-6, on an exceptional basis, can provide pre-recorded video messages from their Heads of State or Government, which will be played during the high-level segment. Statements at all other levels should be delivered in-person. Pre-recorded video messages from representatives at other levels, if provided, will not be played in the conference room nor reflected in the report of the session; they may be made available on the official UNEA-6 website. Additional information on registration is available on the [UNEA-6 website](#).**

## 2. List of speakers

The list of speakers will be established on a first-come, first-served basis, with the customary protocol that ensures that Heads of State and Government speak first, followed by other heads of delegation. The Secretariat will give due consideration to any indications of preferred time slots for the statements (**see section 5 below**).

Heads of State and Government will have the opportunity to deliver national statements in-person during the opening plenary of the high-level segment on 29 February 2024. On an exceptional basis, pre-recorded video messages from Heads of State or Government of those delegations participating in UNEA-6 will also be played during the high-level segment, following introduction by the President of the Environment Assembly or the presiding officer, after which other heads of delegations will have the opportunity to deliver their national statements in-person. Pre-recorded video messages from representatives at other heads of delegation level, if provided, will not be played in the conference room nor reflected in the report of the session; they may however be uploaded on the official UNEA-6 website.

Member States, Observer States and the European Union will be invited to inscribe on the list of speakers in advance of UNEA-6 using the **e-Speakers module** (**see section 6 below**).

Member States inscribed at the same level may exchange places on the list by mutual agreement on a bilateral basis and should inform the Secretariat at least 3 hours in advance of the delivery by email ([unea-statements@un.org](mailto:unea-statements@un.org)) or in the meeting room.

**The list of speakers will open for inscription on Monday, 15 January 2024, 5:00 p.m. (Nairobi time) and will remain open for inscription until Wednesday, 28 February 2024. However, delegations are strongly encouraged to inscribe by Friday, 9 February 2024.**

**A provisional list of speakers will be made available on the official [UNEA-6 website](#) on 15 February 2024, as a basis for possible further adjustments.**

### 3. Guidance for in-person delivery in plenary

Delegations will be invited to deliver their statements in-person from a lectern in Conference Room 2 at the United Nations complex in Gigiri, Nairobi. As agreed by the UNEA-6 and the CPR Bureaux at their joint retreat held in July 2023, UNEA-6 will be held fully in-person. Therefore, in accordance with established practice of the United Nations General Assembly general debate and other high-level meetings, it will **not be possible for delegations to deliver “live” online statements** during the plenary.

#### *Statements made in any of the six official languages of the United Nations*

Statements made in any of the six official languages of the United Nations are interpreted into the other official languages. While delegations are given a strict time limit in which to deliver their statements, they are kindly requested to speak at a normal pace and in an articulate manner, to enable interpreters to provide an accurate and complete rendition of their statements. When statements are delivered at a fast pace, the quality of the interpretation may suffer. It is suggested not to exceed the speed of about 100 to 120 words per minute (as a guide for statements delivered in English) in order to ensure that the statement is delivered at a normal pace.

#### *Statements made in a language other than one of the six official languages of the United Nations*

Delegations may also make a statement in a language other than one of the six United Nations official languages. In such cases, the delegation in question must provide an interpreter from the non-official language into an official United Nations language. The interpretation, by United Nations interpreters into the other official languages, will be based on the interpretation into a United Nations language provided by the non-official language interpreter. Delegations wishing to intervene in a language other than the official languages with their own interpreter are requested to inform the Division of Conference Services on or before 16 February 2024, by email to [nadya.omar@un.org](mailto:nadya.omar@un.org) and [tirus.kariuki@un.org](mailto:tirus.kariuki@un.org), with a copy to the Chief Interpreter at [pedro.espinosa@un.org](mailto:pedro.espinosa@un.org) who will provide further instructions.

## 4. Guidance for pre-recorded video messages

**Please carefully read the [audio-video guidelines](#) before submitting a pre-recorded video message through the upload link provided below:**

<https://un-mam.cimediacloud.com/file-request/S62V4YKR>

### *Heads of State and Heads of Government*

Pre-recorded video messages can be provided by Heads of State or Government of those delegations participating in-person. These pre-recorded video messages will be played in the meeting following an introduction by the President of the Environment Assembly or the presiding officer.

Pre-recorded video messages from Member States at other levels, if provided, will be uploaded on the official [UNEA-6 website](#). These messages will not be played in the meeting nor reflected in the meeting report.

### *Deadline for sending the video file*

Video messages by Heads of State and Government should be submitted by **Thursday, 22 February 2024, at the latest**. Video messages received after this date may not be aired in the plenary meetings.

### *Interpretation requirements related to pre-recorded video messages*

Delegations should send all video messages in an official UN language. Should the video message not be submitted in an official UN language, an interpretation track can be embedded in the video, however, **ONLY** the official UN language should be heard.

## 5. Time limits

In accordance with rule 38, and to allow maximum participation of delegations, the time limit for all statements, including pre-recorded video messages, will be **three (3) minutes** per individual delegation and **five (5) minutes** for statements made on behalf of a group of States, which will be strictly adhered to. Each delegation is to make no more than one statement and those also delivering a statement on behalf of a group of States will be given additional time to deliver individual and group statement in one intervention; therefore, the statement should not exceed **eight (8) minutes**. Major groups and stakeholders will be given a time limit of 3 minutes, unless the statement represents all nine major groups, in which case the time limit will be 5 minutes. A count down timer will be displayed in the conference room to guide the speaker. **Pre-recorded statements** will be stopped at the length of **three (3) minutes and five (5) minutes, as appropriate**. The time limit of three (3) minutes will also apply to other categories of participants.

## 6. Inscription on the list of speakers

### [e-Speakers module for Member States, Observer States and the European Union](#)

**All inscriptions on the list of speakers for national statements to be delivered during the high-level segment of UNEA-6 will be done via the eSpeakers module which will be accessible through the [e-deleGATE portal](#).**

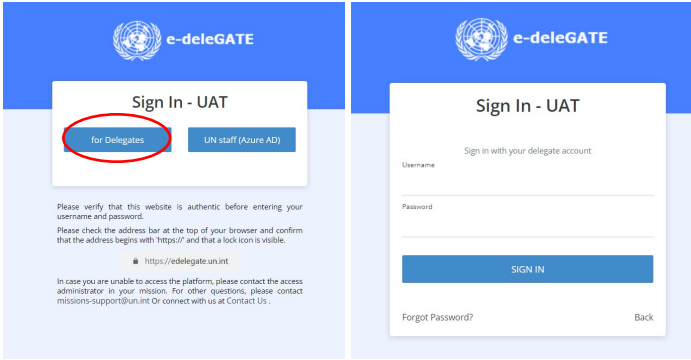


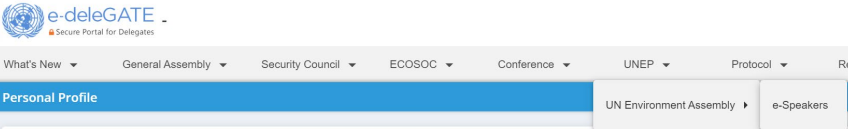
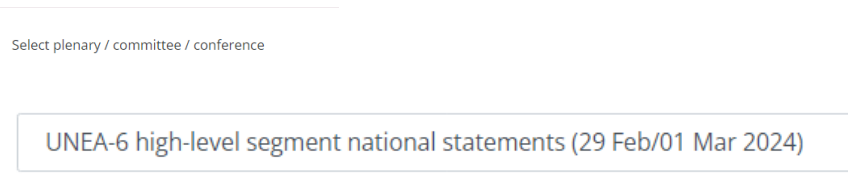
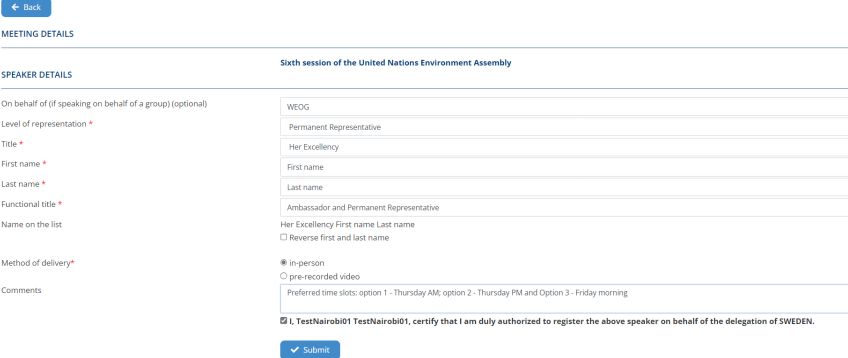
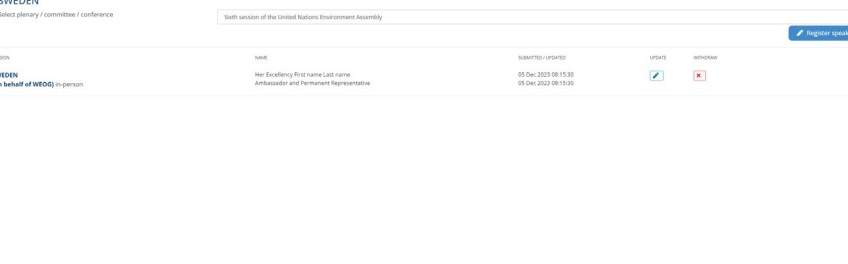
Delegates responsible for inscribing the speaker on the speakers' list should contact the **access administrators** from their delegation to be granted access to the e-deleGATE and to the e-Speakers module to inscribe the speaker on the list of speakers for national statements.

#### **In case your delegation has not yet nominated access administrators:**

Permanent Missions and Embassies located in Nairobi are requested to communicate **to the Secretariat** the names and contact details of **two authorized representatives** who will be the access administrators in their Permanent Mission/Embassy. **This can be done** by filling out a form available through the following [link](#).

All UNEP national Focal Points from delegations that are not represented in Nairobi through Permanent Missions and Embassies are requested to communicate to the Secretariat the names and contacts of **two staff members** who will be the access administrators in their Office. **This can be done by** filling out the form available through the following [link](#).

## Inscription on the list through the e-Speakers

<p>➤ Go to <a href="https://delegate.un.int">https://delegate.un.int</a> and login to e-deleGATE, Secure Portal for Delegates</p>	
<p>➤ In the menu, go to the <b>UNEP</b>  <b>UN Environment Assembly</b>  <b>e-Speakers</b></p>	
<p>➤ Select <b>UNEA-6 high-level segment national statements (29 Feb/01 Mar 2024)</b> and click on <b>Register Speaker</b></p>	
<p>➤ Enter the required information and <b>Submit</b></p> <p>➤ Use <b>Comments section</b> to indicate any preferred time slots</p>	
<p>➤ You will be returned to the home screen, where you can see the registration(s).</p> <p>➤ Should you wish to make any modifications, click on <b>Update</b> or on <b>Withdraw</b></p>	

### ***Inscription process for other categories of participants***

The specialized agencies, the United Nations bodies, accredited intergovernmental organizations may contact the Secretariat at [unea-statements@un.org](mailto:unea-statements@un.org) to be inscribed on the list of speakers to deliver a statement in-person.

Accredited non-governmental organizations and major groups and stakeholders may contact [unep-civilsociety@un.org](mailto:unep-civilsociety@un.org) to be inscribed on the list to deliver a statement in-person.

## **7. Submission of written statements**

To facilitate interpretation, delegations are kindly requested to send their statements in writing at least 3 hours before delivery, in soft copy only (Microsoft Word or in PDF format).

The statements will remain embargoed until their delivery, unless specified otherwise. After delivery, they will be made available on the official [UNEA-6 website](#).

### **Submission of statements by Member States, Observer States and the European Union through the e-Submit module**

A copy of the statement can be provided through the e-Submit module on the [e-deleGATE](#) portal. Additional information on the e-Submit module will be provided in due course.

### **Submission of statements by other categories of participants**

Other categories of participants inscribed on the list of speakers are kindly requested to provide a copy of their statement through e-mail at [unea-statements@un.org](mailto:unea-statements@un.org).

## **8. Background information**

Delegations are invited to consider and seek inspiration from the Executive Director's report on the theme of UNEA-6, *"Effective, inclusive and sustainable multilateral actions to tackle climate change, biodiversity loss and pollution"* ([UNEP/EA.6/2](#)) to prepare their interventions. The report focuses on six main topics as follows: (i) implementation of the Kunming-Montreal Global Biodiversity Framework, (ii) advancing integrated approaches for a water-secure world, (iii) ensuring responsible mining and sustainable minerals and metals use for the sustainability transitions needed, (iv) advancing cooperation around nutrients,

especially phosphorus, (v) reviewing climate-altering technologies and measures, and (vi) aligning the financial system for sustainability.

## 9. Secretariat focal points

For any questions relating to the list of speakers for national statements, please contact:

Ms. Aline Nsengimana Umutoni (email: [aline.nsengimana@un.org](mailto:aline.nsengimana@un.org));  
WhatsApp number: +254715618780

## 10. Summary

Content	Email/Notes
<b>Inscribe on the list of speakers</b>	Deadline for the provisional list: Friday, 9 February 2024  Inscriptions on e-Speakers will remain open till 28 February.
<ul style="list-style-type: none"> <li>Member States, Observer States and the European Union</li> </ul>	e-Speakers module on the <a href="#">e-deleGATE portal</a>  Time limit: 3 minutes for individual delegation and 5 minutes when speaking on behalf of a group of States.  <i>*Please nominate two access administrators from your country using this <a href="#">link</a>.</i>
<ul style="list-style-type: none"> <li>UN system entities and other accredited intergovernmental organizations</li> </ul>	<a href="mailto:unea-statements@un.org">unea-statements@un.org</a>  Time limit: 3 minutes  In-person statement
<ul style="list-style-type: none"> <li>Accredited non-governmental organizations and major groups and stakeholders</li> </ul>	<a href="mailto:unep-civilsociety@un.org">unep-civilsociety@un.org</a>  Time limit: 3 minutes; 5 minutes for a statement on behalf of all 9 major groups  In-person statement
<b>Send written statements to facilitate interpretation</b>	Member States, Observer States and the European Union: <a href="#">e-Submit module on the e-deleGATE portal</a>  Other participants: <a href="mailto:unea-statements@un.org">unea-statements@un.org</a>
<b>Make statement in a non-official UN language</b>	<a href="mailto:nadya.omar@un.org">nadya.omar@un.org</a> ; <a href="mailto:tirus.kariuki@un.org">tirus.kariuki@un.org</a> ; <a href="mailto:pedro.espinosa@un.org">pedro.espinosa@un.org</a>



<p><b>Send pre-recorded video messages from Member States, Observer States and the European Union only</b></p>	<p>Deadline: Thursday, 22 February 2024</p> <p>Upload link: <a href="https://un-mam.cimediacloud.com/file-request/S62V4YKR">https://un-mam.cimediacloud.com/file-request/S62V4YKR</a></p> <p>Video message submission <a href="#">guidance</a></p> <p>Time limit: 3 minutes for individual delegation and 5 minutes when speaking on behalf of a group of States</p>
<p><b>For questions/additional information</b></p>	<p><a href="mailto:aline.nsengimana@un.org">aline.nsengimana@un.org</a>; <a href="mailto:unea-statements@un.org">unea-statements@un.org</a></p>