



United Nations  
Economic Commission for Africa

# **Fourth session of the Committee on Social Policy, Poverty and Gender**

**17 and 18 November 2021**

**Information note for participants**



A.21-00878

## **Format**

The fourth session of the Committee on Social Policy, Poverty and Gender will be held online on 17 to 18 November 2021. Please find below general information on the arrangements for the meeting, which may be helpful for your participation.

Additional information regarding the fourth session of the Committee on Social Policy, Poverty and Gender is available at: [www.uneca.org/events/gender-equality-and-the-empowerment-of-women/csppg2021](http://www.uneca.org/events/gender-equality-and-the-empowerment-of-women/csppg2021).

## **Overview**

The theme of the fourth session will be: “Building forward better towards an inclusive and resilient future in the context of COVID-19”.

For further information, please refer to the draft programme of work, available on the aforementioned web page.

## **Registration**

All participants must register online via the link provided in the invitation letter. They are encouraged to do so well in advance to accelerate the accreditation process. All participants who have successfully registered online will receive a confirmation e-mail containing a link to the designated online platform for virtual participation.

## **Technical guidance**

All participants will receive a Zoom connection link via e-mail that will allow them to participate in the online session. Those with speaking roles, including those chairing segments, panellists and moderators, will be able to activate their microphones and appear on video, while all other participants will be able to follow the proceedings and post comments and questions in chat boxes. Questions posted in chat boxes will be relayed to the chair and moderator of the relevant segment. It is recommended that participants use either a laptop or a desktop computer to take part in the session. Although smart devices may be used, options for viewing may be limited and suboptimal on those devices.

Once participants click on the Zoom link provided, they will receive step-by-step instructions on how to join the session. It is recommended to start the login process an hour before the beginning of a segment so as to allow sufficient time to address technical difficulties should they arise.

During the login process, please type the name of your country followed by the “/” (forward slash) symbol in the field labelled “First Name”. In the field labelled “Last Name”, please type your title (Mr./Ms.) and your full name. This will facilitate the identification of all participants and their affiliations during the session.

## **Example**

For Ms. Xxxx Yyyy, representing country Z, and whose registered e-mail address is [XxxxYyyy@Z.gov](mailto:XxxxYyyy@Z.gov):

- In the field “First Name”, please type “Z/”

- In the field “Last Name”, please type “Ms. Xxxx Yyyy”
- In the field “E-mail,” please type “[XxxxYyyy@Z.gov](mailto:XxxxYyyy@Z.gov)”

On screen, Ms. Xxxx Yyyy will be visible to other participants as “Z/ Ms. Xxxx Yyyy”

There will be two types of participation in the event: “Panellist” and “Attendee”. The technical setup of the meeting will be managed by the “Host”, who will be a technical expert from the broadcasting support services of the United Nations.

### **Instructions for panellists**

- The event link for the day will be activated an hour before the start time of the day’s first segment. You will be able to sign in 30 minutes to one hour prior to the start of the segment that you plan to attend in order to ensure that you are ready when the segment starts.
- Please find a quiet space in a room free from distractions, with no or minimal background noise.
- Please mute the sound on your mobile phone.
- Panellists (speakers) for a given segment should keep their video function on throughout the entire segment to maintain visual engagement with other participants.
- Please mute your microphone when you are not speaking in order to eliminate background noise during the segment.
- Speakers who are granted “panellist” status during the question-and-answer period should turn on their video and microphone functions only during that period, as indicated below.

### **During the question-and-answer period**

- If given the floor, please turn on your video and microphone before speaking. Please identify yourselves by stating your name and organization.
- Before taking the floor, please find a quiet space in a room free from distractions, with no or minimal background noise, and mute the sound on your mobile phone.
- Please keep your questions or remarks focused and concise so that others will also have an opportunity to speak.

### **Instructions for attendees**

- The event link for the day will be activated an hour before the start time of the day’s first segment. You will be able to sign in 30 minutes to one hour prior to the start of the segment that you plan to attend in order to ensure that you are ready when the segment starts.

- You will be able to join the online segment with your microphone and video turned off by default (you will not be able to change this during the segment).
- During the question-and-answer period, you will be able to pose a question by clicking on the chat button and typing your question in the chat box. Please also type in your name and organization. Please also select “All panellists” on the drop-down menu when sending a question. The moderator will read the questions aloud and direct each question to the appropriate panellist for a response. If you would like to address your question to a particular panellist, kindly indicate this in the chat box.
- Kindly note that the organizer and the moderators will try to address as many questions as possible on a first-come-first-served basis. It may not be possible for all questions to be addressed owing to time constraints.
- Please respect other people’s views during the segment, even if you do not agree with them. Also, kindly keep all interactions cordial and professional, including when asking questions through the chat function.

### **Event links**

- The event link for the day will be activated an hour before the start time of the first segment of the day. Please try to login as early as possible once the event link is active to ensure that you have sufficient time to resolve any technical difficulties and are able to connect to the segments you wish to attend in a timely fashion.
- If you encounter a problem when trying to connect to a segment, kindly send an e-mail to [mintesnot@un.org](mailto:mintesnot@un.org), providing details of the equipment you are using to connect to the session, the event number and your phone number. A broadcast technician will contact you as soon as possible to provide assistance.

### **Languages**

The working languages of the session are English and French.

### **Documentation**

All session documents will be made available to participants via the Economic Commission for Africa paperSmart portal (<https://papersmart.uneca.org/meeting>) and on the dedicated webpage of the fourth session ([www.uneca.org/events/gender-equality-and-the-empowerment-of-women/csppg2021](http://www.uneca.org/events/gender-equality-and-the-empowerment-of-women/csppg2021)).

### **For further information about the session, please contact:**

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