INFORMATION FOR DELEGATES

Note: This page is primarily for delegates, government officials, other members of government delegations, and other participants attending the Asia-Pacific Intergovernmental Meeting on the Fourth Review and Appraisal of the Madrid International Plan of Action on Ageing. For general information concerning all participants please refer to the Information Note Section.

PART I: Guide to participation

This guide includes information to assist delegates attending the meeting with their preparations and to facilitate their participation. The document includes useful information on paperless meetings, order of speakers, and the discussions conducted each agenda item.

The Asia-Pacific Intergovernmental Meeting on the Fourth Review and Appraisal of the Madrid International Plan of Action on Ageing from 29 June to 1 July will be organized in a hybrid modality at the United Nations Conference Centre in Bangkok and online.

For letters of credentials and online registration, please see the information note for the meeting.

For in-person participation and COVID-19 rules and regulations, please see the information note for the meeting.

Interventions by ESCAP member States, associate members, Permanent Observers and Other United Nations Observers, Intergovernmental Organizations, United Nations entities and stakeholders

Due to time constraints, the Meeting will consider substantive and related procedural issues brought to it for action under Agenda item 2 in the annotated provisional agenda. Country interventions focused on the substantive issues for
consideration in this agenda item are welcome. Country statements shared for general information should be submitted in writing for uploading on the meeting website.

In addition, 15 speaking slots have been reserved for stakeholders, considering the overall time available for the event.

Delegations are advised that statements made by individual States should not exceed four minutes; statements made by observers, intergovernmental organizations or United Nations entities should not exceed three minutes; and statements by stakeholders should not exceed three minutes.

To participate in deliberations, delegates are requested to complete the speaker request form to identify which members of the delegations participating online will have a speaking role during the session. The speaker list should be submitted to escap-sdd@un.org as soon as possible and no later than Wednesday, 24 June 2022. The secretariat will send a link to the KUDO session only to those accounts identified on the form. Please note that the KUDO link is not transferable. Delegations attending in person may request to speak by raising their flag or informing the presiding conference room officers.

Delegations wishing to deliver their country statement under agenda item 2 Review of progress and challenges in accelerating the implementation of the Madrid International Plan of Action on Ageing, 2002, in Asia and the Pacific, are kindly requested to inscribe on the speakers list as soon as possible but no later than Wednesday, 24 June 2022, using the speaker request form. Time permitting, delegations are also encouraged to take the floor, following the Q&A of the four roundtable discussions on 30 June.

Country statements may need to be summarized and focused on the theme topic, as the delivery time will be limited as detailed above. Prepared texts of longer statements can be posted online.

Delegations are also encouraged to provide statements to the secretariat prior to delivery in electronic format. Statements will be used to facilitate interpretation and drafting of the report of the Meeting. Statements will be posted to the meeting website after delivery unless requested otherwise.

For delegates participating online, a guide to using the KUDO videoconferencing platform will be shared in due course with members of each delegation assigned to speak during the session. KUDO users will also be invited to a test-run prior to the session to familiarize themselves with KUDO, test the connection and ensure a smooth online participation. All KUDO users are strongly encouraged to join the test-run, especially those who will join the KUDO platform from a meeting room, so they can see if the meeting room’s conference/AV system is adequately linked to KUDO.
Documents and interpretation

Pre-session documents are available in the four official languages of the meeting (Chinese, English, French and Russian) and will be posted on the official documents page of the meeting website (under agenda and official documents) when they are issued. The meeting report will be available on the meeting website in all languages following the session.

The session will be conducted in the four official languages of ESCAP – Chinese, English, French and Russian – with live simultaneous interpretation available in the conference room and via KUDO videoconferencing platform. Details on how to choose an interpretation on KUDO will be provided in the KUDO participation guide. Participants following the proceedings via the live webcast on YouTube may also be able to choose among the four official languages of ESCAP.

Paperless meetings

Please note that, in accordance with ongoing efforts of the United Nations towards a paperless Secretariat, printed official meeting documents are no longer provided for member State and associate member delegations except only upon explicit request. In such cases only one set of printed official meeting documents will be provided.

PART II: Side events

Delegations and stakeholders interested in organizing side events are requested to consult the call for side events.

Part III: Detailed guide to participation by agenda item

Agenda item 1: Opening of the session

Agenda item 1 will start at 09:00 hours on Wednesday, 29 June 2022 Bangkok Time (UTC +7).

Agenda item 1 of the annotated provisional agenda includes (a) opening statements; (b) election of officers; and (c) adoption of the agenda.

The Meeting will be opened by the Executive Secretary of the Economic and Social Commission for Asia and the Pacific. The Executive Secretary, followed by high-level dignitaries will provide opening remarks.
Following these remarks, the Secretary of the Meeting will then preside over the election of officers of the meeting. In line with its rules of procedure and usual practice, the Commission will elect, from among its members, a Chair and vice-chairs of the meeting.

Once the Chair and vice-chairs are elected, the Chair will deliver some remarks and take a seat at the rostrum. The Meeting will then adopt the agenda.

**Documentation:**

1) Provisional Agenda (ESCAP/MIPAA/IGM.3/2022/L.1)

2) Annotated Provisional Agenda (ESCAP/MIPAA/IGM.3/2022/L.2)

**Agenda item 2: Review of progress and challenges in accelerating the implementation of the Madrid International Plan of Action on Ageing, 2002, in Asia and the Pacific**

Agenda item 2 will start at about 09:30 on Wednesday, 29 June 2022 and conclude at 17:00 pm on the same day. There will be a 2-hour lunch break from 12:00-14:00. Side events might be organized during the lunch break. For more information on organizing side events, see Part II of this document.

Agenda item 2 of the annotated provisional agenda will consist of a high-level panel discussion, followed by statements by member States, observers, intergovernmental organizations, United Nations entities and stakeholders, time permitting.

The Chair will open agenda item 2, and the Meeting will proceed with a high-level panel discussion which will last for about 1 hour.

Following the panel discussion, member States will have the opportunity to present their national statements, followed by observers, intergovernmental organizations, United Nations entities and stakeholders, time permitting.

In view of time constraints, delegations are advised that statements made by individual States should not exceed four minutes; statements made by observers, intergovernmental organizations or United Nations entities should not exceed three minutes; and statements by stakeholders should not exceed three minutes.

Each delegation is also requested to complete the [speakers request form](#) to identify which members of the delegation will have a speaking role during the session. Delegations are requested to complete the [speakers request form](#) and submit it to escap-sdd@un.org as soon as possible before 24 June 2022.

Delegations are also encouraged to provide statements to the secretariat prior to delivery in electronic format. Statements will be used to facilitate interpretation and drafting of
the report of the Commission. Statements will be posted to the meeting website after delivery unless requested otherwise.

Documentation:

1. Overview of levels and trends in population ageing, including emerging issues, and their impact on sustainable development in Asia and the Pacific (ESCAP/MIPAA/IGM.3/2022/1)


3. Implementation of the Madrid International Plan of Action on Ageing, 2002, in Asia and the Pacific: a summary of the results of voluntary national surveys reported by member States (ESCAP/MIPAA/IGM.3/2022/INF/1)


Agenda item 3: Consideration of key regional issues within the framework of the Madrid Plan of Action, together with emerging issues

Agenda item 3 will start at 09:00 am on Thursday, 30 June 2022 and conclude at 17:00 pm on the same day. There will be a 2-hour lunch break from 12:00-14:00. Side events might be organized during the lunch break. For more information on organizing side events, see Part II of this document.

Agenda item 3 of the annotated provisional agenda will consider key regional issues within the framework of the Madrid Plan of Action, together with emerging issues, and will focus on: (a) older persons and development; (b) advancing health and well-being into old age; (c) ensuring enabling and supportive environments; and (d) implementation and follow-up. There will be four roundtable discussions which will also allow for interventions from the floor.

Four concept notes for the roundtable discussions will be posted on the meeting website in due course. They also provide information on guiding questions, which will allow delegations to prepare for the discussion. After about a 50-minutes discussion among the panelists, the discussion will be opened to delegations to make short interventions from the floor.

In view of time constraints, delegations are advised that statements made by individual States should not exceed four minutes; statements made by observers,
intergovernmental organizations or United Nations entities should not exceed three minutes; and statements by stakeholders should not exceed three minutes.

Documentation:

1. Overview of levels and trends in population ageing, including emerging issues, and their impact on sustainable development in Asia and the Pacific (ESCAP/MIPAA/IGM.3/2022/1)


3. Implementation of the Madrid International Plan of Action on Ageing, 2002, in Asia and the Pacific: a summary of the results of voluntary national surveys reported by member States (ESCAP/MIPAA/IGM.3/2022/INF/1)


Agenda item 4: Adoption of the report of the Meeting and the outcome document

Agenda item 4 will start at 14:00 am on Friday, 01 July 2022 and conclude at 17:00 pm on the same day.

Agenda item 4 of the annotated provisional agenda will adopt the report of the Meeting and the outcome document.

The draft record of proceedings of the meeting, prepared by the secretariat, will be circulated among members and associate members for comments within fifteen days of the conclusion of the session.

Following the adoption of the report, the Executive Secretary will deliver a closing statement. The Chair may also deliver a closing statement before formally closing the session.

Documentation:

1. Draft report (ESCAP/MIPAA/IGM.3/2022/L.3)