GUIDE TO PARTICIPATION

Sixth Session of the Committee on Social Development
20-21 October 2020

New format of the Committee session under the COVID-19 pandemic

The COVID-19 pandemic continues to change the way we live and work. To ensure the safety and well-being of all participants as well as taking into account the on-going travel restrictions in many countries, it is decided that the sixth session of the Committee on Social Development will be held virtually with the option for Bangkok-based representatives to join in-person. The sessions will take place in 2-hour slots in the morning and afternoon, with a 2-hour interval in between. We would like to thank everyone in advance for your understanding and cooperation.

For the session to proceed as smoothly as possible, given time constraints, it is requested that country interventions should be brief and focus on the substantive agenda items only and directly address the specific issues for discussion. This will allow the Chair to give an opportunity to all countries to present their point of view and contribute to the discussions. Longer statements can be provided to the secretariat at escap-sdd@un.org and will be uploaded to the Committee website after the closing of the meeting.

After the Committee session, an evaluation of the virtual meeting will be undertaken to capture your feedback and recommendations for the secretariat to take into account when planning future meetings.

Virtual with the option of in-person participation for Bangkok-based representatives

There are three platforms for participation: (1) meeting room for Bangkok-based representatives; (2) KUDO platform for virtual participation; and (3) YouTube.

Bangkok-based representatives from member States, associate members, intergovernmental organizations, and UN entities are welcome to join in-person in at the United Nations Conference Centre (UNCC) in Bangkok. Due to the respect for social distancing and limited seating capacity, only registered participants holding a meeting badge will be able to enter the conference room.

With regards to virtual participation through the KUDO platform, delegates connected remotely who wish to speak need to be on the delegation list, registered and nominated as speaker. Delegates who wish to be present in the conference room need only to be on the delegation list and registered.

Given the technical limitations of conducting the Committee session through a virtual platform and in view of the mandates and operational requirements of the Committee, members and associate members of the Commission will be provided with one KUDO connection, and, potentially, a maximum of one additional KUDO connection, depending on availability. If after allocating all the KUDO connections to confirmed participants there remain unused connections, these may be distributed to additional confirmed participants upon request. Therefore each delegation should indicate first the primary connection and then any additional connections, as appropriate. Please note that the KUDO connection is not transferable. It may be possible to share one KUDO connection at the same premise, provided that it is possible to maintain social distancing in that location, in accordance with national contexts and guidelines.

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 ensure smooth virtual participation.
Permanent observers of the Commission, observer organizations, intergovernmental organizations, other entities and non-governmental organizations based in Bangkok are invited to participate in person at ESCAP Hall, UNCC.

All stakeholders, including observer organizations, intergovernmental organizations, UN entities, other entities and non-governmental organizations that wish to observe the proceedings may do so via broadcast at a link to be published on the website of the Committee on Social Development www.unescap.org/intergovernmental-meetings/committee-social-development-sixth-session.

Participants to the United Nations Conference Centre (UNCC)

Security and Safety
A. All participants are requested to visibly wear their badges at all times while they are within UNCC.
B. In case of emergency, please follow the security officers’ instructions. Please note where the nearest fire exits are.
C. Food and drinks are not allowed in all the conference/meeting rooms.

Amenities
A. There are three catering outlets at the UNCC: International cafeteria and Coffee Corner on Level 1 and Rajapruek Lounge on the ground floor.
B. Two bathrooms are located on Level 2.
C. The prayer room is located outside of ESCAP Hall.
D. Smoking is strictly prohibited within the building. The nearest designated smoking area is in the garden outside the Public Foyer on the ground floor.

COVID-19
Regarding the COVID-19, we would like to share with you some precautionary measures while attending meetings at the UNCC:
A. Observe up to 2-meter physical distancing while sitting in the conference (or meeting) room. Please do not sit on the seats with “X” sign, and do not move the chairs or furniture in the room.
B. Wear your face mask in public spaces and whenever physical distancing cannot be observed in the conference room.
C. Hand sanitizer dispensers are available throughout the UNCC, please use it before and after touching contact surfaces including doorknobs, escalator handrail, and elevator buttons.
D. The UNCC conducts cleaning and disinfection of the surfaces of equipment in the conference and meeting rooms after each session.
E. Maintain physical distancing when exiting and entering conference room.
F. Take note of the medical information and contact numbers that will be presented in the video screened prior to the opening of the meeting.

Letter of credential and online registration
As advised in the invitation letter of 29 July 2020, each delegation is required to submit a letter of credentials, duly signed by the appropriate authority of the respective Government, at the latest by 28 September 2020. Only delegates who appear on the credentials will be recognized in the list of participants.

Letters of credential can be sent via email to escap-sdd@un.org. If you wish to send originals, the following email address can be used:

Social Development Division
United Nations Building, 6th Floor Block B
Rajdamnern Nok Avenue
Bangkok 10200, Thailand
In addition to submitting a letter of credentials, each delegate who appears in the aforementioned letter of credentials is required to register online as soon as possible before 2 October 2020 at https://meetings.unescap.org/. Only registration of accredited delegates will be accepted.

**Country interventions**

Due to time constraints, the Committee will consider substantive and related procedural issues brought to it for action under Agenda items 2 and item 3 in the annotated provisional agenda. Country interventions focused on the substantive issues for consideration in these agenda items are welcome. As stated above, traditional country statements shared for the general information of the Committee should be submitted in writing for uploading on the meeting website.

Each delegation is also requested to complete the KUDO speakers list request form to identify which members of the delegation will have a speaking role during the session. Delegations are requested to complete the KUDO speakers list request form and submit it to escap-sdd@un.org as soon as possible before 28 September 2020.

**Documents and interpretation**

Pre-session documents are available in Chinese, English, French and Russian and will be posted on the documents page of the Committee website.

The KUDO videoconferencing platform provides live simultaneous interpretation in the four official languages of ESCAP. Details on how to choose an interpretation channel will be provided in the KUDO participation guide distributed to confirmed participants. International sign language interpretation will be provided for the duration of the Committee. Real-time captioning will also be made available at the following link (kindly note the link will be activated when the session begins) https://rt-caption.escap.un.org/CSD6.html.

The report, in all languages, will be available on the Committee website by noon of 21 October 2020 for consideration by the Committee on the final day of the session. Given the technical limitations of conducting the Committee on Social Development in a virtual manner and in view of the mandates and operational requirements of the Committee on Social Development, the report of the Committee on Social Development will contain only two sections: matters calling for action by the Commission, and organizational aspects. A short summary of the proceedings in the form of a Chair's summary will be prepared after the meeting.

**Consent/Advice to be recorded**

The Committee session will be recorded. By joining the virtual event, participants consent to the recording and streaming of the event.

**Agenda item 1: Opening of the session**

Supporting document:

1. Annotated Provisional Agenda (ESCAP/CSD/2020/L.1)

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

The session will be opened at 10 a.m. Bangkok time (GMT+7) by the Executive Secretary of ESCAP.

This will be followed by the election of officers of the sixth session.
Following the election of officers, the Chair of the sixth session will present the provisional agenda of the session before the Committee for adoption.

**Agenda item 2: Consideration of the draft action plan to strengthen regional cooperation on social protection in Asia and the Pacific**

**Supporting document:**

1. Action plan to strengthen regional cooperation on social protection in Asia and the Pacific (ESCAP/CSD/2020/1)

Agenda item 2 of the provisional agenda will start with a presentation by the secretariat of the draft action plan to strengthen regional cooperation on social protection in Asia and the Pacific, in which regional actions and voluntary national actions are proposed to address the challenges in support of the implementation of the 2030 Agenda for Sustainable Development.

Following the presentation by the secretariat, the Chair will open the floor for interventions and deliberations on the action plan and suggest ways for the ESCAP secretariat to support its implementation. Due to time limitations, no traditional country/national statements will be delivered.

At the end of the agenda item, the Committee may wish to endorse the action plan.

**Agenda item 3: Consideration of the draft Asia-Pacific indicator framework for monitoring progress towards the implementation of the Programme of Action of the International Conference on Population and Development and of the commitments contained in the Asian and Pacific Ministerial Declaration on Population and Development**

**Supporting document:**

1. Asia-Pacific indicator framework for monitoring progress towards the implementation of the Programme of Action of the International Conference on Population and Development and of the commitments contained in the Asian and Pacific Ministerial Declaration on Population and Development (ESCAP/CSD/2020/2)

Agenda item 3 of the provisional agenda will start with a presentation by the secretariat on the draft Asia-Pacific indicator framework for monitoring progress towards the implementation of the Programme of Action of the International Conference on Population and Development and of the commitments contained in the Asian and Pacific Ministerial Declaration on Population and Development.

Following the presentation by the secretariat, the Chair will open the floor for deliberations on the framework. Due to time limitations, no traditional country/national statements will be delivered.

The Committee may wish to endorse the Asia-Pacific indicator framework as a tool to support future reviews and appraisals of the Programme of Action and the Ministerial Declaration.
Agenda item 4: Other matters

Agenda item 4 of the provisional agenda provides the opportunity for members and associate members to raise other matters not covered under the items above.

Members or associate members wishing to raise other matters may request the floor using the online chat function.

Agenda item 5: Adoption of the report of the Committee on its sixth session

Supporting document:

1. Draft report (ESCAP/CSD/2020/L.2)

Under agenda item 5, the Committee will consider and adopt the report of its sixth session. In light of the streamlined proceedings of the Committee in this session, the report of the Committee will only focus on the matters calling for action by the Commission.

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.

Special event:

Launch of Social Outlook for Asia and the Pacific 2020 and Regional Conversation Series on Building Back Better “Social protection: a right for all, or a privilege for a few?”

15 October 2020 (14:00-16:00 UTC+7)

A Regional Conversation will take place on 15 October 2020 to discuss how governments can build inclusive, effective and sustainable social protection systems to prepare their countries for many of the ongoing and emerging challenges, drawing from the perspectives of ministers from member States, delegates to the Committee on Social Development, international organizations, academia and civil society.

At the start of the event, ESCAP and the ILO will launch the first-ever regional flagship report on social protection, the Social Outlook 2020 for Asia and the Pacific. In this report, ESCAP and the ILO Regional Office for Asia and the Pacific take stock of the status of social protection in the region. The report discusses the urgent need for expanding social protection in the region. It also estimates the costs, assesses the benefits and proposes policy approaches for this needed expansion.

Registration for this special event is possible at the same link as for CSD6: https://meetings.unescap.org/.