

**Executive Committee of the High Commissioner's Programme (ExCom)
Seventy-fourth session**

9-13 October 2023

Organizational note on speaking arrangements

Statements

1. Statements should be delivered in one of the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish). To facilitate interpretation, delegations are asked to send advance copies of their statements to: hqexcom@unhcr.org.
2. UNHCR has made arrangements for statements delivered during the general debate and under the agenda item on international protection to be posted on the session webpage (www.unhcr.org/excom2023). The Secretariat will post statements as soon as possible, following delivery. Delegations that do not wish to have their statements published on the session webpage are asked to notify the Secretariat: hqexcom@unhcr.org.
3. Delegations wishing to obtain a video recording of their statement from the general debate may send their requests in writing to: hqvideo@unhcr.org. Requests will be answered in the order they are received.

Speaking arrangements

4. It is currently foreseen that the meeting will be held in person only. It will, however, be webcast on the session webpage for remote viewing.
5. There will only be a formal list of speakers for the general debate. For all other agenda items, delegations will raise their nameplates when they wish to speak, and the Secretariat will compile an informal list. Should a State/organization speaking on behalf of an established regional group of States or group of organizations wish to make a statement, they should inform the Secretariat in person well in advance of the relevant agenda item.
6. Statements are limited to 5 minutes or less. A State/organization speaking on behalf of an established group of States or a group of organizations will also be accorded 5 minutes. Time may be reduced according to the number of speakers and calculation of time available. Delegations will be advised should the time limit change.

Speakers list for the general debate

7. The list of speakers for the general debate will open on **Monday, 11 September 2023**.
8. All requests for a speaking slot must be made in writing to: hqexcom@unhcr.org, indicating "speakers list" in the subject line and providing the exact name, title and rank of the speaker.
9. Registration for the list of speakers will be closed on **Tuesday, 3 October 2023**, and the list will be made available by close of business on Thursday, 5 October 2023.
10. Following the publication of the list on Thursday, 5 October 2023, any delegation making a request for a speaking slot will be placed towards the end of the list.
11. Should a delegation wish to withdraw from the list of speakers, this may be done in person on the day of the conference. The speaker or his/her representative will be requested to strike their name from the list and initial.
12. States/organizations may exchange places with another State/organization on the list. Both parties should approach the Secretariat together and initial the list next to where the exchange is indicated.

13. Following publication of the list, should the speaker change, the Secretariat should be informed in person well in advance of the speaking slot. This may affect the speaking order.
14. Should a delegation miss their speaking slot and approach the Secretariat to re-register, they may be placed towards the end of the list.

4 September 2023