Guidance note on the delivery of statements by Member States (national statements) and observers during the high-level segment of the seventh session of the United Nations Environment Assembly (UNEA-7)

1. Introduction

This note provides guidance for the delivery of statements (national statements) in-person during the high-level segment of the seventh session of the United Nations Environment Assembly (UNEA-7), which will be held on 11 and 12 December 2025.

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 other relevant stakeholders through the major groups and stakeholders.

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

- Thursday, 11 December 2025, from 10:30 a.m. - 1:00 p.m.
- Thursday, 11 December 2025, from 3:00 - 6:00 p.m. and from 7:30 p.m. to 10:30 p.m.
- Friday, 12 March 2025, from 10:00 a.m. - 1:00 p.m.

All time indications are for the time zone **GMT+3**. A detailed programme of UNEA-7 as well as other relevant background information are available here.

The official meetings of UNEA-7 will be live streamed through the United Nations Web TV website (webtv.un.org) in all six UN official languages.

Please note that UNEA-7 is to be held fully in-person. Therefore, all statements will be delivered in-person, and registration is required to participate in UNEA-7. Additional information on registration is available on the UNEA-7 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 or Government speak first. Accordingly, the Heads of States will be accorded priority, followed by Vice Presidents, Heads of Government, Deputy Prime Ministers, Ministers and Vice Ministers followed by Heads of Delegation. The Secretariat will give due consideration to any indications of preferred time slots for the statements **(see section 5 below).**

Member States, Observer States and the European Union will be invited to inscribe on the list of speakers in advance of the Assembly using the **e-Speaker module** (**see section 5 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 (unea-statements@un.org).

The list of speakers will open for inscription on Monday, 27 October 2025, 5:00 p.m. (Nairobi time - GMT+3) and will remain open for inscription until Tuesday, 9 December 2025, 5:00 p.m. (Nairobi time – GMT+3). Delegations are, however, strongly encouraged to inscribe by Friday, 21 November 2025.

A provisional list of speakers will be made available on the UNEA-7 website around Friday, 28 November 2025, and will give an indication of the date and time when delegations will deliver their statement, based on their position on the provisional list of speakers.

Changes to the list of speakers during the high-level segment should be coordinated with the Secretariat in the meeting room.

3. Guidance for delivery of statements 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-7 Bureau at a meeting held on 25 March 2025, UNEA-7 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 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) 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 Friday, 28 November 2025, by email to nadya.omar@un.org and tirus.kariuki@un.org, with a copy to the Chief Interpreter at pedro.espinosa@un.org, who will provide further instructions.

4. Time limits

In accordance with rule 38 of the rules of procedure of UNEA and to allow maximum participation of delegations, the Bureaux of UNEA and the Committee of Permanent Representatives at a joint Bureaux meeting held on 28 May 2025 agreed that the time limit for all statements will be **three (3) minutes** (around 300 and 360 words) per individual delegation and **five (5) minutes** (approximately 500 to 600 words) for statements made on behalf of a group of States, on the understanding that this

will not preclude the distribution of more extensive texts. Major groups and stakeholders will be given a time limit of **three (3) minutes** (around 300 and 360 words), unless the statement represents all nine major groups, in which case the time limit will be **five (5) minutes** (approximately 500 to 600 words). The time limit of **three (3) minutes** (around 300 and 360 words) will also apply to other categories of participants.

A countdown timer will be displayed in the conference room to guide the speakers. When a representative exceeds her or his allotted time, the President of the Environment Assembly or the presiding officer will call the speaker to order without delay, which will be done **by means of automatic microphone cut-off**.

5. Inscription on the list of speakers

e-Speaker 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-7 will be done via the e-Speakers module, which will be accessible through the e-deleGATE portal.

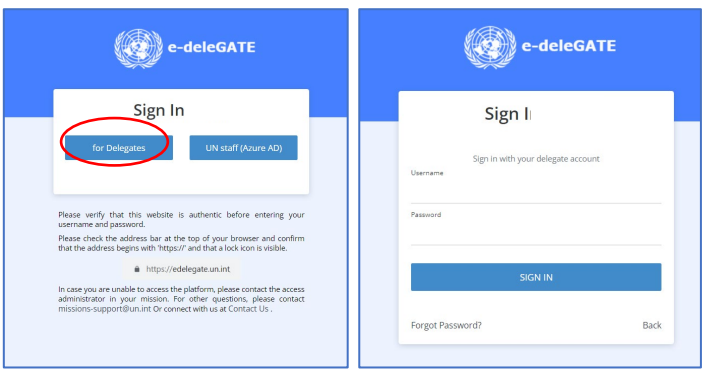
Delegates responsible for inscribing the speaker on the speakers' list should contact the **access administrators** from their delegation to be granted access to e-deleGATE and to the e-Speaker module to inscribe the speaker on the list of speakers for national statements.

In case your delegation has not yet nominated access administrators:

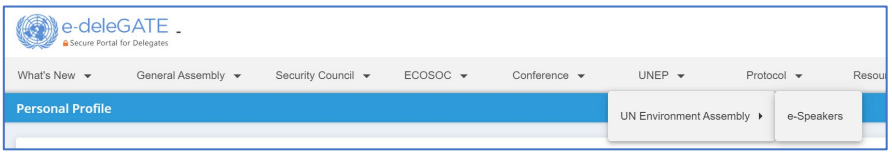
If your delegation has not yet nominated access administrators, please communicate to the Secretariat the names and contact details of two staff members who will become the access administrators for your delegation. **This can be done by filling out** this form.

On-line registration on e-Speakesr and indication of preferred time slot

- Go to https://e-delegate.un.org/ login to e-deleGATE, as a Delegate

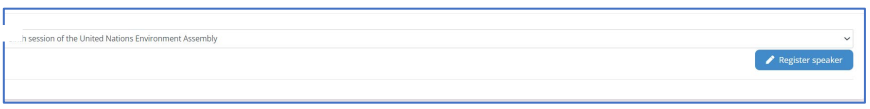


- In the menu, go to the ***UNEP / UN Environment Assembly / e-Speakers***

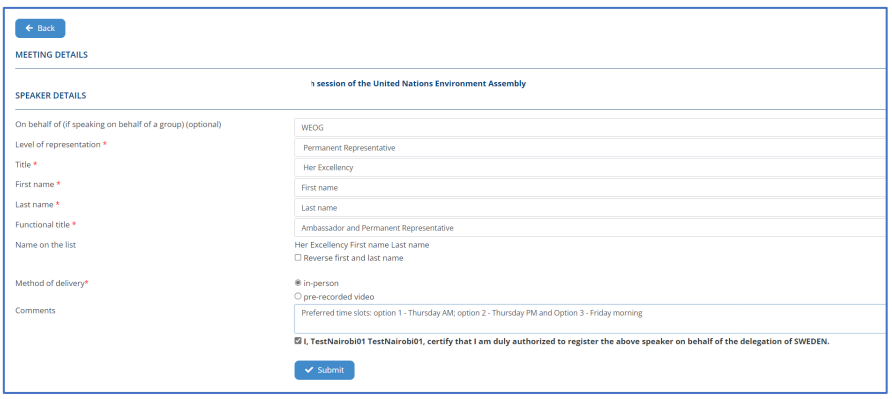


- Select ***Seventh session of the United Nations Environment Assembly*** and click on ***Register Speaker***



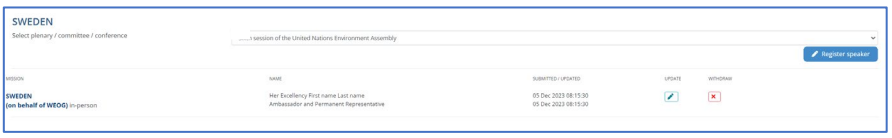


- Enter the required information and ***Submit***



- **Use *Comments section* to indicate any preferred time slots**

- You will be returned to the home screen, where you can see the registration(s).
- Should you wish to make any modifications, click on ***Update*** or on ***Withdraw***



Inscription process for other categories of participants

Accredited intergovernmental organizations (IGOs) and United Nations entities may contact the Secretariat at unea-statements@un.org to be inscribed on the list of speakers to deliver a statement in-person. Please indicate first name, last name and functional title of the speaker.

Accredited non-governmental organizations and other relevant stakeholders through the major groups and stakeholders may contact unep-civilsociety@un.org to be inscribed on the list to deliver a statement in-person.

6. Submission of written statements

To facilitate interpretation, delegations are kindly requested to share their statements in writing **at least three 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 UNEA-7 website.

Submission of statements by Member States, Observer States and the European Union as well as accredited intergovernmental organizations through the e-Submit module

A copy of the statement should be provided through the e-Submit module on the e-deleGATE portal. Additional information on the e-Submit module is available here.

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.

7. Background information

Delegations are invited to consider and seek inspiration from the Executive Director's report on the theme of UNEA-7, "Advancing sustainable solutions for a resilient planet" (UNEP/EA.7/2(I) and UNEP/EA.7/2(II)), as well as the Executive Director's progress reports to UNEA-7, to prepare their interventions.

8. Secretariat focal points

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

Ms. Aline Nsengimana Umutoni, (aline.nsengimana@un.org).

9. Summary

Content	Email/Notes
Inscribe to the list of speakers	Inscription will open: Monday, 27 October, 5:00 p.m. (Nairobi time - GMT+3) Deadline for the provisional list: Friday, 21 November 2025 Inscriptions will remain open till Tuesday, 9 December 2025
• Member States, Observer States and the European Union	e-Speakers module on the e-deleGATE portal Time limit: 3 minutes for individual delegation and 5 minutes when speaking on behalf of a group of States. In-person statement
• Accredited intergovernmental organizations	unea-statements@un.org Time limit: 3 minutes In-person statement
• UN system entities	unea-statements@un.org Time limit: 3 minutes In-person statement
• Accredited non-governmental organizations and other relevant stakeholders	unep-civilsociety@un.org Time limit: 3 minutes; 5 minutes for a statement on behalf of all 9 major groups In-person statement
Send written statements to facilitate interpretation	Member States, Observer States and the European Union, UN system entities and other accredited intergovernmental organizations: e-Submit module on the e-deleGATE portal Accredited non-governmental organizations and other relevant stakeholders: unea-statements@un.org
Make a statement in a non-official UN language	Inform before Friday, 28 November 2025: nadya.omar@un.org; tirus.kariuki@un.org; pedro.espinosa@un.org
For questions/additional information	aline.nsengimana@un.org unea-statements@un.org