

# CIRCULAR

**FILE:** AP\_6/4/11; ORG 1/14 UNEP **TO:** SPREP Focal Points  
**DATE:** 12 December 2023  
**CIRCULAR:** 23/103  
**SUBJECT:** **Invitation for nominations for two access administrators for UNEP eSpeakers module**

Dear Focal Points,

I am pleased to refer you to UNEPs preparations for the upcoming sixth session of the United Nations Environment Assembly (UNEA-6) with regard to national statements and to the notification via email on the 18 October 2023 with the following details. Please note that UNEP have extended the deadline to the Friday 15 December 2023.

## Message from UNEP

*To facilitate requests for inscription on the list of speakers for national statements at UNEA-6, the Secretariat will implement the **eSpeakers module which will be accessible through the e-deleGATE portal.***

## e-Speakers module

*e-deleGATE is a secured site which centralizes a range of e-services and other resources provided by the Secretariat to facilitate the workflow of Member States of the United Nations and their delegates. e-Speakers is a module which will be available on the e-deleGATE for the inscription of speakers for national statements at UNEA-6.*

## Assignment of access administrators

*All UNEP national Focal Points from delegations which are not represented in Nairobi through Permanent Missions/Embassies are requested to communicate to the Secretariat by **Friday, 15 December 2023**, the **names and contacts of two officials** who will be the access administrators in their Office by filling out a form available through the following [link](#).*

## Expected role of access administrators

*Access administrators will have the ability to create, manage and remove the access of their delegates to e-deleGATE and to the e-Speaker module. The Secretariat will organise a training on e-deleGATE access management for access administrators in January 2024.*

## Inscription on the list of speakers

*Delegates who will be granted access by their access administrators to the e-deleGATE and to the e-Speaker module will have the ability to inscribe their delegate on the list of speakers for national statements.*

*Please note that further guidance on requests for inscription on the list of speakers for UNEA-6 will be communicated in due course.*

*We look forward to receiving the names and contacts of two access administrators in your respective Permanent Missions/Embassies and Offices, as applicable.*

*Please accept, Excellency, the assurances of my highest consideration.*

**For further queries please contact:**

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Yours sincerely,



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**Director General**

SN/AT/rmg