Third Global Meeting of National Focal Points for the Fifth Montevideo Programme

Logistical information note for meeting participants



1. Registration for the third global meeting

All participating Member States and registered partners and stakeholders of the Montevideo Programme V have already received a calendar invitation for the 4-5 November meeting with a Microsoft Teams link embedded therein for each day of the meeting.

The meeting documentation is available online on the UNEP Law and Environment Assistance Platform (UNEP-LEAP), including the meeting provisional agenda and annotated provisional agenda.

Please note that all times for the meeting and side events are given in East Africa Time (EAT, UTC+3), unless otherwise indicated. Participants are encouraged to check the corresponding local time in their country.

In the event that the calendar invite for the meeting has not yet reached you or if you require any assistance, please write to the UNEP secretariat at unep-montevideo@un.org as soon as possible.

2. Online participation during the meeting sessions (4-5 November 2026)

To facilitate your effective participation in the third global meeting and side events, we advise you to follow the steps below:

- **Join the meeting test 30 minutes before the meeting starts (at 1:30 pm Nairobi time):** on 4 and 5 November 2026, 30 minutes before the start of each session, the secretariat will facilitate a meeting test to help participates test audio/video and interpretation and assist with any technical issues. **Please use the same meeting link included in the calendar invite to join the meeting test (NB: there is a separate meeting link for each day of the meeting).**
- **Use the right setup:** join through the latest version of the Microsoft Teams desktop application, which is required to access interpretation. We advise that you ensure, as much as possible, a stable internet connection and use a headset with a built-in microphone for the best sound quality.
- **Identify yourself:** when you join the Microsoft Teams meeting, we advise that if you are given the opportunity to set up your display name, you change it as follows: "name of *Country/Organization/Major Group/Stakeholder – First Name and Last Name"*, to support the UNEP secretariat in tracking the requests for interventions from the floor.
- **Request for the floor when you want to speak:** once the floor is open for interventions, we kindly request that you **use the ''raise hand'' function** embedded in Microsoft Teams **and write in the chat** your request to take the floor as follows: **"name of *Country/Organization/Major Group/Stakeholder* wishes to take the floor."** The secretariat

and chair will monitor incoming requests and give you the floor according to the speaking order.

- **Request for technical help when needed:** use the meeting chat or write to unep-montevideo@un.org if you experience any technical difficulties during the third global meeting or side events.

If you do not yet have the Microsoft Teams desktop application**, please install it before the meeting:**

- Download Microsoft Teams (Windows and Mac; mobile apps for iOS and Android are also available).
- Make sure you join from the Microsoft Teams Desktop app **– do NOT join the meeting from the browser**).

3. Interpretation during the meeting sessions (4-5 November 2026)

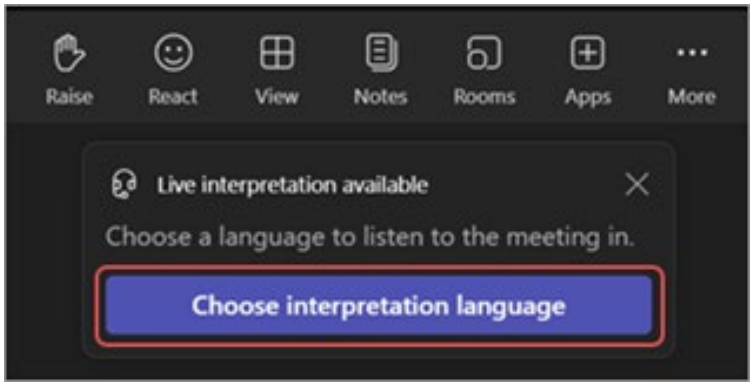
The third global meeting will be conducted in the **six official languages** of the United Nations (Arabic, Chinese, English, French, Russian and Spanish), with **simultaneous interpretation**. Interpretation will be provided through Interactio and built into the Microsoft Teams meetings.

When you join the Microsoft Teams meeting, you can choose your desired language and also switch between languages during the meeting.

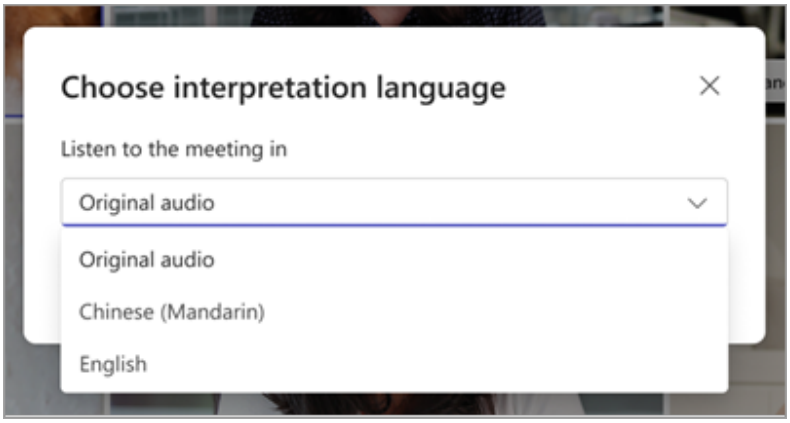
As a participant, **you can only select a language channel via the Microsoft Teams desktop app. Please, do NOT join the meeting from the browser, otherwise interpretation will not work.**

To change interpretation language and volume:

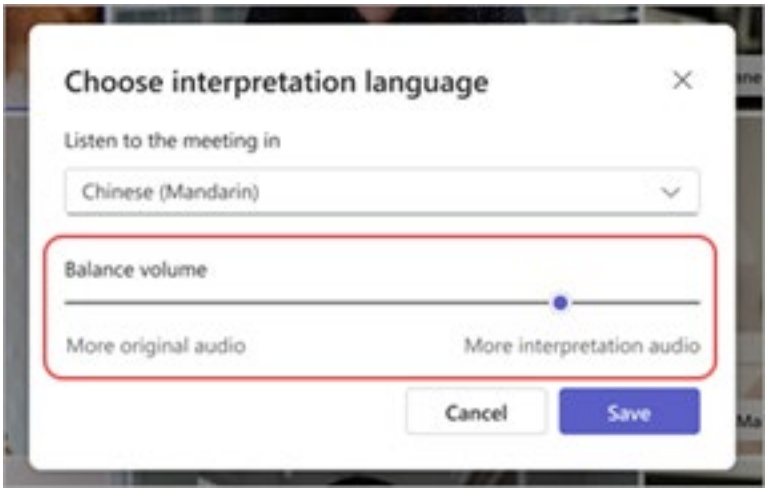
- Select **Choose interpretation language** when you join the meeting. You can switch the interpretation language also during the meeting.



- In the **Listen to the meeting** in dropdown menu, select the language you want to hear the meeting in.



- Adjust the **Balance volume** slider to your desired volume levels. Your overall meeting volume won't be affected.



- Select **Save** to apply changes immediately.

How to change your language channel during the meeting:

- Select **"More actions"** in your meeting controls, then select **Language and speech** > **Language interpretation**.
- From the Listen to dropdown menu, select the language you want to hear from the available translations.
- Select **Save**.

To familiarize yourself with these steps in advance, please see Microsoft's illustrated guide: use language interpretation in Microsoft Teams meetings.

4. Interventions from the floor and written statements during the meeting sessions (4-5 November 2026)

To request the floor during the meeting, please use the "raise hand" function in Microsoft Teams. The secretariat will support the Chair in taking note of the requests to take the floor.

In determining the order of speakers, requests will be accommodated in the following order:

1. **Member states representatives**, including national focal points for the Montevideo Programme V and other representatives, with priority given to statements delivered on behalf of regional or political groups. **Member states wishing to speak on behalf of a regional or political group will be encouraged to indicate this in the chat, for the secretariat to take note of in determining the order of speakers.**

2. **Observers**, with priority given to representatives of multilateral environmental agreements (MEAs), intergovernmental organizations, specialized agencies and United Nations system entities, followed by Major Groups and Stakeholders and other registered experts, partners and stakeholders of the Montevideo Programme V.

In line with past global meetings of the Montevideo Programme V, **each intervention by member states and observers must not exceed 3 minutes.**

Where interventions are delivered on behalf of regional or political groups, each intervention must not exceed 5 minutes.

A timer will be displayed on screen, and the secretariat will support the Chair in monitoring the time for each intervention.

To facilitate effective interpretation and support the preparation of the meeting report, **participants are requested to send their statements, if available**, to unep-montevideo@un.org during the meeting.

5. Online participation in the side events (6 November 2026)

Two online side events will take place on **Friday, 6 November 2026**.

Registration for the side events is open on the meeting webpage under the dedicated tab 'Side events'. You are warmly invited to register in advance to attend the side events.

Both side events will be held in **English only**.

Side event 1: Strengthening the Environmental Rule of Law through Environmental Law Clinics, *Regional Experiences and Global Collaboration under the Montevideo Programme V*

The event will explore how environmental law clinics strengthen the environmental rule of law. It will bring together regional experiences and perspectives on environmental law clinics, and explore opportunities for knowledge exchange and global collaboration under the Montevideo Programme V.

- **Time:** 14:00–15:30 East Africa Time (EAT, UTC+3)
- **Organiser:** Secretariat of the Montevideo Environmental Law Programme
- **Registration:** Register for side event 1

Side event 2: Strengthening Enforcement of the Montreal Protocol, *Addressing Illegal Trade and Crimes that Affect the Environment*

This side event will explore emerging enforcement challenges, including illegal trade in controlled substances and its potential links to crimes that affect the environment.

- **Time:** 16:00–17:30 East Africa Time (EAT, UTC+3)
- **Co-organisers:** UNEP OzonAction Compliance Assistance Programme and UNEP Law Division
- **Registration:** Register for side event 2

Contact details

For any questions regarding registration, logistics or participation, please contact the UNEP secretariat at unep-montevideo@un.org.