



HIGH-LEVEL POLITICAL FORUM ON SUSTAINABLE DEVELOPMENT

Major Groups and Other Stakeholders Information Note

Who is eligible to participate

In accordance with General Assembly resolution 67/290, representatives of non-governmental organizations in consultative status with ECOSOC or that are part of the CSD roster and that have been duly registered and approved by the Secretariat can participate in the 2017 session of the High-level Political Forum, to be held from 10-17 July in New York. Representatives of NGOs holding a valid annual UN grounds pass are also welcome to attend the Forum.

Requesting a grounds pass to attend the HLPF

In order to enter the UN premises, **all** participants need to be in possession of a valid UN grounds pass issued by the United Nations Pass and ID Unit.

- ***Representatives of ECOSOC NGOs with valid UN grounds passes***
Representatives of NGOs in ECOSOC consultative status who are already in possession of a valid annual United Nations grounds pass can use their existing pass to enter the United Nations premises.
- ***Representatives of ECOSOC NGOs without valid grounds passes***
Representatives of ECOSOC accredited NGOs whose HLPF registration has been approved, and who are *not yet* in possession of a valid grounds pass, are required to [request](#) either an annual or temporary grounds pass through the CSO net. As per regular practice, each ECOSOC accredited NGO is entitled to have 9 temporary grounds passes at a time, in addition to 7 annual grounds passes.

Organizations are encouraged to make their requests for grounds passes as soon as possible to ensure their timely availability. More information on requests for grounds passes can be found at <http://csonet.org/?menu=86>

- ***Representatives registered through MGoS constituency focal points without grounds passes***

Participants that have been registered through their dedicated MGoS constituency focal point organizations¹ need to contact their constituency focal point to receive the detailed arrangements for grounds passes. For the list of focal points [click here](#)

Collection of grounds passes for the HLPF

Grounds passes will be issued by the UN Pass and ID Office, located at 320 East 45th Street, New York, NY 10017, Ground Floor.

The opening hours of the UN Pass and ID office are:

Sunday, 9 July: 1:00 pm to 5:00 pm

Monday, 10 July – Friday, 14 July: 9:00 am to 4:00 pm

Monday, 17 July – Wednesday, 19 July: 9:00 am to 4:00 pm

Participants **are strongly encouraged to collect their grounds passes on Sunday 9 July from 1pm to 5pm** to avoid large crowds.

- ***Representatives of ECOSOC NGOs***

Representatives of ECOSOC NGOs must first request their grounds passes online (<http://csonet.org/?menu=86>). When collecting a grounds pass from UN Pass and ID, **you must bring the following documents with you**: the **security form** retrieved at <http://csonet.org/?menu=86>, a **letter from the President of your organization**, as well as a **valid government-issued photographic identification** (i.e., passport, driver's licence). Please note that the Security form is mandatory to receive a grounds pass – a confirmation letter alone is not sufficient to receive a grounds pass.

- ***Representatives that have been registered through MGoS focal points***

Representatives that have been registered through MGoS focal point organizations will need to bring with them the following documents to obtain their grounds passes: **security form, a letter from the president of the focal point organization or a confirmation letter, and a valid government-issued photo identification** (i.e., passport, driver's licence). Please contact your constituency focal point to obtain necessary documents. For the list of focal points [click here](#).

¹ If you are not sure whether you have been registered through a regular ECOSOC NGO or through a constituency focal point organization, please check the bottom of your confirmation letter which shows the name of the organization through which you have been registered.

How to enter the UN

All stakeholder participants with valid UN grounds passes will go through security screening at the 46th street and 1st avenue UN entrance. The security screening will open daily at 7:30am. Please note that representatives of MGoS will be able to remain on UN premises until 8:00pm daily during the HLPF session.

After the security screening, the participants will proceed to the UN conference building.

A detailed HLPF programme including information about Conference Rooms, and list of side events and special events, can be found on the website: <https://sustainabledevelopment.un.org/hlpf>

HLPF thematic sessions (10 to 14 July 2017)

From 10-14 July, the HLPF will focus on a thematic review of the overall theme “*Eradicating poverty and promoting prosperity in a changing world*” and the seven SDGs that are in focus during the session: SDG1, SDG2, SDG3, SDG5, SDG9, SDG14 and SDG17. For more details please see the HLPF draft programme [here](#).

From 10-14 July, all HLPF meetings will be held in Conference Room 4. There will be 12 dedicated seats for Major Groups and Other Stakeholders with nameplates and microphones on the floor of Conference Room 4 for use by representatives who wish to intervene during the interactive dialogues of the HLPF round tables. Please note *that a special ticket will be required to sit behind these 12 dedicated seats*. These special tickets will be distributed by the organizing partners of the Major Groups and the Constituency Focal Points of the Other Stakeholders.

Additional seating for MGoS will be available in the gallery of Conference Room 4 and in the daily overflow rooms. Special tickets will be required to enter the gallery of Conference Room 4 – for details please see the section on special tickets on page 6 of this note.

Ministerial-level week and Voluntary National Reviews (17-19 July 2017)

From 17-19 July, the HLPF sessions will be dedicated to the Voluntary National Reviews by the 44 volunteering countries. For details please see the HLPF draft programme [here](#).

All VNR sessions will take place in Conference Room 4. There will be 12 dedicated seats for Major Groups and Other Stakeholders on the floor of Conference Room 4. The use of these 12 seats will require a special ticket to be distributed by the organizing partners of the Major Groups and the Constituency Focal Points of the Other Stakeholders.

Additional seating for MGoS will be available in the gallery of Conference Room 4 and in the daily overflow rooms. Special tickets will be required to enter the gallery of Conference Room 4 – for details please see the section on special tickets on page 6 of this note.

07/07/2017

In accordance with A/RES/67/290, MGoS will have an opportunity to make short comments and ask concise questions from the VNR countries. Please note that due to the very limited time available, these questions will need to be prepared collectively under the guidance of the MGoS HLPF Coordination Mechanism. Inputs to the questions are solicited online (<https://goo.gl/forms/QlfkifNx0iGri7DS2>). You can express your interest to deliver the collectively prepared questions (<https://goo.gl/forms/QlfkifNx0iGri7DS2>) no later than **11 July (extended deadline)**.

General debate

The general debate of the high-level week of ECOSOC, including the HLPF, will be held in the Trusteeship Council Chamber in the afternoon of 18, 19 and 20 July. For more details please see: <https://sustainabledevelopment.un.org/hlpf>

The Secretariat had circulated nomination form to receive expressions of interest from Major Groups and other Stakeholders to be inscribed in the list of speakers of the general debate. The inscription form is now closed. Only one coordinated statement per Major Groups/Other Stakeholder constituency will be accommodated. In accordance with the modalities of the HLPF, any statement should be delivered by a representative of an organization that is in consultative status with ECOSOC.

Additional seating for MGoS will be available in the gallery of the Trusteeship Council and in the daily overflow rooms. Special tickets will be required to enter the gallery of the Trusteeship Council – for details please see the section on special tickets on page 6 of this note.

Overflow room

There will be an overflow room to accommodate participants who may not be able to access Conference Room 4. The schedule of over flow rooms is as follows:

10-14 July am and pm sessions: Conference Room 1

17-19 July 9:00am to 2:00pm: Trusteeship Council Chamber (TRI)²

17-19 July 3:30 to 6:30pm: General Assembly Hall

It is recommended that you consult the UN Journal for the most up-to-date information on the overflow room: <http://www.un.org/Docs/journal/En/lateste.pdf>

Web cast

The conference proceedings will be web cast live at webtv.un.org.

² Trusteeship council Chamber (TRI) will be accessed by major groups and other stakeholders (MGoS) through **3rd floor entrance**. MGoS will pass the security door at the end of visitors' hall and take elevator to third floor.

Side events and special events

For a detailed side event programme and information about special events, please visit: <https://sustainabledevelopment.un.org/hlpf>

SDGs Learning, Training and Practice

The HLPF SDG Learning, Training and Practice sessions will be held on Monday, 10 July, Tuesday, 11 July, Wednesday, 12 July and Friday, 14 July. For a detailed programme, please visit: <https://sustainabledevelopment.un.org/hlpf>

Caucus Rooms

The Secretariat has secured rooms to be used by MGoS for caucusing and coordination. A list of available time slots and rooms can be found [here](#). Interested MGoS representatives are invited to fill this [form](#) in order to request a time slot. Please allow 48 hours for the Secretariat to process your request and update the caucus rooms' timetable.

Morning coordination meetings

There will be morning coordination meetings for MGoS as follows:

- 10-14 July, from 08:00 to 08:45 a.m., in the Trusteeship Council Chamber
- 17-19 July, from 08:00 to 08:45 a.m., in Conference Room 3

Stakeholder participants with valid UN grounds passes can go through security screening at the 46th street and 1st avenue UN entrance as of **07:30** a.m. daily.

Accessibility

MGoS participating in the HLPF are requested to inform the Secretariat of the accessibility requirements, in order to facilitate participation in meetings. Upon request, certain adjustments can be made to seating arrangements with a view to enabling the participation of persons with disabilities, in keeping with the rules of procedure, precedents and practices. For individual requests, please contact Ms. Isabela Cunha at DESA-DSD (e-mail: cunhai@un.org).

The United Nations Accessibility Centre offers assistive information and communications technology to support those with auditory, visual or physical impairments. The assistive devices are available on-site or as a loan to participants with disabilities. The Accessibility Centre is located in the Conference Building (Level 1B) (by the Secretariat Building escalators). For more information, please visit <https://www.un.org/accessibilitycentre/>

A limited amount of printing on demand in **Braille** is available through the Accessibility Centre with prior notice.

Communication Access Real Time Translation (**CART**) will be available via captions on the screen in the meeting room and via webcast for all official meetings of HLPF. **International Sign Language Interpretation** will be made available for the Ministerial Segment of HLPF and the General Debate of ECOSOC via the screen in the meeting room and via webcast.

Special tickets

What is the special ticket?

In addition to a valid UN grounds pass, *a special ticket is required to access the galleries of Conference Room 4 and the Trusteeship Council Chamber due to limited availability of seats.* These special tickets will be distributed by the Secretariat on a first-come, first-served basis. **The distribution is limited to one special ticket per organization, per session.** The special tickets are transferable and can be used by any member of the organization's delegation. Please note that the special tickets are only valid for the galleries of Conference Room 4 and the Trusteeship Council Chamber and do **not give access to the main floor.**

Where and when to collect a special ticket

Pick-up time

The tickets for AM and PM sessions can be picked up on the same day starting at **8:00am** inside the visitors' lobby and will be distributed by the Secretariat while supply lasts.

Location

All the special tickets will be distributed at the dedicated wooden desk located inside the **visitors' lobby (near the information booth) at 46th street and 1st Avenue.**

What to bring with you

Only registered and approved participants with valid UN grounds passes can collect a special ticket for their accredited organization. Please bring:

- A valid grounds pass (Either ECOSOC annual grounds pass or temporary grounds pass)
- Your confirmation letter (Your organization name is on the bottom left side)

Important notes

Special tickets alone do not give access to the UN premises. To enter the UN, all participants need to be in possession of a valid UN grounds pass.

Other important information

Pre-HLPF meeting

DESA/DSD and the MGoS HLPF Coordination Mechanism will organize a pre-HLPF preparatory meeting on Sunday, 9 July. The full-day preparatory meeting will promote understanding of the HLPF, the 2030 Agenda for Sustainable Development, the opportunities and procedures for engagement throughout the Forum, and peer-to-peer learning sessions and exchanges among representatives of major groups and other stakeholders. Additionally, it will be a good moment for MGoS to network, become familiar with one another, and share experiences in the implementation efforts, as well as for identifying common ground and different perspectives. **Registration to the pre-HLPF meeting is closed.**

MGoS HLPF Coordination Mechanism mailing list

In order to receive the most up-to-date information from the Secretariat, please join the MGoS HLPF Coordination Mechanism Mailing list using the following link: bit.ly/MGoS_mailinglist

Contact:

For any queries, please contact Ms. Isabela Cunha at (cunhai@un.org)