



HIGH-LEVEL POLITICAL FORUM ON SUSTAINABLE DEVELOPMENT

High-level Political Forum on Sustainable Development

Monday, 9 July – Wednesday, 18 July 2018

Conference Room 4 and Trusteeship Council Chamber, United Nations Headquarters

Information Note for Participants

1. Background

The 2018 High-level Political Forum on Sustainable Development (HLPF), the essential global forum for reviewing successes, challenges and lessons learned on achieving the Sustainable Development Goals (SDGs), will be convened under the auspices of the Economic and Social Council from Monday, 9 July, to Wednesday, 18 July 2018, with the three-day ministerial meeting of the forum convened jointly with the high-level segment of the Council from 16 July to 18 July 2018. The forum was established at the United Nations Conference on Sustainable Development (Rio+20), held in Rio de Janeiro in June 2012. It is to promote and review the implementation of sustainable development and to provide political leadership, guidance and recommendations. Among other functions, the HLPF plays a central role in overseeing a network of follow-up and review processes at the global level, working coherently with the General Assembly, ECOSOC and other relevant organs and forums, in accordance with existing mandates. The HLPF facilitates sharing of experiences, including successes, challenges and lessons learned, and provides political leadership, guidance and recommendations for follow-up.

Forty-seven (47) States have announced that they intend to present their Voluntary National Reviews at this year's Forum. (<https://sustainabledevelopment.un.org/hlpf>).

Pursuant to General Assembly resolution 70/299 of 29 July 2016, this year's Forum will focus on progress on:

- Goal 6. Ensure availability and sustainable management of water and sanitation for all;
- Goal 7. Ensure access to affordable, reliable, sustainable and modern energy for all;
- Goal 11. Make cities and human settlements inclusive, safe, resilient and sustainable;
- Goal 12. Ensure sustainable consumption and production patterns;
- Goal 15. Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss; and
- Goal 17. Strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development (reviewed annually)

Also pursuant to resolution 70/299, the theme of the 2018 HLPF will be "Transformation towards sustainable and resilient societies".

The Forum will consist of moderated thematic discussions among ministers and senior government officials, UN system and other organizations, as well as major groups and other



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stakeholders of civil society (HLPF thematic sessions from 9 to 13 July 2018); ministerial-level days and Voluntary National Reviews (16-18 July 2018). The general debate of the high-level segment of ECOSOC, covering also the HLPF, will take place on 16, 17, 18 and 19 July 2018.

2. Provisional agenda, schedule of meetings and organization of work

- The provisional agenda is contained in document E/HLPF/2018/1.
- The latest programme of 2018 HLPF is available on the website of the forum at: https://sustainabledevelopment.un.org/content/documents/18485HLPF_2018_Draft_programme.pdf
- Additional information is also available at <https://sustainabledevelopment.un.org/hlpf/2018>
- For the duration of the HLPF, the daily Journal of the United Nations will publish the most up-to-date information on the times and locations of official meetings of the forum. The online Journal is available [here](#).

3. Documentation (coming soon, no official documents have been issued yet)

The following documents are available in advanced unedited versions on the following website: <https://sustainabledevelopment.un.org/hlpf/2018/documentation>

- Report of the Secretary-General on mainstreaming of the three dimensions of sustainable development throughout the United Nations system
- Note by the Secretary-General on progress report on the 10-year framework of programmes on sustainable consumption and production patterns
- Report of the Secretary-General on progress towards the Sustainable Development Goals
- Report of the Economic and Social Council forum on financing for development follow-up
- Summary of the 2018 Economic and Social Council forum on financing for development follow-up
- Summary of the sixth biennial high-level meeting of the Development Cooperation Forum
- Executive summaries of voluntary national reviews for the high-level political forum
- Note by the Secretariat on the reports of the regional forums on sustainable development (and Add. 1 to 5)
- Note by the Secretariat on the discussion papers on the theme of the high-level political forum on sustainable development, submitted by major groups and other stakeholders
- Note by the Secretariat on the synthesis of voluntary submissions by functional commissions of the Economic and Social Council and other intergovernmental bodies and forums
- Note by the Secretariat transmitting the Co-Chairs' summary of the multi-stakeholder forum on science, technology and innovation for the Sustainable Development Goals. (will be available on this [website](#))

Other supporting documentation and information on special events of the HLPF are available on the meeting [website](#):

- Programme of Side Events (will be available on this [website](#))



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- SDGs Learning, Training and Practice
- Partnership Exchange
- SDG Business Forum
- Local and Regional Governments' Forum
- Higher Education Sustainability Initiative (HESI)

4. General debate

The general debate of the high-level segment of ECOSOC, covering also the HLPF, will be held from 16 to 19 July 2018. The list of speakers will open for inscriptions to the general debate on 1 June 2018. Delegations of States should send their requests for inscription to the general debate through the e-Speakers system available through the e-deleGATE portal. An automated e-mail acknowledgement will be sent within one hour of receipt of request for inscription. The list of speakers will be maintained in accordance with the level of representation and on a first-come, first-served basis. Statements in the general debate should not exceed three minutes when speaking in a national capacity, and five minutes when speaking on behalf of a group.

Intergovernmental organizations and entities that have observer status with the General Assembly or the Economic and Social Council, and United Nations system entities, wishing to inscribe in the list of speakers and that have access to the e-deleGATE portal should submit their requests through the e-Speakers system. Those entities that do not have access to the e-deleGATE portal are asked to send their request, in writing, to the ECOSOC Affairs Branch (email laabas@un.org). Statements in the general debate should not exceed three minutes.

5. PaperSmart services

PaperSmart services will be offered as an additional service for the formal meetings of HLPF, including the high-level segment of the Council, and delegations wishing to circulate their statements electronically through the PaperSmart Portal should send a copy of the statement at least one hour in advance of delivery to papersmart2@un.org. The date and time of the meeting should be indicated in the heading of the statement and in the subject line of the e-mail. The statements will be made available in the Council's PaperSmart Portal following its delivery by delegations.

6. Registration

In accordance with General Assembly resolution 67/290, the HLPF is open to all States Members of the United Nations and States members of specialized agencies, entities and organizations having received a standing invitation to participate as observers in the General Assembly, UN entities, major groups and other relevant stakeholders.



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All participants should be registered for the HLPF accordingly:

<p>Delegations of States, observers, including Intergovernmental Organizations (IGOS)</p>	<p>Government officials, through their Permanent Missions to the United Nations in New York, should notify the UN Protocol and Liaison Service of their participation at the meeting. A letter signed by the head of chancery or an authorizing official with an official seal should be addressed to:</p> <p>Mr. Peter Van Laere Chief of Protocol UN Protocol and Liaison Service Att. Ms. Wai Tak Chua Room S-0201 United Nations New York, NY 10017 Fax + 1 (212) 963 1921 Email: unprotocol@un.org</p> <p>States, observers and Intergovernmental Organizations should register for the HLPF through the Protocol and Liaison Service. To obtain UN grounds pass, Permanent Missions in New York may submit their requests via the online accreditation system "eAccreditation" available through the eDelegate Portal at https://delegate.un.int. Information regarding the system can be found at http://www.un.int/protocol/</p> <p>Additional information on accreditation for IGOs can be found here.</p> <p>For inclusion in the formal list of participants, delegations from Member and Observers of the Council should register the names of representatives, alternate representatives and advisers through the e-List of Participants module on the e-deleGATE portal, no later than by 18:00 on Wednesday, 4 July. Those observers that do not have access to the e-deleGATE portal are asked to send their information, in writing, to the ECOSOC Affairs Branch (email pricec@un.org).</p>
<p>UN entities</p>	<p>Registration to the forum will require a formal letter signed by entity's Principal or designated official listing the member(s) of the delegation to be sent to DESA (Ms. Leslie Wade at wade@un.org). In addition, Specialized Agencies and related organizations should send their letter to UN Protocol and DESA.</p> <p>For formal inclusion in the list of participants, and for seating arrangements, UN entities should register the names of participants through the e-List of Participants module on the e-deleGATE portal, no later than by 18:00 on Wednesday, 4 July 2018. Those entities that do not have access to the e-deleGATE portal are asked to send their information, in writing, to the ECOSOC Affairs Branch (email pricec@un.org).</p>
<p>Major groups and other stakeholders</p>	<p>Representatives of accredited entities (those NGOs having consultative status with ECOSOC and those on the CSD roster) have been requested to register using the Indico online events registration system. Registration page: http://bit.ly/HLPF2018 More information is available at https://sustainabledevelopment.un.org/hlpf/2018/registration Deadline: 15 June 2018. ECOSOC-accredited NGOs are strongly encouraged to request their UN grounds pass no later than 28 June.</p>
<p>Panelists and lead discussants</p>	<p>Those representing sectors of government should coordinate registration through their national delegations. Those representing non-governmental sectors fall under the 'major groups and other stakeholders' category, and have been registered separately by the HLPF secretariat.</p>



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7. Arrival and check-in

Participants may access UN Headquarters at the following points:

Staff entrance (located at 42nd St and First Avenue)	Public entrance (located at 46th St and First Avenue)	
✓	✓	Delegations
✓	✓	Observers and UN entities
	✓	Major groups and other stakeholders

- **Delegations, Observers and UN entities** may check in and collect their passes at the UN Pass and ID Unit, located at 320 East 45th Street, between 9:00 A.M. and 4:00 P.M. Monday through Friday. On Sunday 8 July, the Pass and ID Unit will be open from 1:00 to 5:00 P.M. On Monday 16 July the Pass and ID Unit will be open from 8:00 A.M. and 4:00 P.M.

Major groups and other stakeholders Representatives of Major Groups and Other Stakeholders must be in possession of a valid blue UN Grounds Pass to attend the HLPF. Individuals already in possession of a valid blue UN Grounds Pass can use their pass to enter the UN premises, but are encouraged to register using the link <http://bit.ly/HLPF2018>, no later than 15 June 2018. Once registered, individuals from ECOSOC accredited NGOs who require a new UN Grounds Pass are requested to follow the instructions and steps outlined on the CSO net for obtaining a Pass: <http://csonet.org/index.php?menu=86>. MGoS are encouraged to request their UN grounds pass no later than 28 June. For those MGoS belonging to NGOs in the CSD roster, the Secretariat will provide more information on how to obtain a grounds pass after the registrations are closed. More information on the registration of MGoS is available at <https://sustainabledevelopment.un.org/hlpf/2018/registration>

- **Panelists and lead discussants** will be contacted individually for instructions pertaining to arrival and check-in.
- The grounds pass should be worn at all times on UN premises. Please ensure that you have a government issued valid photo ID on you. Please allow up to 15 minutes for mandatory security screening.



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8. Venue and seating arrangements

Formal meetings of the forum will be held in Conference Room 4, located in the first basement of the Conference Building. The general debate of the high-level segment of ECOSOC, covering also the HLPF, will be held in the Trusteeship Council Chamber located on the 2nd floor. **Due to the anticipated large number of participants in the opening of the high-level segment in the morning of 16 July, special arrangements for access to Conference Room 4 may be made for that morning. Further information will be provided through the UN journal and ECOSOC Place.**

The seating of delegations inside Conference Room 4 and in the Trusteeship Council Chamber will be according to the “all-States formula”, followed by observers, UN system entities, major groups and other stakeholders.

The capacity of the conference rooms will not allow for all registered organizations to have a seat at table. All others will be seated in the public gallery, subject to limitations on room capacity.

The galleries will be used on a first come first served basis, while special arrangements will be made for major groups and other stakeholders.

The seating arrangements for the delegations making their Voluntary National Reviews have been discussed separately with the 47 concerned delegations.

Delegations, Observers and UN System representatives may access Conference Room 4 through the first basement or the gallery located on the ground floor by the visitors’ entrance, while the Trusteeship Council Chamber can be accessed using the 2nd floor of the Conference Building. All other participants must access the Chamber from the 3rd floor of the Conference Building.

Overflow room

It is expected that 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 will be shared in due course.

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

9. Panellists and lead discussants

Detailed guidance, including a full scenario of the meeting, will be shared with panellists and lead discussants in advance. It will be important for all speakers to focus their remarks on the theme and guiding questions of the session, and to help identify a few key lessons learned, their policy implications and the challenges at hand.

On the day of their presentations, seating will be reserved for panellists in the first row of the seats located on the right side facing the podium of Conference Room 4, before the dialogue



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begins, at which point they will be invited to take their seats at the podium. Lead discussants from States will intervene from their national seats. Other lead discussants will be seated in the first row of the seats located on the right side facing the podium of Conference Room 4 and will intervene from the lectern at the side of the podium.

10. Side events and SDGs Learning, Training and Practice

Information regarding side events, SDGs Learning, Training and Practice, the Partnership Exchange, the SDG Business Forum, the Local and Regional Governments' Forum and HESI will be published on the meeting website. Organizers of side events and SDGs Learning, Training and Practice courses, the Partnership Exchange, the SDG Business Forum, the Local and Regional Governments' Forum and HESI are responsible for registering all participants, according to the arrangements outlined in section 4 above. The registration deadline for side-events has passed and the approved schedule will be posted online.

11. Webcasting

The formal meetings of the HLPF, including the three-day ministerial meeting of the forum convened jointly with the high-level segment of the Council, will be available on live UN TV, and archived, on UN Web TV: <http://webtv.un.org>.

12. Accessibility

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. Subject to availability of interpreters, International Sign Interpretation will be made available for the Ministerial Segment of HLPF via the screen in the meeting room and via webcast.

13. Delegates Dining Room Facilities

The Delegates Dining Room will be closed for prix-fixe lunch during the High-level Segment. However, it will be open for events to be booked during the day or evening. You may contact CulinArt Catering Sales Team, Mr. Lee Hayden (lhayden@culinartinc.com) and Ms. Raja Rajraji (Rrajraji@culinartinc.com), or at 212-963-7099 or 3-1076 to request availability and the menu.



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14. Visa

Each participant is personally responsible for obtaining necessary entry visa(s) for travel to and from the meeting venue. Please ensure that the necessary arrangements are made in a timely fashion to obtain a US visa, as appropriate. An invitation letter issued by the United Nations has been sent to you which can be used to support your visa application. Information regarding US visa can be found on this website: <http://usembassy.state.gov/>.

15. Hotel accommodation

Participants will need to secure hotel accommodation in New York City. All participants are expected to make their own accommodation arrangements. Finding a reasonably priced hotel in New York City can be a challenge, therefore it is recommended that you start as early as possible. You will find a list of hotels in Annex 1 which are located within walking distance of the United Nations. Sometimes, some of these hotels may provide discounted prices for travellers attending UN meetings. A credit card will normally be required for reservation.

16. Local transportation

All participants are expected to make their own local transportation arrangements. Transportation information for the 3 major airports serving New York City can be found online at <http://www.panynj.gov/airports/> or by calling Air-Ride phone: 1-800-247-7433 (toll free number within the U.S.). Yellow New York taxis (approx. \$60 each way) and airport buses (approx. \$17 each way) are readily available from the airports to Grand Central Station, which is walking distance to the United Nations and can be booked online in advance. Local transportation options, including subway, buses, and MetroCard related information can be found at <http://www.mta.info/>. See Annex 2 for more details.

17. Facilities

Restaurants, ATMs, American Express travel agency and the UN emergency medical service are all located in the UN Secretariat building.

18. Postal services

- United Nations Post Office, Visitor's Lobby 1st Basement (near the Gift Shop)
- US Postal Offices, 884 2nd Ave, New York, NY 10017, Tel: 1-800 275-87775

19. Time

For the time difference between New York and your country, please refer to: <http://www.timeanddate.com/worldclock>



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20. Currency

US Dollar

21. Weather

To check for current weather condition in New York, please refer to:
<http://weather.cnn.com/weather/forecast.isp?locCode=MANH>

22. Tipping:

Most restaurant prices do not include service. It is customary to leave a 15-20% tip.

All other information pertaining to the meeting, including access to official documentation and relevant background materials, can be found online here:

<http://sustainabledevelopment.un.org/hlpf/2018>

Contact information:

Office for Intergovernmental Support and Coordination

Email: hlpf@un.org



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Annex 1 - List of Hotels near the United Nations

Note: The UN does not endorse any hotel, however, some may offer UN discounts. The list below is not in any order of preference but proximity to the UN.

- **ONE UN New York – Millennium Hotels**
1 UN Plaza (First Avenue and 44th St.)
+ 1 212-7581234
oneun@millenniumhotels.com
- **Hampton Inn Manhattan**
231 E. 43rd St. (between 2nd and 3rd Ave.)
+ 1 212-897-3385
- **Pod 51**
230 East 51st St.
+ 1 212-355-0300
www.thepedhotel.com
- **Pod 39**
145 East 39th St.
+ 1 212 865-5700
www.thepodhotel.com
- **FITZPATRICK GRAND CENTRAL**
141 East 44th Street
+1 212-351-6800
www.fitzpatrickhotels.com
- **Wyndham Midtown 45**
205 East 45th St.
+ 1 212-867-5100
www.wyndham.com/hotels/newyork
- **Residence Inn by Marriott**
148 East 48th St. (between 3rd and Lexington Ave.)
+1 212-980-1003
www.newyorkresidenceinn.com
- **The Lexington**
511 Lexington Ave at 48th St.
+ 1 212-755-4400
www.lexingtonhotelnyc.com
- **Hotel Boutique at Grand Central**
447 Lexington Ave (between 44th & 45th St)
+1 212-297-0300
www.hotelboutiqueatgrandcentral.com
- **Club Quarters Grand Central**
128 East 45th St.
+1 212-986-6400
www.clubquarters.com
- **Roger Smith Hotel**
501 Lexington Ave. (between 47th and 48th St.)
+1 212-755-1400
www.rogersmith.com
- **Vanderbilt YMCA**
224 E. 47th St.
+1 212-912-2500
www.ymcanyc.org/vanderbilt
- **Carvi Hotel**
152 East 55th St. (between 3rd and Lexington Ave)
+1 212-752-0600
www.carvihotel.com
- **Double Tree by Hilton**
569 Lexington Ave. (between 54th and 55th St)
+1 212-752-7000
www.doubletree3.hilton.com



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- **Hilton Garden Inn**
206 East 52nd St.
+1 212-794-6000
- **Courtyard New York (Midtown East)**
866 Third Ave. and 52nd St.
+1 212-644-1300



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UNITED NATIONS PROTOCOL AND LIAISON SERVICE

Room S-0201 - Tel: 1-212-963-7181 (Accreditation) - Fax: 1-212-963-1921 – Email: unprotocol@un.org

Accreditation Guidelines for accredited intergovernmental organizations (IGOs) away from New York

1. Accreditation (request for UN grounds pass) is a separate exercise necessary for participants (official delegations of states, accredited intergovernmental organizations, associate members of the regional commissions*, specialized agencies and related organizations) who require access to United Nations Headquarters in New York to attend official UN meetings**. Participants must note that registration to the conference/organizer would not automatically grant access to UN Compound and the following accreditation procedure must be followed.
2. Accreditation of delegations of accredited intergovernmental organizations (IGOs) is carried out by the Protocol and Liaison Service. Access to the UN Compound will only be granted to those in possession of a valid grounds pass. For accreditation to meetings taking place at United Nations Headquarters, representatives of accredited IGOs should follow the procedure below.

a) Accredited IGOs already registered with the “eAccreditation” system

Inform the Protocol and Liaison Service in writing of the composition of delegation (names with functional titles and affiliations) attending the specific UN official meeting* at United Nations Headquarters. The letter should be stamped and signed by the head of the organization, then send it to the Protocol Office by facsimile to 1-212-963-1921 or by email to unprotocol@un.org. If sent by email, please specify the name of the organization in the subject line.

log on to the “eAccreditation” system via <https://delegate.un.int> and complete an online accreditation form for each member of the delegation. Review and verify the details and submit to the Protocol and Liaison Service.

b) Accredited IGOs not registered with the “eAccreditation” system

Inform the Protocol and Liaison Service in writing of the composition of delegation (names with functional titles and affiliations) attending the specific UN official meeting* at United Nations Headquarters. The letter should be stamped and signed by the head of the organization;

provide in the letter the name and an official email address of a focal point of the organization to receive the accreditation approval notifications; (gmail, hotmail, aol, etc. are not accepted.)

attach an SG.6 form (request for temporary grounds pass) for each member of the delegation; The SG.6 form(s) must be duly completed, sealed/stamped and signed by the head of chancery or administrative officer. The form(s) must be submitted together with



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the covering letter in one package to the office of Protocol and Liaison Service by facsimile to 1-212-963-1921 or by email to unprotocol@un.org. The SG.6 form can be found on the Protocol website at www.un.int/protocol under “Registration → Forms”. If sent by email, please scan the letter and all the forms together and only send one attachment in the email and please also specify the name of the organization in the subject line.

3. To ensure the issuance of United Nations grounds passes in a timely manner, it is essential that the above requirements are fully met and that the letter containing the composition of the delegations and SG.6 forms must be submitted as early as possible and **at least two weeks** before the start date of the meeting or the grounds passes are needed to enter the UN Compound.
4. Once the composition of delegation and the SG.6 forms are received in the office of Protocol and Liaison Service, they will be reviewed and authorized. The focal point of the organization will receive via email the approval notification of each member of the delegation. Each approval notification will be assigned a unique reference number and the focal point should ensure a copy of the respective approval notification be given to members of the delegation before departure for New York.
5. Members of the delegation, upon arrival in New York, may proceed directly to the Pass and ID Unit along with the approval notification and their passport or government issued photo ID to obtain their grounds passes.
6. Representatives of IGOs visiting United Nations Headquarters for the first time for official meetings must visit the Pass and ID Unit to have a photograph taken for their ground pass. The approval notification and their passport or government issued photo ID must be presented in order to obtain their grounds pass.
7. Grounds passes for returning delegates whose photographs are already in the system of the Pass and ID Unit, may be collected by a representative of the organization in the absence of the delegates, upon presentation of the approval notification(s) along with a copy of delegate’s passport (bio page). The representative must be in possession of a valid United Nations grounds pass in order to collect the delegates ground passes.
8. For a delegate whose photograph in the system of the Pass and ID Unit is older than five (5) years and a new photo was not attached to the online application, he/she must report in person to the Pass and ID Unit for a photo to be taken, upon presentation of a valid passport or government issued photo ID and a printed copy of this approval email in order to obtain the UN grounds pass.
9. The United Nations Pass and ID Unit is located at 320 East 45th Street, Ground Floor. Normal office hours are Monday through Friday, from 9:00 am to 4:00 pm, except for days prior to and during the high-level week and the general debate in September, working hours may be extended. Telephone No. 1-212-963-7533.

****Accreditation of associate members of the regional commissions should follow the procedure specified in paragraph 2(b) above.***

*****Official UN calendar meetings do not include side events, seminars, training courses/workshops, receptions and exhibitions. Access to these events held at the UN is handled by the Security Special Events Planning Unit (Tel: +1-212-963-7028; Fax: +1-212-963-0316).***