



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, can participate in the 2018 session of the High-level Political Forum, to be held from 9-18 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 consultative status with ECOSOC 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>

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- **Representatives registered through MGoS constituency focal points without grounds passes**
Participants that have been registered through their dedicated MGoS constituency focal point organizations ¹ should contact their constituency focal point to receive the detailed arrangements for grounds passes. For the list of focal points please [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, 8 July: 1:00 pm to 5:00 pm

Monday, 9 July: 8:00am to 4:00 pm

Tuesday, 10 July – Friday, 13 July: 9:00 am to 4:00 pm

Monday, 16 July: 8:00am to 4:00 pm

Tuesday, 17 July – Wednesday, 18 July: 9:00 am to 4:00 pm

Participants **are strongly encouraged to collect their grounds passes on Sunday 8 July from 1pm to 5pm** to avoid large crowds.

- **Representatives of ECOSOC NGOs (link: <https://reg.unog.ch/event/24577>)**
Representatives of ECOSOC NGOs must first request their grounds passes online (<http://csonet.org/?menu=86>). When collecting a grounds pass from the UN Pass and ID office, **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 (link: <reg.unog.ch/event/24690>)**
Representatives that have been registered through MGoS focal point organizations (using the link <reg.unog.ch/event/24690>) will need to bring with them the following documents to obtain their grounds passes: **a confirmation e-mail, and a valid government-issued photo**

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.

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identification (i.e., passport, driver's licence). Please contact your constituency focal point to obtain the necessary documents. For the list of focal points please [click here](#).

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>

For a map of the United Nations Headquarters please see here:

http://ggim.un.org/ggim_20171012/docs/meetings/GGIM6/GA_UN_Directory.pdf

HLPF thematic sessions (9 to 13 July 2018)

From 9-13 July, the HLPF will focus on a thematic review of the overall theme, "Transformation towards sustainable and resilient societies" and the six SDGs that are under in-depth review during the session: SDG 6, SDG 7, SDG 11, SDG 12, SDG 15 and SDG 17. For more details please see the HLPF draft programme [here](#).

From 9-13 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.

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.

Additional seating for MGoS will be available in the gallery of Conference Room 4 and in the daily **overflow rooms**.

Overflow rooms

- **9-13 July:** Trusteeship Council Chamber (TRI)
- **16-19 July:** Trusteeship Council Chamber is an overflow room for **Monday 16 July from 9am-2pm** and **Wednesday 18 July from 9am-2pm**. Conference Room 4 is an overflow room for **Wednesday 18 July from 4.45-6.30pm** and **Thursday 19 July from 3-6pm**.

Webcast from the meeting will be providing in English with closed captioning in the overflow rooms.

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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>

Ministerial-level week and Voluntary National Reviews (16-18 July 2018)

From 16-18 July, the HLPF sessions will be dedicated to the Voluntary National Reviews by the 47 volunteering countries. For details please see the HLPF draft programme [here](#).

Most VNR sessions will take place in Conference Room 4. On Tuesday morning, parallel sessions will take place in Conference Room 4 and the Trusteeship Council Chamber. There will be 12 dedicated seats for Major Groups and other Stakeholders on the floor of Conference Room 4 and the Trusteeship Council. **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 (please see page 3). 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.

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 were solicited online and a number of Task Groups have been put in place to draft collaborative questions. For more information, please contact the VNR Q+A Task Group. Their contacts can be found [here](#).

General debate

The general debate of the high-level week of ECOSOC, including the HLPF, will be held in the Trusteeship Council Chamber during the afternoons of the 17, 18 and 19 of July. For more details please see: <https://sustainabledevelopment.un.org/hlpf>

The Secretariat circulated a nomination form to receive expressions of interest from Major Groups and other Stakeholders to be inscribed in the list of speakers for 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 (see page 3). 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.

Web cast

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

Side events and special events

For a detailed side event programme and information about special events, please visit: <https://sustainabledevelopment.un.org/hlpf/2018#side>. Please click on the tab “other events”.

SDGs Learning, Training and Practice

The HLPF SDG Learning, Training and Practice sessions will be held from Monday 9 July to Friday 13 July. For a detailed programme, please visit:

<https://sustainabledevelopment.un.org/hlpf/2018/SDGsLearning>

Caucus Rooms

The Secretariat has secured rooms to be used by MGoS for caucusing and coordination. A list of time slots and rooms can be found [here](#). Due to overwhelming interest, the form used to request time slots is now closed.

Morning coordination meetings

There will be morning coordination meetings for MGoS as follows:

- 9-13 July, from 08:00 a.m. to 08:45 a.m., in Conference Room 12
- 16-18 July, from 08:00 a.m. to 08:45 a.m., Conference Room 2

Stakeholder participants with valid UN grounds passes can go through security screening at the 46th street and 1st avenue UN Visitor’s entrance as of **7:30 a.m. daily**.

Accessibility

MGoS participating in the HLPF are requested to inform the Secretariat of accessibility needs, in order to facilitate participation in meetings. Upon request, certain adjustments can be made to seating arrangements to facilitate 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-OISC(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 the HLPF. **International Sign Language Interpretation** will be made available for the Ministerial Segment of the HLPF 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 the 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.**

You should use the gallery entrance of CR 4 (via first floor, close to the information desk) and Trusteeship Council (via 3rd floor). Once MGoS are inside the room, they may go to the main floor to network with delegates, etc, but they **must not** take seats on the main floor beyond the 12 dedicated to Major Groups and other stakeholders.

These tickets are normally valid for the morning (AM) or afternoon (PM) of a given day.

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 until tickets run out.

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

It is important to note that special tickets for the gallery do not give access to the UN premises. To enter the UN, all participants must be in possession of a valid UN grounds pass.

****** On 16 July, separate special tickets will be distributed to allow entrance to the opening of the HLPF High-level week (9-10am), which will be separate to normal AM tickets (10am-1pm).**

Other important information

Pre-HLPF meeting

DESA/OISC and the MGoS HLPF Coordination Mechanism will organize a pre-HLPF preparatory meeting on Sunday, 8 July. The full-day preparatory meeting will promote understanding of the HLPF, the 2030 Agenda for Sustainable Development, 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 an opportune moment for MGoS to network, become familiar with one another, and share experiences of implementation efforts, as well as identify common ground and different perspectives. **Registration to the pre-HLPF meeting is now 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: [MGoS mailinglist](#)

Contact:

For any queries, please write to hlpf@un.org