



# HIGH-LEVEL POLITICAL FORUM ON SUSTAINABLE DEVELOPMENT

## High-level Political Forum on Sustainable Development

Tuesday, 9 July – Thursday, 18 July 2019

Conference Room 4 and Trusteeship Council Chamber, United Nations Headquarters, New York

### *Information Note for Participants*

#### **1. Background**

The 2019 High-level Political Forum on Sustainable Development (HLPF), the global forum for reviewing successes, challenges and lessons learned on achieving the 2030 Agenda for Sustainable Development and the Sustainable Development Goals (SDGs), will be convened under the auspices of the Economic and Social Council (ECOSOC) from Tuesday, 9 July, to Thursday, 18 July 2019, 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 2019. The forum was established by 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) countries have announced that they intend to present their Voluntary National Reviews (VNRs) at this year's forum (<https://sustainabledevelopment.un.org/vnrs/>), 40 for the first time and 7 for the second time.

Pursuant to General Assembly resolution 70/299 of 29 July 2016, the theme of this year's forum will be "*Empowering people and ensuring Inclusiveness and equality*". The set of SDGs to be reviewed in depth is the following:

Goal 4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all;

Goal 8. Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all;

Goal 10. Reduce inequality within and among countries;

Goal 13. Take urgent action to combat climate change and its impacts;

Goal 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels;



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Goal 17. Strengthen the means of implementation and revitalize the global partnership for sustainable development (reviewed annually)

The forum in the first five days (9 to 15 July 2019) will consist of sessions of thematic review and review of SDG implementation and interrelations among goals among ministers, senior government officials, UN system and other organizations, as well as major groups and other stakeholders. The ministerial-level days (16-18 July 2019) include Voluntary National Reviews. The general debate of the high-level segment of ECOSOC, covering also the HLPF, will take place from 16 to 19 July 2019.

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

The provisional agenda, draft programme and all other information for the forum will be available on the website <https://sustainabledevelopment.un.org/hlpf/2019> in due course. For the duration of the HLPF, the daily Journal of the United Nations will publish the most up-to-date information on the time and locations of official meetings of the forum. The online Journal is available [here](#).

## 3. Documentation

The following official documents are available in advanced unedited versions in due course.

- Report of the Secretary-General on progress towards the Sustainable Development Goals
- Summary by the President of the Economic and Social Council of the Forum on Financing for Development Follow-up
- Report of the Economic and Social Council forum on Financing for development follow-up
- Compilation of main messages for the 2019 voluntary national reviews
- Synthesis of voluntary submissions by functional commissions of the Economic and Social Council and other intergovernmental bodies and forums
- [Discussion papers on the theme of the high-level political forum on sustainable development, submitted by major groups and other stakeholders](#)
- Co-Chairs' summary of the multi-stakeholder forum on science, technology and innovation for the Sustainable Development Goals
- [Reports of the regional forums on sustainable development](#)
- [Progress report on the 10-year framework of programmes on sustainable consumption and production patterns](#)
- Report of the Secretary-General on mainstreaming of the three dimensions of sustainable development throughout the United Nations system
- Report of the Secretary-General on future trends and scenarios related to the ECOSOC theme
- Report of the Secretary-General on long-term impact of current trends in the economic, social and environmental areas on the realization of the Sustainable Development Goals



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Other supporting documentation, inputs and background notes will be available on the meeting website: <https://sustainabledevelopment.un.org/hlpf/2019>

Information on side events, special events, VNR Labs and exhibitions will also be available on the meeting website: <https://sustainabledevelopment.un.org/hlpf/2019>

## **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 2019. The list of speakers will open for inscriptions to the general debate in early June 2019. The exact date of opening of the list of speakers will be announced in the United Nations journal and through e-deleGATE. 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 (emaildelia@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><b>Delegations of States, observers, including Intergovernmental Organizations (IGOS)</b></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>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: <a href="mailto:unprotocol@un.org">unprotocol@un.org</a></p> <p>Registration of official delegations of <b>member states, observers and intergovernmental organizations, as well as specialized agencies and related organizations</b>, will be carried out by the Protocol and Liaison Service. To obtain UN grounds passes, permanent missions/offices are required to submit their registration requests by using the online eAccreditation system, available through the eDelegate portal at <a href="https://delegate.un.int">https://delegate.un.int</a>, by the deadline of <b>Friday, 21 June 2019 for 9-15 July 2019</b> and on <b>Friday, 28 June 2019 for 16-18 July 2019</b>. Delegations wishing to obtain information on the system may refer to the updated “Guidelines on eAccreditation” and “Frequently asked questions” sections posted on the Protocol and Liaison Service website (<a href="https://protocol.un.org">https://protocol.un.org</a>). Additional information on accreditation for IGOs can be found <a href="#">here (link)</a></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, 3 July 2019. 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 <a href="mailto:pricec@un.org">pricec@un.org</a>).</p>
<p><b>UN entities</b></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 UN Protocol or DESA (Ms. Leslie Wade at <a href="mailto:wade@un.org">wade@un.org</a>). 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, 3 July 2019. 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 <a href="mailto:pricec@un.org">pricec@un.org</a>).</p>
<p><b>Major groups and other stakeholders</b></p>	<p>Representatives of accredited entities (those NGOs having consultative status with ECOSOC and those on the CSD roster) are requested to register using the <b>Indico</b> online events registration system. More information will be available soon at: <a href="https://sustainabledevelopment.un.org/hlpf/2019/registration">https://sustainabledevelopment.un.org/hlpf/2019/registration</a></p>
<p><b>Panelists and lead discussants</b></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.  
**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 no later than 15 June 2019. 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>. More information on the registration of MGoS is available at <https://sustainabledevelopment.un.org/hlpf/2019/registration>
- **Keynote speakers, moderators, 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.

## 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



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of 16 July, access to Conference Room 4 will be restricted. Further information on this will be provided through the UN journal.

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 intergovernmental organizations and United Nations entities 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 50 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**

Space permitting, an overflow room will be provided 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: <https://journal.un.org/>

## **9. Keynote speakers, moderators, panellists and lead discussants**

Detailed guidance, including a full scenario of the meeting, will be shared with keynote speakers, moderators, 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, the challenges at hand, and recommendations for actions.

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



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discussants will be seated in the first row of the seats located on the right side facing the podium of Conference Room 4.

## **10. Side events, special events, VNR Labs, exhibitions**

Information regarding side events, special events, VNR Labs, exhibitions can be found on the meeting website <https://sustainabledevelopment.un.org/hlpf/2019>. Organizers of side events, special events, VNR Labs and exhibitions are responsible for registering all participants, according to the arrangements outlined in section 4 above.

## **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.

For accessible seating in the meeting rooms delegations and other participants should address their requests to the ECOSOC Affairs Branch ([pricec@un.org](mailto:pricec@un.org), [stein-holmes@un.org](mailto:stein-holmes@un.org)), or the organizers of the side event, in advance of the meeting.

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 during the Ministerial Segment of HLPF via webcast.

## **13. Delegates Dining Room Facilities**

The Delegates Dining Room will be closed for prix-fixe lunch during the high-level segment of the Council. 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](mailto:lhayden@culinartinc.com)) and Ms. Raja Rajraji ([Rrajraji@culinartinc.com](mailto:Rrajraji@culinartinc.com)), or at 212-963-7099 or 3-1076 to request availability and the menu.



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## 14. Help Make the HLPF 2019 Carbon-Neutral!

Did you know that...

- ... that 98% of carbon emissions at HLPF 2019 will be from air travel.
- ... that over 3.5 million kilograms of carbon will be emitted at HLPF from air travel alone. This is equivalent to 13,805,650 kilometers driven by an average passenger vehicle or the consumption of 8,103 barrels of oil.
- ... that each participant at HLPF will emit on average 1,246 kilograms of carbon from our air travel to HLPF? This is equivalent to 33 tree seedlings grown for 10 years in the USA.
- ...if each participant flying in at HLPF would donate \$5 to a certified carbon-offsetting project, we could make all air travel to the HLPF carbon-neutral.

*Make your participation in the HLPF carbon-neutral!! Select the project you want to support by [clicking here](#) or contact [ClimateNeutralNow@unfccc.int](mailto:ClimateNeutralNow@unfccc.int) for more information.*

## 15. 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/>.

## 16. 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 travelers attending UN meetings. A credit card will normally be required for reservation.

## 17. 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/>.





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## 18. Facilities

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

## 19. 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

## 20. Time

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

## 21. Currency

US Dollar

## 22. Weather

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

## 23. Tipping:

Most restaurant prices do not include a service charge. 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:***

<https://sustainabledevelopment.un.org/hlpf/2019>

### Contact information:

#### Office for Intergovernmental Support and Coordination

Mr. Edwin Perez (side events)  
[perez7@un.org](mailto:perez7@un.org)  
Tel. +1 (212) 963-9652

Ms. Maria Victoria Panghulan (travel)  
[panghulanv@un.org](mailto:panghulanv@un.org)  
Tel. +1 (212) 963 3925

Ms. Melody Cruz (IGOs and UN System)  
[cruz@un.org](mailto:cruz@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](mailto:oneun@millenniumhotels.com)  
[www.lexingtonhotelnyc.com](http://www.lexingtonhotelnyc.com)  
**Hotel Boutique at Grand Central**  
447 Lexington Ave (between 44th & 45th St)  
+1 212-297-0300  
[www.hotelboutiqueatgrandcentral.com](http://www.hotelboutiqueatgrandcentral.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](http://www.thepedhotel.com)
- **Pod 39**  
145 East 39th St.  
+ 1 212 865-5700  
[www.thepodhotel.com](http://www.thepodhotel.com)
- **FITZPATRICK GRAND CENTRAL**  
141 East 44th Street  
+1 212-351-6800  
[www.fitzpatrickhotels.com](http://www.fitzpatrickhotels.com)
- **Wyndham Midtown 45**  
205 East 45th St.  
+ 1 212-867-5100  
[www.wyndham.com/hotels/newyork](http://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](http://www.newyorkresidenceinn.com)
- **The Lexington**  
511 Lexington Ave at 48th St.  
+ 1 212-755-4400
- **Club Quarters Grand Central**  
128 East 45th St.  
+1 212-986-6400  
[www.clubquarters.com](http://www.clubquarters.com)
- **Roger Smith Hotel**  
501 Lexington Ave. (between 47th and 48th St.)  
+1 212-755-1400  
[www.rogersmith.com](http://www.rogersmith.com)
- **Vanderbilt YMCA**  
224 E. 47th St.  
+1 212-912-2500  
[www.ymcanyc.org/vanderbilt](http://www.ymcanyc.org/vanderbilt)
- **Carvi Hotel**  
152 East 55th St. (between 3rd and Lexington Ave)  
+1 212-752-0600  
[www.carvihotel.com](http://www.carvihotel.com)
- **Double Tree by Hilton**  
569 Lexington Ave. (between 54th and 55th St)  
+1 212-752-7000  
[www.doubletree3.hilton.com](http://www.doubletree3.hilton.com)
- **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