Side events – 2020 HLPF under the auspices of ECOSOC

The HLPF Secretariat, being based in New York City, is fully aware of the uncertainties and challenges surrounding the organization of the HLPF at UN Headquarters in July 2020.

Nevertheless, we do invite interested parties to submit their application to organize a side-event at the 2020 HLPF.

We call on all interested organizers to be flexible as to the format and timing of the proposed side event. The Secretariat will continue to engage in discussions and work on the basis of the guidance of the ECOSOC President and Bureau on the format of the 2020 HLPF.

Side events will be organized on the margins of the 2020 HLPF (under the auspices of ECOSOC) and sponsored by Member States, the UN system and other Intergovernmental Organizations and accredited Major Groups and other Stakeholders.

These Side events of the HLPF- held outside the official programme - provide great opportunities to discuss the theme and SDGs under review at the HLPF, deepen the discussion on Voluntary National Reviews, identify new and emerging issues, listen to all voices, and help spread greater awareness of the 2030 Agenda and the SDGs.

Criteria for side events

Countries, Intergovernmental Organizations (IGOs) and UN entities, together with 17 confirmed slots for Major Groups and other Stakeholders (MGoS), can be main organizers for the side events at UN Headquarters.

In view of the large number of requests anticipated and taking into consideration the very limited space and time allocated for the Side Events, requests should be limited to ONE per entity.

- In case countries, IGOs and UN entities submit requests to organize more than one event they will be asked to consolidate their events. Regrettably, more than one event per entity cannot be accommodated.

- The side events should be open to all participants with valid ground pass and not exceeding room capacity. Organizers of closed events or by invitation only events aiming for an exclusive audience are kindly advised to obtain alternative locations.
• Proposed side events should be closely related to the work of the High-level Political Forum on Sustainable Development (HLPF) and should have as a main focus the theme for the 2020 meeting under the auspices of ECOSOC “Accelerated action and transformative pathways: realizing the decade of action and delivery for sustainable development”.

• In view of space limitations at UNHQ, priority will be given to events that have multiple co-organizers. Priority will also be given to events that show clear interlinkages between the SDGs and/or the theme of 2020 HLPF as well as events related to VNRs.

• Panels held at side events should ensure geographic and gender balance, are a mix of countries and other actors, including civil society, scientists, and academia.

• A major group organising an event represents a network of partners.

• In the case of events proposed by one of the presenting countries, there is an explicit link to your VNR.

Overall, events will be selected so that the overall programme of side events allows to give attention to the various goals and themes under review and is balanced in terms of geography and thematic focus. A group comprised of OISC and DSDG will jointly work on selecting the side events for the 2020 July HLPF based on those criteria.

**Process:**

The proposal should provide a detailed description of the side event, including its thematic focus, speakers/presenters and its potential contribution to the HLPF. It should also clearly indicate the main organizer of the event and their contacts.

All non-state and non-UN actors can organize side events outside UN Headquarters that are being managed by the MGosS coordinating mechanism and steering group. These entities should go to the following link [https://sustainabledevelopment.un.org/mgos](https://sustainabledevelopment.un.org/mgos)

The full schedule of side events both those held at UNHQ and outside will be posted as part of the 2020 HLPF programme under the auspices of ECOSOC at the website [https://sustainabledevelopment.un.org/hlpf/2020](https://sustainabledevelopment.un.org/hlpf/2020)

The Secretariat will not produce fliers, distribute notices, or run other publicity efforts for side events. Publicizing a side event is the responsibility of its organizers.

It is the responsibility of the organizers of side events to be held at UNHQ to make their own arrangements for issuing of UN ground passes, including for individuals, invited as speakers or guests.
Official inter-governmental meetings at UNHQ have first priority over other events or meetings. Although rare, side events may have to be cancelled at the last minute if an urgent inter-governmental meeting needs to use the conference room where the side event was already scheduled to take place.

Please be aware that a full cost recovery mechanism for meetings, conferences and events, has been established. After the application process closes on 4 May 2020, the HLPF Secretariat will contact you on the proposed format and related costs of the approved side-events. Until the date, time and location- physical or virtual- is confirmed by the Secretariat there will be no obligation to the organizers.

Official interpretation services are not available for side events.

Printed materials related to the 2020 HLPF may be distributed; the Secretariat reserves the right to remove materials deemed to be inappropriate.

The sale of printed materials or any goods on UN grounds during the side events or at any other time is strictly prohibited.

Side event organizers in UNHQ are advised not to set up displays or put up posters on meeting room walls during a side event or at any other time during the official meeting to avoid removal and loss of their materials.

Food and drinks are strictly prohibited in the UN meeting rooms. Activities that involve food or drinks, such as receptions and cocktails, are allowed in the designated areas outside the UN conference rooms and must be arranged directly with the UN Catering Service. The Secretariat will not facilitate such arrangements.

All queries related to side events should be addressed to https://sustainabledevelopment.un.org/contact/

The deadline for application is 4 May 2020. The HLPF Secretariat will review all submissions after the deadline and organizers will receive information about their side events by end of May 2020.