

Information Note for Speakers and Participants

High-level Political Forum on Sustainable Development

30 June – 9 July 2014

Trusteeship Council Chamber (CB), United Nations

Background:

The High-level Political Forum on Sustainable Development will be held at UN Headquarters from 30 June to 9 July 2014, with a ministerial segment from 7 to 9 July.

The forum was created at the United Nations Conference on Sustainable Development (Rio+20), held in Rio de Janeiro in June 2012, to follow up on the implementation of sustainable development and to provide political leadership, guidance and recommendations. The forum has particular significance as sustainable development with its three dimensions—economic, social and environmental—will be at the heart of the post-2015 development agenda.

The forum will be held under the auspices of the Economic and Social Council (ECOSOC). Its theme is “Achieving the Millennium Development Goals and charting the way for an ambitious post-2015 development agenda, including the Sustainable Development Goals”. The meeting will consist of interactive dialogues among governments, the UN system and other organizations, as well as major groups and other stakeholders from civil society. The outcome of the meeting will be a Ministerial Declaration.

Arrival and check-in:

Participants may access UN Headquarters at the following sites:

	Staff entrance (located at 42 nd St and First Avenue)	Public entrance (located at 47 th St and First Avenue)
Members of national delegations	✓	✓
Delegations from accredited IGOs	✓	✓
Speakers from other types of organizations		✓

Participants, including moderators, panellists and lead discussants affiliated with a national delegation or the delegation of an accredited Intergovernmental Organization should be registered for the HLPF through their Permanent Missions or permanent offices.¹

¹ Delegations are kindly requested to send the names of representatives and alternates attending these meetings to the Secretary of the Council, Ms. Jennifer de Laurentis, c/o Ms. Jacqueline Aidenbaum (e-mail aidenbaum@un.org)

All registered participants may check in and collect their passes at the **UN Pass and ID Unit**, located at 45th Street and First Avenue. Hours are as follows:

Officials Segment	Monday 30 June:	8:00 AM – 4:00 PM
	Tuesday 1 July:	9:00 AM – 4:00 PM
	Wednesday 2 July:	9:00 AM – 4:00 PM
	Thursday 3 July:	9:00 AM – 4:00 PM
	Friday 4 July:	UN Holiday
Ministerial segment	Monday 7 July:	8:00 AM – 4:00 PM
	Tuesday 8 July:	9:00 AM – 4:00 PM
	Wednesday 9 July:	9:00 AM – 4:00 PM

On Monday 30 June only, participants who are **NOT affiliated with a national delegation or an accredited IGO** may check in at a registration desk accessible via the public entrance. All other days, participants should check in and collect their passes at the UN Pass and ID Unit. Registration hours are as follows:

		<i>Morning</i>	<i>Afternoon</i>	
Officials Segment	Monday 30 June:	8:30 – 12:30 A.M.	2:00 – 3:30 P.M.	← Registration desk located just inside the public entrance of UN Headquarters
	Tuesday 1 July:	All other times, check in at UN Pass and ID Unit (located at 45 th Street and First Avenue)		
	Wednesday 2 July:			
	Thursday 3 July:			
	Friday 4 July:	UN Holiday		
Ministerial segment	Monday 7 July:	All other times, check in at UN Pass and ID Unit (located at 45 th Street and First Avenue)		
	Tuesday 8 July:			
	Wednesday 9 July:			

Venue and seating arrangements:

The moderated dialogues of the forum will be held in the Trusteeship Council chamber, located in the Conference Building of UN Headquarters.

On 7 and 8 July in the afternoons, a general debate will be held in parallel with the ministerial dialogues of the forum, in the adjacent Economic and Social Council chamber.

The seating of delegations inside the Trusteeship Council chamber will be according to the “all-States formula”. On the day of their presentations, seating will be reserved for panellists in the first row of the public gallery before they will be invited to take their seats at the rostrum when the dialogue begins. Lead discussants will be seated in a reserved section, unless affiliated with national delegation or IGO, which has an assigned seat on the floor. All others will be seated in the public gallery, subject to limitations on room capacity.

Members of national delegations and those observer delegations from accredited IGOs will have access to the 2nd floor entrance to the chamber. All other participants and speakers should access the chamber from the 3rd floor of the Conference Building.

Information for panellists and lead discussants:

Detailed guidance, including a full scenario of the meeting, has been shared with you 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. It is also essential that all speakers keep strictly to the time limits in order to foster a fully interactive and lively discussion. (5 minutes each for panellists, 4 minutes each for lead discussants, and 3 minutes each for other participants. Follow-up interventions should be limited to 1 minute.)

You have been requested to share a copy of your audio-visual presentation in advance of the meeting (send to perez7@un.org). Please note that the presentation will be loaded onto the screen for you, and you will simply use a remote control to advance the slides.

Side events:

A full programme of side events sponsored by governments, major groups, the UN system and other Inter-governmental Organizations has been published on the official forum website.

All other information pertaining to the meeting, including access to official documentation and relevant background materials, can be found [online here](#).

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