

Briefing Session Package for Civil Society Organizations & Other Stakeholders

Towards a transformative 2030 Agenda Implementation

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People across the world are looking to the United Nations to rise to the challenge with a truly transformative agenda that is both universal and adaptable to the conditions of each country, and that places people and planet at the center. Their voices have underscored the need for democracy, rule of law, civic space, and more effective governance and capable institutions, for new and innovative partnerships, including with responsible business and effective local authorities, and for a data revolution, rigorous accountability mechanisms, and renewed global partnerships. People are also stressing that the credibility of new agenda rests on the means that are available to implement it.²

¹ This briefing package has been prepared by Ms. Alessandra Nilo and it does not necessarily reflect the views of the United Nations

² (A/69/700) The Road to Dignity by 2030: Ending Poverty, Transforming All Lives and Protecting the Planet – *Synthesis Report of the Secretary-General On the Post-2015 Agenda*

Table of Contents

04	Acronyms
05	Introduction
06	Stage 1: Preparing for the Briefing Session
13	Stage 2: Holding the Briefing Session
15	Stage 3: Following Up
17	Annex: Briefing Session Programme

Acronyms

CSD	Commission on Sustainable Development
CSO	Civil Society Organization
ECOSOC	United Nations Economic and Social Council
FfD	Financing for Development
MDGs	Millennium Development Goals
MGOS	Major Groups and other Stakeholders
NSP	National Strategic Plan
RC/HC/DO	United Nations Resident Coordinator/Humanitarian Coordinator/Designated Officer
RST	Regional Support Team
SDGs	Sustainable Development Goals
UNCT	United Nations Country Team
UNDAF	United Nations Development Assistance Framework
UNDG	United Nations Development Group
UNDP	United Nations Development Program
UNITAR	United Nations Institute for Training and Research

Introduction

This briefing package is designed as an adaptable resource to inform and guide capacity building activities and consultations with key actors from local and national civil society organizations, as well as other critical stakeholders, in supporting United Nations member states in the implementation of a transformative national sustainable development agenda based on the SDGs. The content presented here was designed to cover concepts across the broader 2030 Agenda for Sustainable Development that has been captured in briefing modules piloted and developed jointly by UNITAR and the UN Development Group titled *Preparing for Action National Briefing Package: The 2030 Agenda and the SDGs*.³

These capacity building activities, consultations and briefings should focus on the concepts and principles for transformation embedded throughout the 2030 Agenda, thus translating the universal nature of the Agenda into focused national priorities and targets, relying on inclusive national mechanisms for planning, implementation, monitoring and review at all levels. This package also assumes understanding that the meaningful engagement of different sectors of society as critical stakeholders in sustainable development, acting in support of government-led efforts at all levels in accordance with national priorities, policies and mechanisms, is an essential component for achieving the SDGs in all countries, and eradicating poverty in all its forms and dimensions.

The methodology developed for these activities assumes several full days of training and consultation with stakeholders – with an option for holding a one-day training session as well – aiming to build national capacity for multi-stakeholder engagement toward follow-up and review of the 2030 Agenda at home, as well as to foster a better understanding of the MDG-to-SDG transition context. Likewise, it will represent an opportunity to elaborate the role of key non-State actors and stakeholders from broader civil society at the global level, including importantly the nine sectors of society identified in Agenda 21 (1992) known as “major groups”, in promoting effective follow-up and review of the 2030 Agenda under the high-level political forum on sustainable development (HLPF). Additional supporting materials, such as related sample presentations that are provided online, can also be considered as part of this briefing package.

³ Supporting materials can be found online at:
sustainabledevelopment.un.org/majorgroups/national-capacity-building

Both the United Nations and its Member States have expressed hope that such national-level consultations in the context of government-led efforts would be catalytic for strategic multi-stakeholder engagement in support of the 2030 Agenda at all levels. In that regard, these capacity building activities, briefings and workshops will require, within the framework of national government-led development coordination mechanisms, collaborative partnership with UN Country Teams in order to facilitate good communication among actors, close policy coordination with decision-makers, and sustained follow-up with all relevant stakeholders to reach the SDGs by 2030.

Have a great journey!

STAGE 1: PREPARING FOR THE BRIEFING SESSION

National briefings, trainings and workshops will be important opportunities to create space for multi-stakeholder consultation about the 2030 Agenda, its significance for national development priorities, and concrete steps toward implementation of comprehensive and potentially *transformative* agenda. A successful preparatory process is therefore integral to assuring high quality consultations.

This section outlines five concrete steps for developing and organising the preparatory process and, equally important, to prepare for follow-up and action.

Reading the 2030 Agenda for Sustainable Development in its entirety is a pre-requisite for participation in the briefing sessions.

Content presented here should be adapted according to the national civil society stakeholder profiles and political context of the host country.

Step 1 - Bringing together the UN system

Early coordination among UN agencies working in the country, within the context of national government-led development coordination mechanisms, is essential, including a working knowledge of the national stakeholder environment and a common understanding of priority sectors (such as major groups from Agenda 21, for example). It will be essential that representatives from different agencies and institutions work in a collaborative way, not only to promote multi-stakeholder

briefing sessions but to strategize on supporting the follow-up with meaningful engagement and continuity after the briefing session.

Within the national development priorities, policies and aid coordination mechanisms set by the host government, the UNCT will play a crucial role in promoting an inclusive, participative, representative, meaningful, and transparent multi-stakeholder process by:

- Engaging and securing the commitment of national partners, decision-makers, and other stakeholders in working in a collaborative manner;
- Identifying key national stakeholders, organizations, and all invited speakers to the workshop;
- Maintaining regular communication with national authorities, CSOs and other development partners about the activities;
- Presenting the work of the UN system and explaining its coherence with the national development agenda;
- Organizing logistics for the workshops and any follow-up;
- Assisting with the identification of consultants/workshop facilitators and any required follow-up.

Step 2 – Identifying a facilitator

In order to ensure that the meeting is adequately supported, delivered and recorded, a consultant should be identified. He or she must be:

- familiarized with the 2030 Agenda processes, including:
 - Agenda 21;
 - Johannesburg Plan of Implementation;
 - Rio+20;
 - Addis Ababa Action Agenda;
 - National reports to ECOSOC and the CSD (if any);
- aware of political and cultural sensitivities, including those related to multi-stakeholder participation;
- familiarized with the concepts contained in this briefing package;
- able to work in a multi-cultural environment and balance a diverse range of views and perspectives, including with non-civil society stakeholders such as business and industry;

It is recommended that the facilitator:

- Study this briefing package and the joint UNITAR-UNDG module *Preparing for Action National Briefing Package: The 2030 Agenda and the SDGs*;
- Facilitate any online consultations in preparation for the briefings, if needed;
- Collaborate as rapporteur for the meeting;
- Facilitate activities in close consultation with UNCT and other UN system partners.

Step 3 – Identifying key civil society and other national stakeholders

- There is universal recognition that the new development agenda requires active engagement of society in line with national policies and mechanisms. The briefing session is therefore an exciting moment and an opportunity to strengthen links between different stakeholders and accelerating actions toward effective integration between sectors and actors in support of the 2030 Agenda.
- ✓ It is crucial that UNCTs help verify *who* are the relevant actors supporting a transformative sustainable development agenda in the country, and ensure support for stakeholders that represent under-served constituencies. Likewise, it is important to stress balance between actors while considering the economic, social or cultural inequalities that may already be prevalent in national civil society.
- ✓ The basis for this multi-stakeholder engagement comes from various intergovernmental outcomes and processes, including notably Agenda 21 which articulated that nine “major groups” of society were critical to the achievement of sustainable development:
 - women
 - children and youth
 - indigenous peoples
 - non-governmental organizations
 - local authorities
 - workers and trade unions
 - business and industry
 - scientific and technological community
 - farmers

Governments have further reaffirmed that it is important, in keeping with their national priorities and legislation on non-state actors and

development coordination mechanisms, to engage a number of other relevant stakeholders in the attainment of sustainable development, *inter alia*:

- local communities
- volunteer groups and foundations
- migrants and families
- older persons
- persons with disabilities

- ✓ These lists are non-exhaustive, and in fact many other relevant constituencies have been identified within regional mechanisms and other sustainable development follow-up processes.⁴
- ✓ It is important to bear in mind that the identification of key CSOs and other national stakeholders should engage these sectors of society at the very minimum and, if appropriate, draw in all relevant and credible networks—especially those that reach out to the poorest, most vulnerable and those furthest behind, in the national context, who might be cultural/racial minorities, elders, landless peasants, slum dwellers, disabled, migrants, etc.
- ✓ The participation of the UN agencies members is important, but it is not necessary to have all UNCT Members participating in the briefings.
- ✓ In countries facing emergency and/or humanitarian situations, it is important to ensure engagement and participation of the integrated UNCT, including the office of the Deputy SRSG/UN Resident Coordinator/Humanitarian Coordinator/Designated Official.
- ✓ After mapping national stakeholders, clear criteria may be needed in order to choose the CSO participants through a public call for application, in order to make the process more open and transparent. It is critical to include people of all ages, ensure gender balance, regional diversity, and expertise from across the three dimensions of sustainable development.
- ✓ In that regard, the following assessments are needed:

- availability to participate in the meeting (and logistics);

⁴ See Asia Pacific Regional CSO Engagement Mechanism (RCEM)

- previous engagement, if any, in the sustainable development process at global or regional level;
 - reasons for interest in the briefing;
 - how they can help disseminate information from the briefing through their networks;
 - main area of work and professional expertise; and
 - geographical focus.
- ✓ The criteria for defining a short list of participants should be built around at least five basic areas:
- those who are already engaged and those who are not;
 - those with capacity to share and mobilize others;
 - those with experience in advocacy/monitoring public policies;
 - those with local experience/capacity to mobilize communities;
 - sectoral balance among the 17 SDGs;
 - gender balance, regional diversity, and inclusion of all groups.
- ✓ Finally, within the context of the Government's coordination mechanism for the 2030 Agenda and the SDGs, the briefing should ideally include representatives from different parts of Government who are playing a role in implementing the 2030 Agenda. Participation of key ministries and negotiators should be timely to clarify issues about outstanding areas of agreement. In that regard:
- identify in advance at least three Government representatives to invite from different parts of Government, including people on stand-by who would be able to present in case of last-minute changes;
 - confirm the participation of a high-level Government representative to place the meeting within the context of the national Agenda 2030 coordination strategy and its mechanisms for civil society engagement . A high level Government representative would also give the event visibility and impact.
- ✓ Finally, it is important to consolidate a list of all identified stakeholders. After the briefing, all interested parties should be informed in a timely manner regarding the outcome and future consultations, even if they did not attend the briefing session.

Step 4 – Collect, store and distribute the relevant background documents

Below is a suggested list of background documents that should be taken into consideration when organizing the content. The list includes national and international plans, strategies, reviews, reports, and multilateral decisions.

- ensure that participants receive documents at least two weeks in advance, including those who will not be engaged in the briefing;
- during the briefing, these can be distributed on a flash drive to all participants.

1. The 2030 Agenda translated into the relevant language and the original version in English.
2. The national development plan, or equivalent , including the national coordination strategy for the 2030 Agenda
3. Other relevant national reports including related to economic and social development and environment
4. The last MDG report on national implementation
5. Regional strategic frameworks (if available)
6. Social indicators (education and employment data)
7. Reviews or articles by local researchers and advocates on the SDGs
8. Reviews or articles by sustainable development researchers and advocates
9. National voluntary reports to ECOSOC and the former Commission on Sustainable Development (if any)
10. Various international treaties, decisions and resolutions referenced in the 2030 Agenda:
 - [UN Charter](#)
 - [Universal Declaration of Human Rights](#)⁵
 - [Millennium Declaration](#)⁶ and the [2005 World Summit Outcome](#)⁷
 - [Declaration on the Right to Development](#)⁸
 - [Rio Declaration on Environment and Development](#)⁹
 - [World Summit on Sustainable Development](#)¹⁰

⁵ Resolution 217 A (III).

⁶ Resolution 55/2.

⁷ Resolution 60/1.

⁸ Resolution 41/128, annex.

⁹ *Report of the United Nations Conference on Environment and Development, Rio de Janeiro, 3–14 June 1992*, vol. I, *Resolutions Adopted by the Conference* (United Nations publication, Sales No. E.93.I.8 and corrigendum), resolution 1, annex I.

¹⁰ *Report of the World Summit on Sustainable Development, Johannesburg, South Africa 26 August–4 September 2002*. A/CONF.199/20.

- [World Summit for Social Development](#)¹¹
- [Programme of Action of the International Conference on Population and Development](#)¹²
- [Beijing Platform for Action](#)¹³
- UN Conference on Sustainable Development ([The future we want](#)¹⁴)
- Fourth UN Conference on Least Developed Countries ([Istanbul Declaration](#)¹⁵ and [Programme of Action](#)¹⁶)
- Third International Conference on Small Island Developing States ([SAMOA Pathway](#)¹⁷)
- Second UN Conference on Landlocked Developing States ([Vienna Programme of Action](#)¹⁸)
- Third UN World Conference on Disaster Risk Reduction ([Sendai Framework for Disaster Risk Reduction](#)¹⁹)
- [Addis Ababa Action Agenda](#)²⁰

Step 5 – Holding online consultations in preparation for the briefing

It is very important that all participants read and understand the 2030 Agenda, as noted in the introduction, before the briefing session. So it may be necessary to hold consultations in preparation for the larger briefing session that would be a key instrument for building process participation and introducing fundamentals of the 2030 Agenda, in order to have more meaningful engagement in the process.

These consultations can happen online through webinars, which often allow participants to call in using the phone. Below is a suggested thematic agenda for such a pre-session consultation, lasting approximately two hours. It should be facilitated by a national consultant who will be involved in organizing or delivering the briefing session. Ideally this person could be a representative who was directly exposed to the intergovernmental negotiations that led to the 2030 Agenda, either at the global or regional levels.

¹¹ *Report of the World Summit for Social Development, Copenhagen 6-12 March 1995. A/CONF.166/9*

¹² *Report of the International Conference on Population and Development, Cairo, 5–13 September 1994* (United Nations publication, Sales No. E.95.XIII.18), chap. I, resolution 1, annex.

¹³ *Report of the Fourth World Conference on Women, Beijing, 4–15 September 1995* (United Nations publication, Sales No. E.96.IV.13), chap. I, resolution 1, annex II.

¹⁴ Resolution 66/288.

¹⁵ A/CONF.219/L.1.

¹⁶ *Programme of Action for the Least Developed Countries for the Decade 2011-2020. A/CONF.219/3/REV.1.*

¹⁷ Resolution 69/15.

¹⁸ *Vienna Programme of Action for Landlocked Developing Countries for the Decade 2014-2024. A/CONF.225/L.1*.*

¹⁹ Resolution 69/283

²⁰ Resolution 69/313

Objective of the briefing:

1. To prepare participants to better engage with each other and with the national government
2. Ensure that logistical arrangements are in place, as needed

General Content:

1. Introduction of participants
2. Overview of the 2030 Agenda and the SDGs
3. Overview of multi-stakeholder participation
4. Homework for the briefing session

STAGE 2: HOLDING THE BRIEFING SESSIONS

Here we have chosen to present two options for workshop methodology (Annexes 1 and 2), corresponding to a hypothetical one-day and a two-day briefing session. In either scenario, both the UNCT and the chosen facilitator must put forward some key messages that must drive action after the briefings:

- ✓ At the same time, achieving the SDGs depends largely on national strategies that effectively integrate economic, social and environmental priorities in line with local strategies and aspirations.
- ✓ Sustainable development must take into account the three dimensions, as well as local and national circumstances, realities and capacities to implement the 2030 Agenda and SDGs according to a rights-based approach which addresses the multi-dimensional nature of poverty.
- ✓ The 2030 Agenda should be underpinned by concrete actions such as :
 - a) Map and establish action plans, road maps and strategies for implementation in consultation with local actors;
 - b) Review and monitor progress with a view to improving resources for financing sustainable development;
 - c) Strengthen the participation of major groups and other relevant civil society actors in local, national, regional and international follow-up, in line with national policies and mechanisms, using a holistic, inclusive and multi-dimensional approach, and taking into account the needs and aspirations of all sectors working with and affected by the Agenda.

In general, the briefing sessions would have four main objectives:

- Building awareness and improving participants' understanding of the SDGs and the broader 2030 Agenda;
- Strengthening networks and identifying opportunities to develop collaboration and partnership with national authorities;
- Identifying key entry points for further engagement and follow-up;
- Agreeing on a well-defined set of next steps after the briefing session.

It is especially important to wrap up the briefing session with an agreed way forward and a platform for sustaining communication between the participants.

Ideally, and through a common understanding and well-defined modalities, the core group should expand after the briefing session to include others and new partners whose networks were not able to join the briefing session.

While defining next steps, it is recommended to agree on some basic outreach actions such as:

- ✓ Defining target audiences, including the public (or defined segments of it), policy influencers (the media, community leaders, business, thought leaders, political advisors, etc.), and decision makers (elected officials, administrators, judges, etc.) Members of the national media, parliamentarians, and other high-profile individuals can exert strong influence and become strategic partners for implementation.
- ✓ Focus initially on short-term gains, such as those goals that can be rapidly communicated through networks and social media, mobile phone messages, radio, TV, newspapers, etc. Participants' organizations can be encouraged to write press releases, blog and inform journalists about the discussions they held, and can follow public attention using a Twitter hash tag or a WhatsApp group, or whatever is relevant in the local context.
- ✓ If resources are available, participants should be supported in launching an online forum that joins them to a wider global or regional audience, including international stakeholder networks.

STAGE 3: FOLLOWING UP

- ✓ After the briefing session, the UNCT should meet to review and agree on a set of priorities for the UN system to support follow-up, advocacy and outreach to national stakeholders. This should be based on a comprehensive report of the briefing session, prepared and disseminated in a timely manner.
- ✓ Short- to medium-term goals should be associated with influencing the national strategy for landing the SDGs at country level, as well as integrating follow-up activities with requests for resources bilateral or multilateral donors and other international partners.
- ✓ Based on the briefing session report, the UN should agree with national stakeholders on ways to further enhance collaboration and partnership. Opportunities for meaningful engagement that were proposed in the briefing session should be examined from a technical and feasibility perspective.

A comprehensive multi-stakeholder approach should seek to deliver a framework for cooperation and partnership that ultimately supports the work of the UN and contributes to burden-sharing, joint-planning and resource mobilization for the SDGs at the national level. In practical terms that should mean breaking silos, using a multi-stakeholder rationale for working together, and approaching the planning, programming, budgeting and fundraising process in a unified way.

Follow-up actions may include examples such as these, which have been used at various levels for a comprehensive multi-stakeholder approach:

1. Jointly generate better evidence and better awareness of the work of CSOs and other national stakeholders in the context of sustainable development, and ensure responses that further defend and promote integration around the 2030 Agenda;
2. Reinforce the translation of political commitments into scaled-up action and resources for policies and programmes that address the three dimensions of sustainable development, with the support of all relevant partners, at national and community levels;
3. Champion leadership for an enabling environment that promotes and empowers national stakeholders, in the context of

the SDGs, through increased advocacy, capacity and adequate resources;

4. Strengthen national and sub-national networks that support sustainable development efforts at all levels;
5. Support the efforts of national stakeholders to engage at all levels in the monitoring and review of progress in line with national policies and mechanisms;
6. Advocate for and support stakeholders' access to resources and information that would meaningfully support their engagement in the national process;
7. Disseminate information about the existence of coordination mechanisms that enable participation and dialogue with key national actors;
8. Consult national authorities on how best, within the Government's strategies and mechanisms for the 2030 Agenda and the SDGs, to create further opportunities for consultation and dialogue at various stages along the implementation of the 2030 Agenda, especially with marginalized and under-served constituents, by institutionalizing coordination structures that engage local government and communities. In many cases such structures could be based on existing institutions (e.g. village and town assemblies, public dialogue with parliaments, etc.) which, if properly empowered, could adopt a leading role²¹.
9. Support regular communication and information sharing with national stakeholders, including on the ongoing work of the UN development system and various initiatives related to implementation of the sustainable development agenda at national, sub-national, and local levels.

²¹ Ibidem 13

Annex 1 • Briefing Session Programme

The briefing session will have two overarching objectives:

- ✓ to enhance awareness and understanding of the 2030 Agenda;
- ✓ to identify opportunities in the national context for implementing the 2030 Agenda;

A well-prepared facilitator can provide certain key elements useful for understanding the context for the global transition to SDGs, including meaningful and coordinated participation by major groups and other stakeholders in the international arena. The briefing session should improve awareness of the interconnectivity of the SDGs, their place within the broader 2030 Agenda and other landmark agreements, and the core principles of the universal and transformative new Agenda. It should also address key issues pertaining to the national response, including cross-cutting development policies that integrate programmes and perspectives from across the three dimensions of sustainable development, existing planning and coordination mechanisms, and the actual state-of-play in national preparations.

Proposed Briefing Agenda

The programme template below is an example of time management covering several general sessions. Each briefing session should adapt the timing to the cultural context regarding working hours and breaks.

This agenda can easily be expanded to cover two days of work. In most cases, a two-day briefing session is recommended in order to allow ample time for discussion, consultations on next steps, and networking between participants.

9:00 AM	Opening	<ul style="list-style-type: none"> • <i>Welcome from the organizers :</i> <ul style="list-style-type: none"> • <i>Government</i> • <i>UN Country Team</i> • <i>Civil Society</i> • <i>UN DESA / UNITAR / another sponsoring UN entity</i> • <i>A word on expectations, working methods, and the selection of participants</i> • <i>Round of introductions</i> • <i>Overview of the programme</i>
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Session I 9:30 AM	Presenting the 2030 Agenda for Sustainable Development	<ul style="list-style-type: none"> • <i>Presentations by various representatives</i> <ul style="list-style-type: none"> • <i>From the MDGs to the SDGs</i> • <i>The principles of the 2030 Agenda</i> • <i>Landing the 2030 Agenda at country level</i> • <i>How civil society, major groups and other stakeholders have been engaged at the global and regional levels</i> • <i>Interactive discussion</i>
11:00 AM	Tea break	
Session II 11:30 AM	The national consultative process	<ul style="list-style-type: none"> • <i>Presentations of the outcomes of recent dialogues and consultations</i> • <i>Understanding priorities and concerns of the national government</i> • <i>Understanding the priorities and concerns of national stakeholders and civil society</i> • <i>Interactive discussion</i>
12:30 PM	Lunch	
Session III 1:30 PM	Integrating the SDGs into the National Development Plan	<ul style="list-style-type: none"> • <i>Group exercise: Identifying connections - using the five P's to visualize an integrated agenda</i> • <i>Group exercise: Defining an action priority list</i> • <i>Report back from groups and synthesis of discussion</i> • <i>Response from UN Country Team</i>
3:00 PM	Tea break	
Session IV 3:15 PM	Mechanisms for engagement at national & local levels	<ul style="list-style-type: none"> • <i>Role of various actors and members in stakeholder governance</i> • <i>Experiences from the global and regional context</i> • <i>Interactive discussion</i>
5:30 PM	Closing	<ul style="list-style-type: none"> • <i>Reactions, acknowledgements and final thoughts</i> • <i>Evaluation of the workshop</i>

Orientation for each session:

Opening

- ✓ The opening session should last around half an hour. Welcoming remarks should be brief, and ideally one of the organizers should quickly address the context for this national stakeholder capacity building work and how it relates to follow-up of the 2030 Agenda.
- ✓ A round of introductions can led by the facilitator. This is an ice breaker, and each participant should say something about their organization, and perhaps give one word capturing their

expectations for the briefing session.²²

- ✓ The facilitator can also explain the working methods of the briefing session, and say a word about how participants were selected.

Session I - Presenting the 2030 Agenda for Sustainable Development

- ✓ Various actors from government, the UN system, major groups and civil society can make presentations giving the general overview of the 2030 Agenda and the role of their sector in designing and implementing it.
- ✓ The UN system can play an important role in discussing the principles of the 2030 Agenda (universal, differentiated, transformative, participatory, etc.) and explaining how the process that led to the SDGs was born out of Rio+20 and the end of the MDGs.
- ✓ One or more presenters from major groups and other national stakeholders should discuss engagement in the SDGs process at the global and regional levels.

Session II - The national consultative process

- ✓ Ideally for this session, various representatives should make presentations about what significant steps toward dialogue have been initiated at the national level. This may include recent milestones and national/regional/international meetings that have engaged various stakeholders on sustainable development, and how their outcomes may be useful to the national follow-up process.
- ✓ There should be time to briefly discuss some of the main concerns of the government and national stakeholder representatives that may become obstacles to future consultation and follow-up.

Session III - Integrating the SDGs into the National Development Plan

- ✓ This session can incorporate small group work to generate brainstorming or process building for partnership with the national authorities. The government could use this session to make a presentation about the National Development Plan, or

²² This word could be recalled during the meeting evaluation, but participants don't need to know that at this stage.

other national sustainable development strategy that is in line with the 2030 Agenda. This session should emphasize integration of the three dimensions of sustainable development and promote cross-disciplinary work among and between all types of national actors.

- ✓ Key questions to address could include:
 - Is there a multi-stakeholder platform or national task force in charge of following up on the 2030 Agenda?
 - Is there a national legislative body, commission, or inter-ministerial framework in place to follow up the Agenda?
 - How are national officials working to develop and adapt indicators that will measure progress?
 - How will national actors contribute to the mobilization of resources to address implementation of the national strategy?

- ✓ This session, depending on the timing and feedback collected, could be done in several parts, giving participants time to discuss in groups and report back to the whole.
- ✓ This is an ideal session for the UN Country Team to offer a response to the discussions. UNCT may also wish to make a short presentation about its own work programmes and support to the national process. Such an exchange with UNCT representatives could help demystify the work of the UN system, and would ultimately be eye-opening and educational for all parties.

Session IV - *Mechanisms for engagement at national & local levels*

- ✓ This session should aim to launch or build upon existing conversations around broad, meaningful and effective multi-stakeholder coordination at the national level. It should invite representatives from all types of actors to reflect on roles and membership in coordinated a stakeholder governance structure. Representatives may also make presentations sharing relevant experiences from the global and regional context.
- ✓ It is likely that building effective participation in the national process will not occur after the initial briefing session. Therefore, the facilitator, assisted by key actors from major groups and other national stakeholders, should make every effort to draw action points from the discussions and identify further areas for follow-up and consultation. It must be stressed that this session is only the beginning of a series of

dialogues around national multi-stakeholder coordination, which should involve representatives from government and the UN system as partners and advocates for this coordinated multi-stakeholder approach.

Closing

- ✓ The facilitator should collect feedback from participants on the group exercises and the methodology of the briefing session.
- ✓ A rapporteur from each small breakout group could present a synthesis, ideally highlighting the interconnectivity of sustainable development policies and programmes, borrowing the logic of an integrated and participatory 2030 Agenda.
- ✓ Participants should be encouraged to have a dialogue about the points they are raising, in order to correct or modify any information transmitted by the rapporteur.
- ✓ The point should be reiterated that the initial briefing session is intended to be the first in a series of dialogues with national stakeholders about implementation, follow-up and review of the 2030 Agenda.
- ✓ An evaluation of the briefing session should be circulated to all participants.

A word on follow-up and next steps

- ✓ At the closing, the facilitator should try to give a general summary of “where we are”, and ask participants to define a list of key ingredients for how to continue the conversation, since building broad and effective multi-stakeholder participation is a process.
- ✓ The facilitator should also ask the group to agree on a clear, feasible, and achievable timeline for reaching these next steps including, if possible, deadlines that can be aligned with relevant opportunities and milestones in the national process. A simple table can be used as a reference:

<i>Action</i>	<i>Milestone</i>	<i>Deadline</i>	<i>Lead entities</i>
→			

- ✓ These commitments can be very basic, such as creating an e-group for future communication, sharing key information, contacting stakeholders to request specific inputs or advice, agreement on a joint monitoring and follow-up process, creating a blog, etc.
- ✓ At the closing, the UN Country Team should also interact and pledge its support to the network, such as offering to host a next meeting, contributing names and partners to the list of members,

inviting participants to related events and meetings, making participants aware of interagency coordination mechanisms that are active and relevant within the UNCT, etc.