



THE PRESIDENT
OF THE
GENERAL ASSEMBLY

20 September 2013

Excellency,

I refer to my letter dated 19 September 2013 informing you on the programme and modalities of the inaugural meeting of the high-level political forum on sustainable development in the afternoon of 24 September.

Further to many queries I have received from Member States, I have the pleasure to attach a Guidance Note which provides more details on the modalities of the meeting.

The Guidance Note also contains a few possible questions which your Head of State or Government or Minister might consider addressing in his or her intervention. It also provides links to information on the events that will be presented as part of the short key messages on sustainability issues.

Let me reiterate that in order to be able to exhaust the speakers' list for the meeting, it is essential that all speakers strictly adhere to three minute time limit for interventions except for the opening when speakers will have four minutes.

I thank you for your cooperation and am looking forward to this inaugural meeting of the forum.

Please accept, Excellency, the assurances of my highest consideration

A handwritten signature in black ink that reads "John W. Ashe".

John Ashe

All Permanent Representatives
and Permanent Observers
to the United Nations
New York

Guidance Note for Delegations
Inaugural Meeting of the High-level Political Forum on Sustainable Development
Tuesday, 24 September 2013
3:00 p.m. - 8:30 p.m.
Trusteeship Council Chamber (CB), United Nations

Background:

The Inaugural Meeting of the High-level Political Forum on Sustainable Development (HLPF), under the auspices of the General Assembly will be held on 24 September 2013, from 3:00 p.m. to 8:30 p.m., in the Trusteeship Council Chamber (Conference Building) at the United Nations headquarters in New York.

The decision to establish the high-level political forum was a key outcome of the United Nations Conference on Sustainable Development (Rio+20), held in Rio de Janeiro in June 2012. It was part of the effort to strengthen the institutional framework for sustainable development and takes particular significance as sustainable development will be at the heart of the post-2015 development agenda.

The forum is to follow-up on the implementation of sustainable development and to provide political leadership, guidance and recommendations for sustainable development.

The overall theme of the Inaugural Meeting of the High-level Political Forum is "Building the future we want: from Rio+20 to the post-2015 development agenda". The meeting will consist of three consecutive Leaders Dialogues, as indicated in the attached final programme. It will be webcasted to a broad audience.

The final programme, which has been formally circulated by the President of the sixty-eighth session of the General Assembly on 19 September 2013, reflects the expression of interests that the President of the General Assembly has received from delegations wishing to make brief remarks from the floor. Attention is drawn to the fact that the programme is a final one, and can not be modified further with more requests for interventions before or during the meeting due to the very limited time available.

Scenario of the meeting:

The Inaugural Meeting of the High-level Political Forum on Sustainable Development will be held in strict accordance with the following schedule:

3:00-3:45 p.m. Opening of the High-level Political Forum

3:45-5:15 p.m. Leaders Dialogue: High-level Political Forum - From vision to action

5:15-6:45 p.m. Leaders Dialogue: Global partnerships for development to create jobs and improve sustainable lifestyles

6:45-7:10 p.m. Short key messages on sustainability issues

7:10-8:30 p.m. Leaders Dialogue: Mapping the way forward for eradicating poverty and achieving sustainable development

Details on the various parts of the meeting:

The **Opening** will feature statements by the President of the General Assembly, the President of the Economic and Social Council, the UN Secretary-General, the Heads of State and Government of Brazil and Italy (co-facilitators of the resolution of the General Assembly on "Format and organizational aspects of the high-level political forum on sustainable development"), the President of the World Bank Group, the Managing Director of the International Monetary Fund, and a representative of Major Groups.

The first Leaders Dialogue: *High-level Political Forum - From vision to action* could address the following questions among others:

1. How can we sustain the momentum of Rio+20 and translate its vision into concrete policies and actions? How can this vision inspire the post-2015 development agenda?
2. What are the major sustainable development challenges and effective policy responses which the high-level political forum should address? How should they be prioritized -- including the unfinished business of the MDGs and the ongoing challenges that the MDGs were designed to address?
3. How can the high-level political forum function effectively to provide political leadership, guidance and recommendations for sustainable development? How can it ensure a robust engagement of stakeholders?

The second Leaders Dialogue: *Global partnerships for development to create jobs and improve sustainable lifestyles* could address the following questions among others:

1. What measures can be taken to renew and broaden the global partnership for development? What kind of partnerships would best support job creation and future work opportunities, especially for women and youth, as well as bring about more sustainable lifestyles?
2. The role of civil society and partnerships with diverse stakeholders has been crucial to sustainable development from the first Rio Conference onwards. What

- has worked well and what should be done differently to generate partnerships that will truly advance implementation of sustainable development at all levels?
3. How can the private sector and other stakeholders be more effectively involved so that their roles are enhanced and more accountable to help advancing sustainable development?

The third Leaders Dialogue: *Mapping the way forward for eradicating poverty and achieving sustainable development* could address the following questions among others:

1. Poverty eradication is one of the overarching objectives to achieve for sustainable development. What kind of transformative changes need to happen to ensure that it is attained? How can we reconcile poverty reduction and other sustainable development objectives not only in the long term, but also in the short term?
2. How can we ensure that commitments made at the UN and elsewhere are honoured and what concrete measures are needed at national level to implement international agreements for sustainable development? How can accountability be strengthened for accelerated implementation?
3. What can be done to improve means of implementation and cooperation among all relevant actors to help lift people out of poverty and put societies on the path to a sustainable future? How can information and communication technology help in this regard?

The three **Leaders Dialogues** will be chaired by the President of the General Assembly or a Vice President of the General Assembly on his behalf. Each Dialogue will involve five keynote speakers at the level of Heads of State or Government (maximum of three minutes), followed by very brief remarks (maximum of three minutes) made by Heads of State or Government, Ministers, and high-level representatives of the UN system and Major Groups from the floor, as indicated in the final programme.

To ensure the smooth conduct of the final programme, the first Leaders Dialogue will need to conclude at 5:15 p.m., the second Leaders Dialogue at 6:45 p.m., and the third Leaders Dialogue at 8:30 p.m. The only way the speakers' list can be exhausted is if all speakers strictly respect the allotted time limits for their interventions.

It should be noted that written statements can be sent to the UN Secretariat (dsd@un.org) for posting on the website of the HLPF.

Following the second Leaders Dialogue, **short key messages on sustainability issues** will be delivered by the UN Under-Secretary-General for Economic and Social Affairs on strengthening science-policy interface, the Director-General of the International Labour Organization, the UN Under-Secretary-General and Executive Director of the United Nations Environment Programme, the Mayor of Istanbul Metropolitan Municipality on

the special event on sustainable cities and human settlements, the Vice President of Unilever, and a representative of the Youth Major Group.

Following the third Leaders Dialogue, two representatives of TEDx will deliver the key message from the TEDxUN Plaza event.

More information on these presentations can be found at the following links:

Strengthening science-policy interface and the Global Sustainable Development Report:
<http://sustainabledevelopment.un.org/index.php?menu=121>

Special Event on Sustainable Cities and Human Settlements (23 September):
<http://sustainabledevelopment.un.org/index.php?page=view&type=111&nr=2026&menu=35>

TEDxUNPlaza Event (16 September):
<http://sustainabledevelopment.un.org/index.php?page=view&type=13&nr=473&menu=23>

The **outcome** of the Inaugural Meeting of the High-level Political Forum, as stipulated in General Assembly resolution A/RES/67/290, will on an extraordinary basis consist of a President's summary.

If you have any questions on the meeting, please contact Mr. Jorge Laguna-Celis, Office of the President of the General Assembly (email: lagunacelis@un.org, phone: 917-367 2777), or Ms. Jennifer de Laurentis, Department of General Assembly Affairs and Conference Management (email: syyap@un.org, phone: 212-963 0906), or Ms. Irena Zubcevic, Department of Economic and Social Affairs (email: zubcevic@un.org, phone: 212-963 4528).