

UNITED NATIONS



NATIONS UNIES

NEW YORK

OFFICE OF THE PRESIDENT OF THE GENERAL ASSEMBLY

The Office of the President of the General Assembly (OPGA) presents its compliments to the Permanent Missions to the United Nations.

The OPGA is pleased to transmit herewith a copy of the Note on organizational arrangements for the High Level Thematic Debate on achieving the Sustainable Development Goals that is scheduled to take place on Thursday 21 April at UN Headquarters in New York. The Logistics Note can also be accessed online at:
<http://www.un.org/pga/70/events/sdgs/>

The Office of the President of the General Assembly (OPGA) avails itself of this opportunity to assure the Permanent Missions to the United Nations of its highest consideration.

**OFFICE OF THE PRESIDENT
OF THE GENERAL ASSEMBLY**

A handwritten signature in black ink, appearing to read "D.A. Christen".

New York, 6 April 2016

To all Permanent Representatives
and Permanent Observers to the United Nations
New York



Annex 1: LUNCHEON PARTICIPATION INFORMATION

High-level working lunch/ Partnerships for SDG implementation

(Ministerial Level and above)

Thursday, 21 April 2016, 1:00 p.m.,

Delegates Dining Room, fourth floor, Conference Building

(Please type or print only)

Delegation of/ Company/Organisation _____

Name of the invitee: _____

Title (Please check a box):

- Head of State
- Head of Government
- Vice President
- Crown Prince/Princess
- Minister: _____

(Please specify)

With interpreter:

- Yes (If Yes, must have interpreter's pass)
- No

Dietary restrictions, if any: _____

Contact at the Office /Mission: _____

Office phone: _____

Mobile phone: _____

Kindly complete the questionnaire, as appropriate, and return it, by fax, to Ms. Belinda Merceron by 15 April, 2016. Fax # 212-963-3115.

UN @ 70 – A New Commitment to Action

Organizational arrangements for the High-level Thematic Debate on Achieving the Sustainable Development Goals, 21 April 2016

<http://www.un.org/pga/70/events/sdgs/>

Participation

1. The High-level Thematic Debate (HLTD) will be attended by a high number of Heads of State and Government and Ministers participation. Leaders from business, philanthropy, academia and civil society will also participate.

Programme of the High-level Meeting

2. The HLTD will be composed of an Opening segment, a Plenary meeting and two Interactive Discussions, as well as a high-level lunch and a reception. Additional explanatory details are provided below.

Plenary Meeting

3. The Opening of the HLTD will take place in the **General Assembly Hall from 9:00 to 10:00 am on 21 April, 2016** and will consist of statements by the President of the General Assembly (PGA), the Deputy Secretary-General and guest speakers invited by the President of the General Assembly. The Opening session will also feature a musical element and short films. A more detailed outline of the Programme for the Opening and other segments of the HLTD is available on the PGA's website (shown above)

4. The formal plenary meeting will begin, also in the **General Assembly Hall, at 10:00 am and will continue through to 2:30 pm**. The Plenary meeting will **break for 30 minutes at 2:30 pm** and then **resume at 3:00 pm in the Trusteeship Council and continue until 9.00 pm**. To enable maximum participation within the limited time available, statements in the plenary meetings **should not exceed three minutes**.

5. Delegations wishing to speak in the plenary segment are kindly requested to inscribe on the list of speakers, General Assembly Affairs

UN @ 70 – A New Commitment to Action

Branch (Ms. Antonina Poliakova (e-mail poliakova@un.org; tel. 1-(212) - 963-5063), copy to Ms. Mary Muturi (e-mail muturi@un.org).

6. Speaking order will follow the customary protocol order. Accordingly, precedence will be accorded to representatives at the Heads of State or Government and Ministerial levels, with some flexibility accorded to allow for Observers, UN system, and four CSO's to address the plenary during the day.

7. A lectern will be provided for the delivery of statements.

Documentation, statements and interpretation

8. Delegations are invited to submit PDF formatted versions of their statements via e-mail to kandt@un.org for posting on <http://www.un.org/pga/70/events/sdgs/> and to papersmart@un.org for electronic circulation through the PaperSmart portal. Delegations wishing to do so should provide them no later than two hours in advance of delivery to kandt@un.org and papersmart@un.org. The name of the meeting, agenda item, speaker and country should be indicated in the subject line of the e-mail and in the heading of the statement. The statements will remain embargoed until their delivery and then posted. Only statements presented during the course of the meeting will be posted.

9. Alternatively, delegations can bring a hard copy (unstapled and printed single-sided), for scanning and uploading, to the PaperSmart portal at the documents distribution counter located the booths outside the General Assembly Hall, inside the Trusteeship Council Chamber or at the conference officers' desk in ECOSOC Chamber. This applies not to the posting of statements to the PGA's website. Only electronically transmitted statements will be uploaded.

10. Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Any speaker may also make a statement in a language other than the official languages. In

UN @ 70 – A New Commitment to Action

such cases, the delegation in question must provide either an interpreter from the non-official language into an official language, or a written text of the statement in one of the official languages to be read out by a United Nations interpreter. On the basis of this interpretation or the written text, which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters. When a written text is provided, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through the translated text and to ensure synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreter booth in the General Assembly Hall, the Trusteeship and in ECOSOC, must be made in advance through the Meetings Management Section (telephone: 212 963 8114; e-mail: emeetsm@un.org). The interpreter or the guide provided by the delegation should be brought by the delegation to the conference officers' desk in the Chambers 30 minutes prior to the delivery of the statement.

Interactive Discussion

11. The Interactive Discussion will consist of two segments, one on Financing Poverty Eradication and Sustainable Development, from 10:00 am to 1:00 pm, and one on Technology and Data for SDGs, from 3:00 to 6:00 pm. Both segments will take place in the ECOSOC Chamber.

12. The Interactive Discussion on Financing Poverty Eradication and Sustainable Development will be a three-hour session consisting of two interactive moderated exchanges with high-level participants, and questions and comments fielded from the floor. The session will discuss how to incentivize investment in climate-resilient and sustainable development projects; how to unlock the transformative potential of

UN @ 70 – A New Commitment to Action

people and the private sector; and how to support governments in meeting the challenge of poverty.

13. The Interactive Discussion on Technology and Data for SDGs will also be a three-hour session and will include two interactive moderated discussions with high-level participants. This segment aims to stimulate exchanges and galvanize action among all stakeholders to harness the full potential of technology and high quality and timely data for the implementation of SDGs by showcasing good practices and addressing key challenges.

14. The Interactive discussions will provide opportunities to have in-depth discussions on the themes identified above. To promote interactive, free-flowing discussions without prepared statements, participants will be invited to make very brief remarks, not to exceed three minutes (two minutes for the Technology and Data session), to raise questions and to respond to other speakers.

15. In order to promote interactive and substantive discussions; participation in the interactive discussions will be conducted without a list of speakers.

16. **Access passes (two per delegation) will be required to enter the ECOSOC Chamber.** These passes **must be collected in advance** from the Office of the President of the General Assembly on the 3rd floor of the Conference Building (CB-0306). **Passes will be available for collection from 3.00 pm - 5.00 pm on 18, 19 and 20 April.**

Lunch

17. Realizing the ambitious, transformational and universal 2030 Agenda will require tapping into a more varied set of partnerships with all stakeholders, as stated in Sustainable Development Goal 17. This luncheon session aims to build momentum and help articulate the qualities of partnerships that may enable and promote innovative solutions to achieving the SDGs.

UN @ 70 – A New Commitment to Action

18. This session will combine presentations and interactive discussion over the course of a moderated two hour lunch, from **1:00 pm to 3:00 pm in the Delegates Dining Room on the 4th floor**. To access the Delegates Dining Room, please take the elevators or the escalator from the third floor.

19. The working language of the luncheon will be English and no interpretation services will be provided.

20. Participation in the **invitation only** luncheon event will be at the **Ministerial level and above only** and principals will be unaccompanied. **Please bring paper invitation for access to session**. An additional information note will be sent to lunch participants. In the meantime, dietary restrictions or allergies must be indicated by completing and submitting the attached form (See Annex 1: Luncheon Participation Information). The form should be sent to the OPGA, by 15 April, 2016, attention Ms. Belinda Merceron, by fax # 212-963-3115, or by email Merceron@un.org.

Reception

21. The full implementation of the 2030 Development Agenda and the Paris Agreement calls for a strengthened synergy at all levels, the promotion of international cooperation and concrete actions and initiatives that enhance resilience, build low carbon economies, incentivize investment and mobilize appropriate support. This segment will offer a space to celebrate the recent successes of the international community and highlight where synergies and shared opportunities between the climate and the development Agendas can more fully advance both Agendas, through a genuine exchange of views between Government representatives and other relevant stakeholders, including from the UN system, the private sector and civil society.

22. The reception will take place **from 6:00pm to 7:30 pm, in The East Lounge**, and will combine statements and interactive discussions. No

UN @ 70 – A New Commitment to Action

interpretation services will be provided for this event. As participation will be by **invitation only**, invitees are requested to **bring paper invitation in order to facilitate access**.

Webcast

23. The Plenary Meeting, the two Interactive Discussions and speeches during the lunch and reception will be transmitted via live webcast.

Accreditation of Delegations

24. Accreditation of official delegations and members of the parties of Heads of State or Government, Vice-Presidents and Crown Princes or Princesses will be carried out by the Protocol and Liaison Service. Missions/offices are required to submit their accreditation requests by using the existing online system “eAccreditation”, available through the eDelegate Portal at <https://delegate.un.int>. Delegations wishing to obtain information on the system may refer to the updated “Guidelines on eAccreditation” and “Frequently Asked Questions” posted on the Protocol website at www.un.int/protocol. It should be noted that all accreditation requests, including requests for VIP passes, must be submitted via the eAccreditation system.

25. Heads of State or Government, Vice-Presidents, Crown Princes or Princesses and their spouses will be offered VIP passes without photographs. Deputy Prime Ministers, Cabinet Ministers and their spouses will be provided with VIP passes with photographs.

Security and United Nations Pass and Identification Office

26. For further information, please see the circular provided by United Nations Department of Safety and Security

UN @ 70 – A New Commitment to Action

Related Events and Policy Room Discussions

27. Side events in the form of for example policy dialogues will take place in parallel with the High-level Thematic Debate. Participants attending side events during this period must complete the necessary accreditation procedures.

28. Policy Dialogues will be held in **Conference Rooms E, F, 10:00 am – 6:00 pm; and rooms 5, and 7 from 10:00 am –2:30 pm**. Context and contact details for co-coordinators are available on the website of the President of the General Assembly, <http://www.un.org/pga/70/events/sdgs/>, under ‘Related Events’.

Facilities for bilateral meetings

29. For bilateral meetings, a limited number of temporary booths, with a maximum capacity of eight participants, will be available in the General Assembly Building. Booths will be available from **19 April**.

30. An electronic reservation system is available through eMeets 2.0 (<http://icms.un.org>), in order to provide equitable and efficient use of the facilities. Delegations are requested to submit reservations electronically through eMeets by accessing <http://icms.un.org>, logging in with the username and password of their permanent mission and clicking on the “Bilateral” tab. 34. The date and time and the name of the other delegation participating in the bilateral meeting should be specified in the request. Reservations will be accepted for periods of 20 minutes, **on the hour and half hour**. To prevent double bookings, only the delegations initiating the bilateral meeting(s) should submit the request.

31. Information about booth assignments will be provided one day prior to the meeting. Depending on the programme, every effort will be made to keep a delegation’s consecutive appointments in the same booth. Late

UN @ 70 – A New Commitment to Action

requests will be accepted until 6 pm on the day prior to the meeting and every effort will be made to assign a booth based on the availability of space at that time. **Delegations requiring further information regarding bilateral requests should send their questions or enquiries to bilats-msu@un.org.**

Communication opportunities

32. Please note that all participants are invited and encouraged to visit the **Digital Media Zone located in the Ex-Press Bar on the 3rd floor of the General Assembly Conference Building.**

33. This area is a dedicated social media newsroom for digital media specialists and invited journalists who will be reporting on the proceedings in the main conference rooms and eager to film and interview participants.

34. This group, which includes digital media organisations, UN media and some youth reporters, has a combined reach of millions of people.

35. All participants are welcome to visit the Digital Media Zone, with or without an appointment. However, to schedule appointments for Heads of State or Government or VVIP, please contact the PGA's Communications team in advance: Communications Director and Spokesperson, Dan Thomas at Daniel.Thomas@un.org or +1 917 225 1913 and Digital Media Specialist, Katharina Kandt at kandt@un.org or +1 917 244 3890.

36. There may also be some limited timeslots available for press briefings in the UN Press Briefing Room, S-0237.

37. Please note that the Digital Media Zone will be open from **Tuesday to Friday (19-22 April)** so the opportunity also applies to other days, e.g., to talk about the UNGASS on the World Drug Problem (19-21 April) or the Climate Agreement signing ceremony (22 April). For more information about the Digital Media Zone please visit: <http://dmz.news/>

UN @ 70 – A New Commitment to Action

Media accreditation

38. All members of the media accompanying Heads of State/Government or Heads of Delegation, **including official photo/video**, must submit a letter of assignment from the Permanent Mission concerned. The letter listing the names of the media representatives with their functional titles and affiliation, should be sent to the Media Accreditation and Liaison Unit, Department of Public Information, fax: 212-963-4642 or email: malu@un.org. First time applicants must create an online account: <http://www.un.org/en/media/accreditation/form/>

39. Members of the media accompanying Heads of State/Government or Heads of Delegation must present themselves to the Media Accreditation Office, where they will have their photographs taken and be issued a United Nations grounds pass upon presentation of national passports.

40. All media representatives will be required to present a valid United Nations grounds pass to the United Nations security officers at the gate.

41. Members of the media need to be escorted to the media booths from the Media Accreditation and Liaison Unit office (S-250) or liaison desks. For some meetings, tickets to the gallery will be available for print press, on a first-come first-served basis.