



THEME in 2016: ENSURING THAT NO ONE IS LEFT BEHIND

High-level Political Forum on Sustainable Development

Monday, 11 July – Wednesday, 20 July 2016

Trusteeship Council Chamber, United Nations

Information Note for Participants

1. Background

The United Nations High-level Political Forum on Sustainable Development (HLPF) will meet at the United Nations headquarters in New York from 11 July to 20 July 2016 under the auspices of ECOSOC. The ministerial segment will be from 18 to 20 July. The forum was established at the United Nations Conference on Sustainable Development (Rio+20), held in Rio de Janeiro in June 2012. It is to promote and review the implementation of sustainable development and to provide political leadership, guidance and recommendations. Among other functions, the HLPF plays a central role in overseeing a network of follow-up and review processes at the global level, working coherently with the General Assembly, ECOSOC and other relevant organs and forums, in accordance with existing mandates. The HLPF facilitates sharing of experiences, including successes, challenges and lessons learned and provides political leadership, guidance and recommendations for follow-up.

The 2016 HLPF meeting is the first one after the adoption of the 2030 Agenda for Sustainable Development. It will set the tone for the years to come to make HLPF a relevant, fruitful and vibrant forum where the 2030 Agenda and SDGs will be followed-up, reviewed and discussed and political guidance be given to Member States and all other relevant stakeholders.

Pursuant to ECOSOC decision 2016/212, the theme for HLPF this year is “Ensuring that no one is left behind”. The forum will serve as a timely occasion to discuss this theme at the very outset of the implementation of the 2030 Agenda and the SDGs as attention needs to be drawn to the fact that we need to reach those farthest behind first. The meeting will consist of moderated discussions among ministers and senior government officials, UN system and other organizations, as well as major groups of civil society and other stakeholders of civil society.

2. Schedule of meetings and organization of work

The latest programme of 2016 high-level political forum on sustainable development is available on the website of the forum at: <https://sustainabledevelopment.un.org/hlpf>.

Additional information is also available in the daily Journal of the United Nations (<http://www.un.org/Docs/journal/En/lateste.pdf>)

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3. Documentation

The following documents have been/will be issued for the forum:

- Draft Ministerial Declaration of the 2016 High-level Political Forum
- Provisional agenda (E/HLPF/2016/1)
- Note by the Secretariat on the discussion papers on the theme of the high-level political forum on sustainable development, submitted by major groups and other stakeholders (E/HLPF/2016/2)
- Note by the Secretariat on the reports of the regional forums on sustainable development: E/HLPF/2016/3 (E/HLPF/2016/3/Add.1; E/HLPF/2016/3/Add.2; E/HLPF/2016/3/Add.3; E/HLPF/2016/3/Add.4 and E/HLPF/2016/3/Add.5)
- Note by the Secretary-General transmitting the progress report on the 10-year framework of programmes on sustainable consumption and production patterns (E/2016/62)
- Report of the inaugural session of the Economic and Social Council forum on financing for development follow-up (E/FFDF/2016/3)
- Note by the Secretariat: Synthesis of voluntary submissions by Functional Commissions of the Economic and Social Council and other intergovernmental bodies and forums (E/HLPF/2016/5)
- Note by the President of the Economic and Social Council transmitting the Co-Chairs' Summary of the discussions of the multi-stakeholder forum on science, technology and innovation (STI Forum) (E/HLPF/2016/6)
- Note by the Secretary-General transmitting the progress report of the Secretary-General on the Sustainable Development Goals (E/2016/75)
- Report of the Secretary-General on the mainstreaming of the three dimensions of sustainable development throughout the United Nations system (E/2016/55)
- Relevant sections of the report of the Commission on Science and Technology for Development on its nineteenth session (9-13 May 2016) (E/2016/31) (Supplement No. 11)

Other supporting documentation (available on the meeting [website](#)):

- Programme of Side Events
- SDGs Learning, Training and Practice

4. Registration

All participants should be registered for the HLPF accordingly:

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Delegations and observers	Delegations from Member States and Observers should send the names of representatives and alternates to the Secretary of the Economic and Social Council , and copy Mr. Paolo Dua (duap@un.org), Fax + 1 212 963-5935
UN entities	Registration should be sent directly to the Pass and ID Unit of the Security and Safety Service, Fax +1 212 963-9541 A copy should also be sent to the Secretary of the Economic and Social Council, and copy Mr. Paolo Dua (duap@un.org), Fax + 1 212 963-5935
Major groups and other stakeholders	Representatives of accredited entities (those NGOs having consultative status with ECOSOC and those on the CSD roster) have been requested to register using the CSO Net online events registration system. Registration is now closed.
Panelists and lead discussants	Those representing sectors of government should coordinate registration through their national delegations. Those representing non-governmental sectors fall under the 'major groups and other stakeholders' category, and have been registered separately by the HLPF secretariat.

5. Arrival and check-in

Participants may access UN Headquarters at the following points:

Staff entrance (located at 42nd St and First Avenue)	Public entrance (located at 46th St and First Avenue)	
✓	✓	Delegations
✓	✓	Observers and UN entities
	✓	Major groups and other stakeholders

- **Delegations, Observers and UN entities** may check in and collect their passes at the UN Pass and ID Unit, located at 320 East 45th Street, between 9:00 A.M. and 4:00 P.M. Monday through Friday. On Sunday 10 July, the Pass and ID Unit will be open from 1:00 to 5:00 P.M..

Major groups and other stakeholders Representatives of Major Groups and Other Stakeholders must be in possession of a valid blue UN Grounds Pass to attend the HLPF.

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Individuals already in possession of a valid blue UN Grounds Pass can use their pass to enter the UN premises. Individuals who require a new UN Grounds Pass are requested to follow the instructions and steps outlined on the CSO net for obtaining a Pass: <http://csonet.org/index.php?menu=86>.

- **Panelists and lead discussants** will be contacted individually for instructions pertaining to arrival and check-in.

6. Venue and seating arrangements

Sessions of the forum will be held in the Trusteeship Council Chamber, located on the second floor of the Conference Building.

The seating of delegations inside the Trusteeship Council Chamber will be according to the “all-States formula”, followed by observers, UN system entities, major groups and other stakeholders.

On the day of their presentations, seating will be reserved for panelists 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 either in a reserved section of the gallery, or with their delegations. All others will be seated in the public gallery, subject to limitations on room capacity.

Delegations may access Trusteeship Council Chamber using the 2nd floor of the Conference Building. All other participants should access the chambers from the 3rd floor of the Conference Building.

Overflow room

An overflow room, subject to availability, will be published on a daily basis in the UN Journal and on the announcement boards in the Conference Building.

7. Panelists and lead discussants

Detailed guidance, including a full scenario of the meeting, has been shared with panelists and lead discussants 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.

8. Side events and SDGs Learning, Training and Practice

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Information regarding side events, SDGs Learning, Training and Practice and the Partnership Exchange has been published on the meeting website. Organizers of side events and SDGs Learning, Training and Practice courses and the Partnership Exchange are responsible for registering all participants, according to the arrangements outlined in section 2 above.

9. Major groups and other stakeholders

Seating arrangements

A total of 12 seats with microphones will be provided for the representatives of the nine Major Groups and Other Stakeholders (MGoS) in the gallery of the Trusteeship Council Chamber. Please note that the nine Major Groups will each have a dedicated seat with a corresponding nameplate. Three seats with a generic “Other Stakeholders” sign will be made available for use by Other Stakeholders on a rotational basis. The secretariat will provide daily tickets to the organizing partners of the Major Groups and focal points of Other Stakeholders so that they may designate individuals to use these seats on a rotational basis. Additional seating for representatives of Major Groups and Other Stakeholders is available in a designated section of the public gallery on a first come first served basis, subject to room capacity. The HLPF proceedings can also be followed from an overflow room.

Speaking arrangements

The forum will be organized around a series of different formats including multi-stakeholder round table dialogues, panel discussions and townhall meetings, featuring panelists, lead discussants from governments, observers, UN system entities, major groups, and experts from various other types of stakeholders.

Daily coordination meetings

During the forum, major groups and other stakeholders will hold daily morning coordination meetings in Conference Room 4 (from 11-15 July) and Conference Room 2 (from 18-20 July) from 8:30 to 9:45 A.M. Updated information may be published on the meeting website, as required.

Other caucus meetings

A meeting room is available daily for the use of Major Groups and other stakeholders for caucusing purposes. Please note it is not the same room each day; refer to the schedule for daily location. The room is available 9 a.m. to 10 a.m., 1 p.m. to 3 p.m. and 6 p.m. to 8 p.m. from Monday 11 July through Wednesday 20 July. It can be reserved for use through the following link: <http://tinyurl.com/HLPF-Room-Reserve>

Overflow room



HIGH-LEVEL POLITICAL FORUM ON SUSTAINABLE DEVELOPMENT

UNDER THE AUSPICES OF ECOSOC

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An overflow room, subject to availability, will be published on a daily basis in the UN Journal and on the announcement boards in the Conference Building.

10. Webcasting

The HLPF proceedings will be available live, and archived, on UN Web TV: <http://webtv.un.org>.

11. HLPF App

In preparing for the High-level Political Forum on Sustainable Development in 2016, the Division for Sustainable Development of UN-DESA has released a mobile App which will provide participants with real time information on the over 230 official meetings, special events, side events and learning sessions that will take place during 8 days in New York, from 11-20 July 2016. The App, which put high emphasis on participatory functionalities, such as check in, photographs, and other participatory functionalities, can now be downloaded from both the Apple App Store and Google Play by searching for "HLPF".

12. Accessibility

The Accessibility Centre, located in the Secretariat Building, was created with a view to enabling greater participation by persons with audio, visual and mobility impairments in intergovernmental processes and meetings at the United Nations. The following services are provided at the Accessibility Centre: UN official documents in braille, desktop magnifiers, screen readers, braille keyboards, portable DAISY players, hearing aids, bone conduction headsets, and braille note takers. The meeting will also provide live close captioning services in English (CART-Communication Access Realtime Translation) in the Trusteeship Council Chamber and in the overflow room as well as through the webcast.

All other information pertaining to the meeting, including access to official documentation and relevant background materials, can be found online here:

<http://sustainabledevelopment.un.org/hlpf>

Contact information:

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