Frequently Asked Questions

The 2018 High Level Political Forum on Sustainable Development (HLPF) will be held at UNHQ in New York from 9 to 18 July 2018 under the auspices of the Economic and Social Council. The theme for the session will be Transformation towards sustainable and resilient societies. More information, including the draft programme, is available at https://sustainabledevelopment.un.org/hlpf/2018.

This document, provides information answering the following questions:

1. How can I participate at the HLPF?
    a. As an attendee from an organization with ECOSOC or CSD status
    b. As an attendee from an organization without ECOSOC status (through the MGoS)
2. How can I get funding to attend the HLPF?
3. How can I be part of Major Groups and other Stakeholders' participation at the HLPF?
    a. HLPF Task Teams of the HLPF CM

I.   How can I participate at the HLPF?

As an attendee from an organization with ECOSOC or CSD status

Representatives from Major Groups and other Stakeholders interested in participating in the HLPF must be affiliated with properly accredited non-governmental organizations, in accordance with ECOSOC resolution 1996/31 governing the consultative relationship between the United Nations and non-governmental organizations. Those NGOs having **consultative status with ECOSOC** and those on the **CSD Roster** are eligible to register their representatives online.

For Major Groups and other Stakeholders whose organizations are NOT accredited by ECOSOC or on the CSD roster can register through their Major Group or other Stakeholders constituency. Each MGoS will receive 50 additional passes for the HLPF to enable representatives of non-accredited organizations to join.

1. Create an Indico account at https://reg.unog.ch/
   Please see the quick guide for instructions on how to create your account in Indico here.
   DESA recently hosted a webinar on INDICO. The recording can be viewed here.
   The PDF of the slide presentation can be found here.
   Indico FAQ are here.

2. Ensure your organization has designated at least one **Conference Focal Point** who will be able to review and approve participants registering under their organizations' name. Please note that Conference Focal Point designations take up to a week to be reflected in the system.
   Please see the guide on how to designate Conference Focal Points here.

3. Register by filling in the form at bit.ly/HLPF2018 **by 15 June 2018**.

4. Request grounds passes to attend the HLPF, through iCSO, as soon as possible and **no later than 29 June 2018**. Organizations that are in consultative status with ECOSOC can request up to 9 temporary grounds passes at a time, in addition to 7 annual grounds passes. Organizations on the CSD Roster do not have access to the grounds pass request system and will receive separate instructions from the Secretariat after 15 June.

5. Pick up your groundspass at the UN Pass and ID office upon arrival in New York for the HLPF. Details, timing of the office's opening, etc. will be shared in due course by UN DESA.

As an attendee from an organization without ECOSOC accreditation

1. Create an Indico account at https://reg.unog.ch/
   Please see the quick guide for instructions on how to create your account in Indico here.
   DESA recently hosted a webinar on INDICO. The recording can be viewed here.
   The PDF of the slide presentation can be found here.

2. Register through the designated umbrella organization of your Major Groups or other Stakeholders constituency **by 15 June 2018.**
   You can click here to see the list of umbrella organizations.

II.   How can I get funding to attend the HLPF?

UN DESA-OISC, with thanks to a generous grant from the European Commission, will be funding a number of representatives of Major Groups and Other Stakeholders from developing VNR countries to participate in the 2018 HLPF. The selection will be done by OISC in collaboration with the MGoS HLPF Coordination Mechanism Steering Group. The selected colleagues will receive funding to support airplane tickets, two days of daily subsistence allowances and terminal expenses during the HLPF. They will be responsible for arranging their own accommodation during the Forum.

Those who wish to apply for funding from the UN to attend the 2018 High Level Political Forum must complete both of the following steps by 22 May 2018.

1. Apply through UN DESA-OISC

Requirements for nomination for funded participation in the 2018 HLPF

1) Nominee must have registered and be accredited to attend the 2018 HLPF (https://bitly.com/HLPF2018)
2) Nominee must possess a valid passport, be based in and directly engaging in processes related to the voluntary national review of one of the developing countries presenting this year:
   Bahamas, Benin, Bhutan, Cabo Verde, Colombia, Dominican Republic, Ecuador, Egypt, Guinea, Jamaica, Kiribati, Lao PDR, Lebanon, Mali, Mexico, Namibia, Niger, Paraguay, Republic of Congo, Senegal, Sri Lanka, State of Palestine, Sudan, Togo, Uruguay, Viet Nam
3) Nominee must demonstrate her/his active role in processes related to the participation of stakeholders in the implementation and follow up of the 2030 Agenda.
4) Nominee must be able to make all necessary visa arrangements (including transit visa, where applicable) to enter the United States. The United Nations is not able to assist with passports or visas;

5) Nominee must commit to engage in preparatory work and to follow all the tasks as established in the Terms of Reference for this funding:
   a. Agree to undertake consultations at the national level prior to the HLPF.
   b. Agree to actively participate in the HLPF preparatory work of the Major Groups and other Stakeholders, especially on actions related to the engagement with VNR countries.
   c. Commit to report back to stakeholders at national level after the HLPF.

Official application form: https://bit.ly/2jpGP2Z
Deadline: 22 May 2018

2. Inform your MGoS organizing partner about your nomination.

If you are a member one of the MGoS constituencies who is applying for travel funding through UN DESA according to step #1 above, please note that you are encouraged to inform the organizing partner of your group if you would like to be considered as one of their official nominees.

Being an official nominee will increase your chances of being selected for funding. Please note however that neither modality of application guarantees funding, as the application process is extremely competitive.

Contact information of organizing partners can be found at:
https://sustainabledevelopment.un.org/majorgroups/about

Deadline: 22 May 2018

III. How can I be part of the planning for Major Groups and other Stakeholders' participation at the HLPF?

1. Make sure you are part of the Major Groups and other Stakeholders Coordination Mechanism (MGoS CM).

Membership of the MGoS CM is open to all representatives of the nine Major Groups and other relevant stakeholders active in sustainable development. The CM works to ensure broad, open, transparent and inclusive participation in the HLPF; ensure that the rights of access and inclusive participation of MGoS in the HLPF are protected and upheld as mandated by 67/290 and potentially expanded; and facilitate the coordination among, and promote the participation of, all stakeholders that are involved in the HLPF process and want to contribute to it, including organizations and groups that are not part of the CM, to ensure the broadest participation possible.

The MGoS CM is active in the following task teams for the 2018 HLPF:

a. Advocacy

   Pre-HLPF:
   • Work towards shared priorities & perhaps messaging for HLPF amongst (groups of) MGoS - for both SDGs under review and cross-cutting/systemic topics
   • Ministerial Declaration – develop plan for monitoring and engagement, including facilitation of engagement in the actual negotiations
   • Keep SG and CM informed of opportunities to engage

- Identify opportunities for capacity-building as necessary for groups new to HLPF scene (e.g. webinars, advocacy toolkit, etc.)
- Work closely with other TGs to ensure complementary strategies
- Facilitate engagement in the Blog series on the HLPF website and explore other communication strategies to increase visibility of key messages from (groups of) MGoS
- Pay attention to and collect information on issues that may have an impact on the review in 2019 of resolution 67/290 on the HLPF
- Organize MGoS Press Conference

At HLPF:
- Track government discussions, advocacy opportunities, etc.
- Manage MGoS Press Conference and any applicable collective messaging

b. MGoS Collective Events
- Organize the MGoS pre-HLPF meeting, to take place on July 8th
- Organize the MGoS Roundtable official session (roundtable with MS) during the HLPF
- Organize a collective MGoS side event during the HLPF, to be co-hosted with UN DESA

c. VNR Engagement and Q&A

Pre-HLPF
Defining a process that allows for remote as well as in person participation in drafting the VNR statements:
- Development of a template that can be shared to collect inputs
- Development of principles/guidance on how to draft the statements, criteria to select speakers, rules on delivering on behalf of... (ensuring that remote interventions are as well considered)
- Liaising with UN Secretariat on the process (e.g. parallel VNRs, questions in advance, number of questions, securing at least one question from MGoS, etc.)
- development of a sign up for SG members to support VNR drafting groups during HLPF
- development of a survey/assessment of what MGoS members think /rate VNR process post-HLPF

At HLPF:
- Organize and facilitate drafting teams for VNR Sessions
- Support speaking arrangements for each of the VNR sessions

Information on how to join each task team will be communicated via the MGoS CM email list.

If you have not already, sign up to join the MGoS CM by filling in the form: http://bit.ly/MGoS_mailinglist

Contact: hlpf@un.org

Updated information will be posted on https://sustainabledevelopment.un.org/hlpf/2018 **and** https://sustainabledevelopment.un.org/majorgroups/hlpf