



United Nations Forum on Forests

Global Partnership: For Forests, For People

UNFF8 INFORMATION NOTE | 20 APRIL - 1 MAY 2009

This Note has been prepared by the UNFF Secretariat to provide you with practical information related to the eighth session of the United Nations Forum on Forests.

Key Deadlines

10 March 2009

- Deadline for travel support requests for delegates from developing countries and countries with economies in transition
- Deadline for UNFF8 Side Event requests
- Deadline for registration requests by international and regional entities without observer status
- Deadline for registration requests by Major Groups

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United Nations Forum on Forests

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About UNFF

The United Nations Forum on Forests (UNFF) was established by the UN Economic and Social Council in 2000, to promote the management, conservation and sustainable development of all types of forests and to strengthen long-term political commitment to this end. The Forum has universal membership, and is composed of all Member States of the United Nations and specialized agencies.

In 2007, at its seventh session, the Forum adopted the landmark [Non-Legally Binding Instrument on All Types of Forests \(NLBI\)](#), which was subsequently adopted by the UN General Assembly in December 2007. The instrument is widely regarded as a milestone in global forest policy, as it is the first time Member States have agreed to an international instrument for sustainable forest management.

The instrument includes four shared Global Objectives on Forests which seek to:

1. Reverse the loss of forest cover worldwide through sustainable forest management (SFM), including protection, restoration, afforestation and reforestation, and increase efforts to prevent forest degradation;
2. Enhance forest-based economic, social and environmental benefits, including by improving the livelihoods of forest-dependent people;
3. Increase significantly the area of sustainably managed forests, including protected forests, and increase the proportion of forest products derived from sustainably managed forests; and
4. Reverse the decline in official development assistance for sustainable forest management and mobilize significantly-increased new and additional financial resources from all sources for the implementation of sustainable forest management.

The Forum meets biennially in New York, with each session focusing on clusters of specific thematic and cross-sectoral issues, as set forth in its [multi-year programme of work \(2007-2015\)](#). The current session has a thematic focus on “Forests in a changing environment” and “Means of implementation for sustainable forest management”. For more details on the issues being discussed at the current session - refer to the Advance Unedited Agenda for UNFF8 which is included in the following pages.

United Nations

E/CN.18/2009/1



Economic and Social Council

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United Nations Forum on Forests

Eighth session

New York, 20 April-1 May 2009

Item 2 of the provisional agenda

Adoption of the agenda and other organizational matters

Provisional agenda and annotations

1. Election of officers.
2. Adoption of the agenda and other organizational matters.
3. Achieving the four global objectives on forests and implementing the non-legally binding instrument on all types of forests.
4. Regional and subregional inputs.
5. Forests in a changing environment:
 - (a) Forests and climate change;
 - (b) Reversing the loss of forest cover, preventing forest degradation in all types of forests and combating desertification, including in low forest cover countries;
 - (c) Forests and biodiversity conservation, including protected areas.
6. Means of implementation for sustainable forest management:
 - (a) Applying means of implementation, including financial resources, capacity-building and the transfer of environmentally sound technology;
 - (b) Decision on a voluntary global financial mechanism, a portfolio approach and a forest financing framework.
7. Multi-stakeholder dialogue.
8. Enhanced cooperation and policy and programme coordination, including the provision of further guidance to the Collaborative Partnership on Forests.
9. The Forum Trust Fund.

10. Dates and venue for the ninth session of the Forum.
11. Provisional agenda for the ninth session of the Forum.
12. Adoption of the report of the Forum on its eighth session.

Annotations

1. Election of officers

Rule 15 of the rules of procedure of the functional commissions of the Economic and Social Council provides that, at the commencement of the first meeting of a regular session, the United Nations Forum on Forests shall elect, from among the representatives of its members, a Chairperson and such other officers as may be required (see E/5975/Rev.1). According to Council resolution 2000/35, by which it established the Forum, the Bureau of the Forum shall consist of a Chairperson and four Vice-Chairpersons, one of whom shall also act as Rapporteur, in accordance with the principle of equitable geographical distribution. The Council, by its decision 2007/273, decided that, commencing with the eighth session of the Forum, the officers elected to the Bureau would hold office for a term of two years.

On 27 April 2007, at the first meeting of its eighth session, the Forum elected Modesto Fernández (Cuba), Arvids Ozols (Latvia) and Abdellah Benmellouk (Morocco) as members of the Bureau for the eighth session of the Forum. It postponed the election of the members from the regional groups of Asian States and Western European and Other States Groups, as well as the Chairperson and the Rapporteur, to a later meeting. Since the first meeting, the secretariat of the Forum has received the following nominations for the remaining positions on the Bureau:

- (a) Boen M. Purnama (Indonesia) on behalf of the Group of Asian States;
- (b) Glen Kile (Australia) on behalf of the Western European and Other States Group.

The Forum may wish to elect the above-mentioned persons to the Bureau of the eighth session of the Forum. The Forum may also wish to elect Mr. Purnama (Indonesia) as Chairperson, and Mr. Ozols (Latvia) as Rapporteur for the eighth session.

2. Adoption of the agenda and other organizational matters

In accordance with rule 7 of the rules of procedure of the functional commissions of the Economic and Social Council, the Forum shall, at the beginning of the session, adopt the agenda for that session on the basis of the provisional agenda.

Documentation

Provisional agenda and annotations (E/CN.18/2009/1)

3. Achieving the four global objectives on forests and implementing the non-legally binding instrument on all types of forests

The General Assembly, by resolution 62/98, adopted the non-legally binding instrument on all types of forests. The multi-year programme of work of the Forum for the period 2007-2015, adopted at its seventh session (see resolution

7/1, annex, paras. 1 (a) (ii), (iii) and (c)), provided that at each session, the Forum would focus, inter alia, on progress towards the achievement of the four global objectives on forests and implementation of the non-legally binding instrument on all types of forests; and that it would have as its main task a discussion on the achievement of the global objectives on forests and the implementation of the non-legally binding instrument on all types of forests. A report of the Secretary-General is prepared to facilitate the deliberations of the Forum.

Documentation

Report of the Secretary-General on achieving the four global objectives on forests and implementing the non-legally binding instrument on all types of forests (E/CN.18/2009/2)

4. Regional and subregional inputs

By paragraph 2 (c) of its resolution 2006/49, the Economic and Social Council added a new principal function to strengthen interaction between the Forum and relevant regional and subregional forest-related mechanisms, institutions and instruments, organizations and processes to facilitate enhanced cooperation and effective implementation of sustainable forest management, as well as to contribute to the work of the Forum. In paragraph 11 of the resolution, the Council invited forest-related regional and subregional bodies, mechanisms and processes to strengthen collaboration and to provide input to the work of the Forum. The Forum, by its resolution 7/1 (annex, para. 1 (f) (iii)), decided to provide an interactive platform for dialogue with regional and subregional forest-related and other relevant processes, mechanisms, instruments and organizations. The Forum may wish to consider the report of the Secretary-General as a basis for convening such a dialogue.

Documentation

Report of the Secretary-General on regional and subregional inputs (E/CN.18/2009/3)

5. Forests in a changing environment:

- (a) Forests and climate change;**
- (b) Reversing the loss of forest cover, preventing forest degradation in all types of forests and combating desertification, including in low forest cover countries;**
- (c) Forests and biodiversity conservation, including protected areas**

Under the multi-year programme of work, adopted at its seventh session (resolution 7/1), the Forum decided to consider, at its eighth session, sub-items (a), (b) and (c) of agenda item 5 within its overall theme of "Forests in a changing environment". The deliberations on the specific topics, namely, (a) Forests and climate change; (b) Reversing the loss of forest cover, preventing forest degradation in all types of forests and combating desertification, including in low forest cover countries; and (c) Forests and biodiversity conservation, including protected areas, would be within the context of the main task of the Forum session as well as the cross-cutting issues and common agenda items as listed in the multi-year programme of work. The Forum has before it three separate reports of the Secretary-General for consideration.

Documentation

Report of the Secretary-General on forests and climate change (E/CN.18/2009/4)

Report of the Secretary-General on reversing the loss of forest cover, preventing forest degradation in all types of forests and combating desertification, including in low forest cover countries (E/CN.18/2009/5)

Report of the Secretary-General on forests and biodiversity conservation including protected areas (E/CN.18/2009/6)

Note by the secretariat on forests in a changing environment: low forest cover countries, small island developing States and high and medium forest cover countries (E/CN.18/2009/7)

Report of the Secretary-General on recommendations for addressing key challenges of forests in a changing environment (E/CN.18/2009/8)

6. Means of implementation for sustainable forest management:

(a) Applying means of implementation, including financial resources, capacity-building and the transfer of environmentally sound technology;

(b) Decision on a voluntary global financial mechanism, a portfolio approach and a forest financing framework

According to the multi-year programme of work of the Forum, adopted at its seventh session (resolution 7/1), the second overall theme of the session is “Means of implementation for sustainable forest management”. The provisional agenda for the eighth session, adopted by the Economic and Social Council (decision 2007/277), has further classified this item into two sub-items, namely, (a) Applying means of implementation, including financial resources, capacity-building and the transfer of environmentally sound technology; and (b) Decision on a voluntary global financial mechanism, a portfolio approach and a forest financing framework.

It may be noted that “means of implementation” is one of the cross-cutting issues that will be a recurrent item for each session and that the Economic and Social Council, through its resolution 2007/40 entitled “Non-legally binding instrument on all types of forests”, has specifically decided to develop and consider, with a view to adopting at the eighth session of the Forum, a voluntary global financial mechanism/portfolio approach/forest financing framework for all types of forests. The Forum may wish to consider a report of the Secretary-General in the deliberation of this agenda item. As mandated by the same Council resolution, the Forum convened an open-ended ad hoc expert group meeting to develop proposals for the development of a voluntary global financial mechanism/portfolio approach/forest financing framework in Vienna from 10 to 14 November 2008. The outcome of the Expert Group meeting in the form of a Chair’s summary has been submitted for consideration by the Forum at the current session.

Documentation

Report of the Secretary-General on finance and other means of implementation for sustainable forest management (E/CN.18/2009/9)

Chair’s summary report of the meeting of the Open-ended Ad Hoc Expert Group to Develop Proposals for the Development of a Voluntary Global

Financial Mechanism/Portfolio Approach/Forest Financing Framework
(E/CN.18/2009/11)

7. Multi-stakeholder dialogue

The Forum has valued public participation in its work and has incorporated multi-stakeholder dialogues, involving the nine major groups identified in Agenda 21, in its multi-year programme of work. At each session since its second session in 2002, the Forum has been organizing multi-stakeholder dialogue, providing a platform for exchange of ideas and information between Member States and major groups on the Forum's work. The secretariat maintains constant contacts and continued consultations with major groups on the planning of the multi-stakeholder dialogues. It has been suggested that the multi-stakeholder dialogue of the eighth session be focused on seeking multi-stakeholder perspectives on the specific agenda items of the session. In preparing for the multi-stakeholder dialogue, the Forum may wish to consider a note by the secretariat and discussion papers submitted by major groups.

Documentation

Note by the secretariat on the multi-stakeholder dialogue (E/CN.18/2009/13 and addenda), transmitting the discussion papers contributed by various major groups

8. Enhanced cooperation and policy and programme coordination, including the provision of further guidance to the Collaborative Partnership on Forests

At its first session in 2001, the Forum decided to develop and maintain contacts, cooperate and make active efforts to develop synergies with the members of the Collaborative Partnership on Forests, the Commission on Sustainable Development and other functional commissions of the Economic and Social Council, as well as other relevant international and regional processes and organizations, institutions and instruments. The Forum may wish to recall that the Collaborative Partnership on Forests was formed in 2001 in response to a call from the Council (see resolution 2000/35, para. 3 (b)) to support the work of the Forum and to enhance cooperation and coordination among participants of the Partnership. As a result, the Partnership was established with the secretariats of 14 forest-related organizations, institutions and instruments, including the Forum secretariat. The latter also provides secretariat support to the Partnership, which is chaired by the Food and Agriculture Organization of the United Nations. The Economic and Social Council, in its resolution 2006/49, decided to strengthen the international arrangement on forests, re-emphasized the significance of the Partnership to the work of the Forum and reaffirmed that the Partnership would receive guidance from the Forum on its supportive role to the Forum.

The Partnership has been actively engaged in several initiatives in support of the work of the Forum. The Forum has before it for its consideration a report of the Secretary-General on this agenda item and an information document on the activities of the Collaborative Partnership on Forests Framework 2008 and 2009. The Forum may wish to consider approaches for further enhancing cooperation and policy and programme coordination and providing guidance to the Collaborative Partnership on Forests.

Documentation

Report of the Secretary-General on enhanced cooperation and policy and programme coordination (E/CN.18/2009/10)

Collaborative Partnership on Forests Framework 2008 and 2009: information document (E/CN.18/2009/12)

9. The Forum Trust Fund

With a view to ensuring transparency, the Forum, in its resolution 7/1 on its multi-year programme of work for the period 2007-2015, requested the Forum secretariat to report at each session on the operation of the Forum Trust Fund, including on the amount and source of contributions and a description of how funds have been expended. The Forum may wish to consider a note by the secretariat on the Trust Fund and provide further support for its strengthening.

Documentation

Note by the secretariat on the Trust Fund (E/CN.18/2009/15)

10. Dates and venue for the ninth session of the Forum

The Forum shall decide upon the dates and venue for the ninth session.

11. Provisional agenda for the ninth session of the Forum

The Forum shall recommend to the Economic and Social Council for adoption a provisional agenda for the ninth session.

12. Adoption of the report of the Forum on its eighth session

In accordance with rule 37 of the rules of procedure of the functional commissions of the Economic and Social Council, the Forum shall submit to the Council a report on the work of its session.

List of UNFF8 Documents

The following documents are available on the UNFF website: <http://www.un.org/esa/forests/session-documents.html>

Session Documents

- Provisional agenda • E/CN.18/2009/1 [Advance Unedited Version](#)
- Report of the Secretary-General on Achieving the four global objectives on forests and implementing the non-legally binding instrument on all types of forests • E/CN.18/2009/2 [Advance Unedited Version](#)
- Report of the Secretary-General on Regional and sub-regional inputs • E/CN.18/2009/3 [Advance Unedited Version](#)
- Report of the Secretary-General on Forests and climate change • E/CN.18/2009/4 [Advance Unedited Version](#)
- Report of the Secretary-General: Reversing the loss of forest cover, preventing forest degradation in all types of forests and combating desertification, including low forest cover countries • E/CN.18/2009/5 [Advance Unedited Version](#)
- Report of the Secretary-General on Forests and biodiversity conservation including protected areas • E/CN.18/2009/6 [Advance Unedited Version](#)
- Note by the Secretariat: Forests in a changing environment: low forest cover countries, small island developing states and high and medium forest cover countries • E/CN.18/2009/7 [Advance Unedited Version](#)
- Report of the Secretary-General on Recommendations for addressing key challenges of forests in a changing environment • E/CN.18/2009/8 [Advance Unedited Version](#)
- Report of the Secretary-General on Finance and other means of implementation for sustainable forest management • E/CN.18/2009/9 [Advance Unedited Version](#)
- Report of the Secretary-General on Enhanced cooperation and policy and programme coordination • E/CN.18/2009/10 [Advance Unedited Version](#)
- Chair's summary report of open-ended ad hoc expert group to Develop Proposals for the Development of a Voluntary Global Financial Mechanism/Portfolio Approach/Forest Financing Framework • E/CN.18/2009/11 [Advance Unedited Version](#)
- Collaborative Partnership on Forests Framework 2008 and 2009: Information document • E/CN.18/2009/12 [Advance Unedited Version](#)
- Multi-Stakeholder Dialogue: Note by Secretariat • E/CN.18/2009/13 [Advance Unedited Version](#)
- Multi-Stakeholder Dialogue : Discussion Paper for the UNFF 8 submitted by Women Major Group • E/CN.18/2009/13/Add.1 [Advance Unedited Version](#)
- Multi-Stakeholder Dialogue : Discussion Paper contributed by the Children and Youth Major Group • E/CN.18/2009/13/Add.2 [Advance Unedited Version](#)
- Multi-Stakeholder Dialogue : Discussion Paper contributed by the non-governmental organizations and Indigenous Peoples Major Groups • E/CN.18/2009/13/Add.3 [Advance Unedited Version](#)
- Multi-Stakeholder Dialogue : Discussion Paper contributed by the Scientific and Technological Community Major Group • E/CN.18/2009/13/Add.4 [Advance Unedited Version](#)
- Multi-Stakeholder Dialogue : Discussion Paper contributed by the Small Forest Landowners Major Group • E/CN.18/2009/13/Add.5 [Advance Unedited Version](#)
- Note by the Secretariat on the Trust Fund • E/CN.18/2009/15 [Advance Unedited Version](#)

Related Documents

- Responses on proposals for financing sustainable forest management (available on <http://www.un.org/esa/forests/session-documents.html>)
- UNFF8 Voluntary Reports: National Reports and Regional and Sub-Regional Reports (available on <http://www.un.org/esa/forests/reports-unff8.html>)
- Collaborative Partnership on Forests (CPF): [Strategic framework for forests and climate change](#)

Registration: Member States

Government officials should send a letter signed by an authorizing official through their Permanent Missions to the United Nations in New York, together with the filled "Registration of Members of Delegations to Temporary Meetings" form SG.6 (see page 20) to:

UN Protocol and Liaison Service
Ms. Alice Hecht, Chief of Protocol
Att. Ms. Wai Tak Chua
Fax + (212) 963 1921
<http://www.un.int/protocol/formspage.htm>

With copy to:
ECOSOC Affairs Branch
General Assembly and ECOSOC Affairs Division/DGACM
Att. Ms. Vivian Pliner, Secretary
Fax: + (212) 963 5935

Upon verification of information, the Protocol and Liaison Service will authorize pass applications which may be brought to the United Nations Pass and ID Unit, (45th Street and 1st Avenue, New York, NY) for processing.

Registration: UN Specialized Agencies & Related Inter-governmental organizations

Specialized agencies and related Inter-governmental organizations (IGOs) of the UN* should notify the UN Protocol and Liaison Service of their intent to participate in UN Forum on Forests through their liaison office in New York or via their Headquarters office.

A letter signed by an authorizing official from each organization together with the "Registration of Members of Delegations to Temporary Meetings" form SG.6 (see page 20) with official seal should be sent to:

UN Protocol and Liaison Service
Ms. Alice Hecht, Chief of Protocol
Att. Ms. Wai Tak Chua
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*The specialized agencies and related organizations include: ILO, FAO, UNESCO, ICAO, WHO, World Bank, IMF, UPU, ITU, WMO, IMO, WIPO, IFAD, UNIDO, WTO (World Tourism Organization), IAEA, and WTO (World Trade Organization).

Registration: UN Programmes and Funds

Representatives from UN Programmes and Funds* should send their pass applications directly to the United Nations Pass and ID Unit (45th Street and 1st Avenue, New York, NY; Fax + (212) 963 9541)

With copy to:
ECOSOC Affairs Branch
General Assembly and ECOSOC Affairs Division/DGACM
Att. Ms. Vivian Pliner, Secretary
Fax: + (212) 963 5935

*United Nations Programmes and Funds include:
UNCTAD, UNDP, UNEP, UNHCR, UNRWA, UNICEF, UNFPA, WFP, UNODC, UNOG, UNHCHR, UNOV, UNON, UNFCCC, UNCCD, UNU, ITC, UNAIDS, UNSSC, the UN Research and Training Institutes.

Registration: IGOs with observer status to the UN

UN Forum on Forests sessions are open to all inter-governmental organizations (IGOs) with observer status to the UN General Assembly, the UN Economic and Social Council and the supplementary arrangements for the Commission on Sustainable Development.

A letter signed by an authorizing official from each organization together with the "Registration of Members of Delegations to Temporary Meetings" form SG.6 (see page 20) with official seal should be sent to:

UN Protocol and Liaison Service
Chief of Protocol
Ms. Alice Hecht
Att. Ms. Wai Tak Chua
Fax + (212) 963 1921
<http://www.un.int/protocol/formspage.htm>

With copy to:
ECOSOC Affairs Branch
General Assembly and ECOSOC Affairs Division/DGACM
Att. Ms. Vivian Pliner, Secretary
Fax: + (212) 963 5935

Upon verification of the information, the Protocol and Liaison Service will authorize pass applications which may be brought to the United Nations Pass and ID Unit, (45th Street and 1st Avenue, New York, NY) for processing.

The list of IGOs and other entities (non-Member States, entities and organizations) which have standing invitations to participate as observers in the sessions and the work of the General Assembly and ECOSOC is available at http://www.un.org/ga/search/view_doc.asp?symbol=A/INF/62/6&Lang=E

Registration: International & regional entities with observer status to UNFF

International and regional entities with observer status to the UN Forum on Forests (UNFF) should register their representatives by sending the UNFF Secretariat an official letter on the organization's letter-head and signed by the Executive-Director listing the names and contact information of each representative being nominated to attend the UNFF8 session. Please send the letter to:

Ms. Jan L. McAlpine, Director
UN Forum on Forests Secretariat
Department of Economic and Social Affairs
One UN Plaza, DC1-1245
New York, NY 10017
Fax: +1 917 367 3186

A letter signed by an authorizing official from each organization together with the "Registration of Members of Delegations to Temporary Meetings" form SG.6 (see page 20) with official seal should be sent to:

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Att. Ms. Vivian Pliner, Secretary
Fax: + (212) 963 5935

Upon verification of information, the Protocol and Liaison Service will authorize pass applications which will be sent to the United Nations Pass and ID Unit, (45th Street and 1st Avenue, New York, NY) for processing.

The following have observer status with the UN Forum on Forests (UNFF):

Amazonian Cooperation Treaty Organization (ACTO)
Asia Forest Partnership (AFP)
Association of Southeast Asian Nations (ASEAN)
Center for International Forestry Research (CIFOR)
Central African Forests Commission (COMIFAC)
Convention on Long-Range Transboundary Air Pollution
International Centre for Research in Agroforestry (ICRAF)
International Network for Bamboo and Rattan (INBAR)
International Tropical Timber Organization (ITTO)
Ministerial Conference on the Protection of Forests in Europe (MCPFE)
Montreal Process
Secretariat of the Pacific Community
Secretariat of the Tehran Process for Low Cover Forest Countries (LFCCs)

Registration: International and regional entities without observer status

International and regional entities without observer status to the UNFF may send their participation requests to the UNFF Secretariat, via an official letter on the organization's letter-head and signed by the Chief Executive listing the names, dates of participation, and contact information of each representative being nominated to attend the UNFF session. Please send the letter to:

Ms. Jan L. McAlpine, Director
UN Forum on Forests Secretariat
Department of Economic and Social Affairs
One UN Plaza, DC1-1245
New York, NY 10017
Fax: +1 917 367 3186

Upon receipt of the nomination letter, the UNFF Secretariat will send each participant a confirmation letter with further details regarding pass retrieval at the session. This letter and a photo ID will need to be shown at to the UN Forum on Forests (UNFF) registration desk (in the main lobby of the UN building, enter through the Visitor's Entrance located on 1st Avenue and 46th Street).

Applying for observer status with the UN Forum on Forests (UNFF)

International and regional entities without consultative status can submit an application for observer status with the UN Forum on Forests. Applications are reviewed by the UNFF Bureau <http://www.un.org/esa/forests/bureau.html> and if approved, the application is submitted through the UNFF Bureau for the approval of the UN Forum on Forests on the first day of the Forum session.

The application should state the organization's geographical scope, mandate, membership and interest in receiving accreditation to the Forum as well as the relevance in the work of the Forum. Applications should be sent via the UNFF Secretariat, for transmittal to the UNFF Bureau:

Ms. Jan L. McAlpine, Director
UN Forum on Forests Secretariat
Department of Economic and Social Affairs
One UN Plaza, DC1-1245
New York, NY 10017
Fax: +1 917 367 3186

Registration: ECOSOC accredited Major Groups

Only organizations accredited with the Economic and Social Committee (ECOSOC)* of the UN or with the Commission on Sustainable Development (CSD) can register for the UNFF8 meeting. Please verify that your organization is ECOSOC accredited using the ECOSOC NGO database.

Accredited organizations can register their representatives by sending the UNFF Secretariat an official letter on the organization's letter-head and signed by the Executive-Director listing the names and contact information of each representative being nominated to attend the UNFF session.

Please send the nomination letter addressed to:

Ms. Jan L. McAlpine, Director
UN Forum on Forests Secretariat
Department of Economic and Social Affairs
One UN Plaza, DC1-1245
New York, NY 10017
Fax: +1 917 367 3186

Upon receipt of the nomination letter, the UNFF Secretariat will send each participant a confirmation letter with further details regarding pass retrieval at the session. This letter and a photo ID will need to be shown at to the UN Forum on Forests (UNFF) registration desk (in the main lobby of the UN building, enter through the Visitor's Entrance located on 1st Avenue and 46th Street).

Please make sure that your organization has the necessary consultative status BEFORE sending representatives to New York or making travel arrangements for them.

* To verify if your organization is ECOSOC accredited or accredited with please check the ECOSOC NGO online database <http://www.un.org/esa/coordination/ngo/>

If your NGO is not accredited to ECOSOC or CSD, there are several options for attending UNFF Sessions:

- Contact your Major Group Focal Point for assistance and advice http://www.un.org/esa/forests/contacts-major_groups.html
- Become part of the official delegation of an ECOSOC accredited NGO. In order to facilitate the identification of relevant ECOSOC accredited NGOs, please consult ECOSOC NGO online database <http://www.un.org/esa/coordination/ngo/>, you can search for organizations that may be relevant to your issues that may be willing to add your organization as part of their delegation to UNFF.
- Become part of your official national delegation. Explore with your UNFF National Focal Point or the relevant UN Permanent Mission the possibilities of becoming part of your country's official delegation appointed to attend the UNFF Session.
- Become ECOSOC accredited - Refer to the ECOSOC NGO website <http://www.un.org/esa/coordination/ngo/> under "How to Obtain Consultative Status" for procedures to accredit your NGO. Please note, however, that this process can take 1-3 years.

Media Accreditation

Media representatives wishing to attend the UN Forum on Forests should contact the **Media Accreditation & Liaison Unit** of the UN Department of Public Information:

Media Accreditation & Liaison Unit
Tel: 212 963 2318;
Fax: 212 963 4642
Web: <http://www.un.org/media/accreditation/>

For interviews, please contact:

Dan Shepard
UN Department of Public Information
Tel: 1 212 963 9495
Fax: 212-963-1186
e-mail: mediainfo@un.org;

or

Mita Sen
UN Forum on Forests Secretariat
Tel: 1 917 367 5069
Fax: 1 917 367 3186
E-mail: sen@un.org.

Travel support for Delegates from Developing Countries and Countries with Economies in Transition

The following information is extracted from an Information Note circulated as an annex to the Note Verbale sent to all Permanent Missions to the United Nations in New York, on 26 January 2009.

Travel Support for Participants from Developing Countries and Countries with Economies in Transition

Air travel support is available for delegates (maximum one per country) nominated by countries which are members of the Commission on Sustainable Development as well as of the Forum. Moreover, in accordance to General Assembly's Decision 58/554, limited funds are available for financing the air travel, daily subsistence allowance and terminal expenses, at the established United Nations rate, of delegates (maximum one per country) from developing countries, with priority to least developed countries, as well as from countries with economies in transition, on a first come, first serve basis.

Procedures for Requesting Travel Support

All travel support requests should be made by national authorities through their Permanent Missions to the United Nations in New York before the deadline of **10 March 2009**. The United Nations will make all necessary arrangements for issuance of the travel tickets and will inform directly the eligible delegates of those arrangements.

UNFF8 Side Event Guidelines

1. The proposed side event is expected to relate to UNFF goals and objectives and to be relevant to the UNFF process.
2. UNFF side events are open to all participants of UNFF sessions. If the proposed event is aimed for an exclusive, closed audience, organizers are advised to seek alternative locations outside the main UN building.
3. Side event organizers that are non- governmental or inter-governmental organizations must be accredited with the UN.
4. Organizations interested in requesting a Side Event time slot should do so using the UNFF 8 Side Events Request Form. This form asks requestors to indicate the title/description of their event, the preferred dates and times, and the size of room and equipment they would need for the event. The UNFF secretariat will make an effort to place each event in the most preferred date and time although given the number of events this is not always possible. In the event that the preferred date/time is not possible, the UNFF secretariat will consult with the organizer to identify a suitable slot.
5. The side event requests should be submitted by no later than **10 March 2009**. Requests received after this deadline will not be considered.
6. The UNFF secretariat enters requests received into a "Side event list". Once the side events deadline for submission of requests has passed and events are confirmed, this list is finalized and made available on the UNFF website.
7. Due to space and time limits there are a limited number of side event slots available during UNFF sessions. If the numbers of requests received exceed the total number of available slots, the UNFF secretariat will select events on the basis of their potential contribution to the overall UNFF session, geographical balance, and balance in coverage of the agenda issues. To the extent possible the UNFF secretariat will consult with the side event organizers to combine events that are on similar topics.
8. Event organizers will receive written confirmation of the status of their after the submission deadline has passed but no later than two weeks before the start of the UNFF session.
9. Side event organizers are responsible for making arrangements for grounds passes for the individuals they invite as lecturers, presenters, or speakers for their event. Last minute requests to the UNFF secretariat for guest or visitor passes will not be entertained.
10. Room allocations for side events are made once written confirmation of a time slot is received from event organizers. The UNFF secretariat reserves the right to modify room allocation even after confirmations have been sent. This change is sometimes necessary due to other meetings that have priority over side events.
11. Inter- governmental meetings always have first priority for use of UN meeting rooms. Side events may be cancelled at the last minute if an inter-governmental meeting needs to use the room where the side event was scheduled. In these cases, the UNFF secretariat will attempt to reschedule the cancelled event in an alternate room or on another date as far as possible.
12. Side event organizers can request the following equipment and services for their event: projectors (laptop-to-screen projector, slide projector, overhead projector, and video), microphones (standing mikes or use of the sound system in the meeting rooms), projection screens, and sound recording of the event (based on availability of a recording station in the

room). Most of these services and equipment have costs associated with them which event organizers must be prepared to cover. Equipment requests can be made using the attached Side Events Request Form.

13. Organizers who wish to bring their own equipment need to notify the UNFF secretariat at least one week before the start of the UNFF session so that the necessary arrangements can be made with UN Security. Last minute requests for this type of arrangement are highly discouraged.
14. Interpretation services are **not available** for side events. Organizers should plan to hold their event in English.
15. Organizers requiring use of Internet connections during their side event should notify the UNFF secretariat so that the necessary connection can be arranged. This may involve additional costs that need to be covered by the side event organizer. Please note many rooms within the UN are equipped with wireless internet connections.
16. Printed materials can be distributed during the side event and during the UNFF meetings by using the tables placed in the back of and just outside the meeting rooms. Since the meeting rooms where side events take place are also where the official UNFF meetings are conducted, organizers are requested to be responsible for material distribution and ensure that the rooms are left free of clutter after their side event.
17. Distribution of printed materials not directly related to the UNFF objectives is not permitted during a side event. The UNFF secretariat will authorize removal of materials judged to be inappropriate. **Sale of goods or materials at side events is strictly prohibited.**
18. Displays and exhibitions are allowed if organized through the proper channels through the UNFF secretariat. Side event organizers are advised not to set up displays or posters on meeting room walls to avoid removal and loss of their materials.
19. Food or drinks are not allowed in UN meeting rooms. Activities that involve food or drinks, such as receptions, are only allowed in the areas designated for this purpose and must be arranged directly with the UN Catering Services, telephone: +1 212 963 7099. The Side Events Team will not facilitate such arrangements.
20. Publicizing the side event is the responsibility of the event organizers. The Secretariat includes listings of side events in the program of activities which is circulated to participants on the first day of the session.

For further information please contact:

UNFF Secretariat
One UN Plaza, DC1-1245
New York, N.Y. 10017, USA
Fax: + 1 (917) 367 3186
E-mail: unff@un.org

UNFF8 Side Event Request Form

Submission Deadline: **10 March 2009**

Requesting Organization: _____

Contact Person: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Title of the Event (Please attach a description of the event to this form.):

What UNFF8 agenda item is this event most relevant to, and how?

Preferred dates:

Priority	Date
First	
Second	

Need a room that can accommodate a total of (please chose one):

30-50 persons 50-100 persons 50-100 persons

Equipment and services requested:

- | | |
|---|--|
| <input type="checkbox"/> Laptop-to-Screen Projection Unit | <input type="checkbox"/> VCR/with TV monitor |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Slide Projector |
| <input type="checkbox"/> Video Projector | <input type="checkbox"/> Sound (in room microphones) |
| <input type="checkbox"/> Foldable Screen | <input type="checkbox"/> Sound recording |
| | <input type="checkbox"/> Internet connection |

Other equipment/services (please specify) _____

I have read and understand the Side Event Guidelines. The costs related to use of the above requested equipment and services will be covered by:

Name of Organization _____

Signed by: _____
 Please print full name and title below signature line _____

PLEASE TYPE OR PRINT ONLY



PROTOCOL AND LIAISON SERVICE

REGISTRATION OF MEMBERS OF DELEGATIONS TO TEMPORARY MEETINGS

_____ requests the U.N. Protocol and Liaison Service
 Permanent/Observer Mission - Observer Office - Specialized Agency

to issue a building pass to _____

who will participate in the meeting of _____
 Delegate's date and port of entry in the
 U.S.: _____ (d/m/y)

Departure date: _____ (d/m/y)

Occupation in the sending State: _____

SIGNATURE _____
 NAME (please type/print) _____
 Head of Chancery/Administrative Officer

OFFICIAL SEAL _____
 New York _____
 (day/month/year)

APPLICATION FOR UNITED NATIONS BUILDING PASS

NAME	COUNTRY/ORG
MEETING	

In the capacity of:

Head of Del. <input type="checkbox"/>	Rep. <input type="checkbox"/>	Alt. Rep. <input type="checkbox"/>	Adviser <input type="checkbox"/>	Expert <input type="checkbox"/>	Interpreter <input type="checkbox"/>	Spouse <input type="checkbox"/>	**Staff <input type="checkbox"/>
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FOR PROTOCOL USE ONLY							
Expiration date: _____							
Signature _____ (Approving Officer)							
Code:	GD <input type="checkbox"/>	DE <input type="checkbox"/>	AD <input type="checkbox"/>	PS <input type="checkbox"/>	PC <input type="checkbox"/>	OS <input type="checkbox"/>	OC <input type="checkbox"/>

**Attach copy of valid passport/visa, alien registration card or US birth certificate.

SG.6 (5-05) - E