

CSD 17 PARTNERSHIPS FAIR

Preliminary Guidelines and Request Forms



Introduction

The CSD Partnerships Fair provides a venue for registered Partnerships for Sustainable Development to showcase progress, launch new partnerships, network with existing and potential partners, create synergies between partnerships and learn from each other's experiences. The Partnerships Fair gives CSD participants an opportunity to gather information on and discuss the valuable contribution of these important initiatives towards supporting the implementation of inter-governmentally agreed sustainable development goals and objectives.

The Partnerships Fair is an official part of the CSD and a summary of its activities will be included in the Report of CSD 17.

CSD 17 Partnerships Fair Activities

The CSD 17 Partnerships Fair will take place at UN Headquarters in New York from 4 to 12 May 2009, except during the CSD 17 High Level Segment when Partnerships Fair activities will not be scheduled.

The CSD 17 Partnerships Fair Programme of activities will mainly feature:

- **"Partnerships in Practice" Interactive discussions.**
- **Training sessions.**
- **Partnerships Information Desks.**

All Partnerships Fair discussion sessions and training sessions will take place in the Partnerships Fair Conference Room (tbc). The Partnerships Fair information desks will be located in the 'neck area' (the corridor between the Vienna Café and the elevators in the 1st basement of the Conference Building at UNHQ).

Additional activities of interest to partnerships are being considered, which will aim to facilitate networking opportunities and synergies between CSD registered partnerships and other established sustainable development initiatives around the world, in particular within the thematic cluster of CSD 16/17. Further details on the modalities for these activities will be posted on-line in early 2009.

We are also encouraging CSD registered partnerships to send us suggestions on activities of their interest that could enhance CSD Partnerships Fair activities. Proposals should take into account the mandate of the CSD on partnerships as agreed at CSD-11 and aim to showcase lessons learned and best practices in the implementation of sustainable development through partnerships. We will be pleased to receive your suggestions at beyondwssd@un.org

A more detailed schedule of the Partnership Fair activities during the CSD 17 session will be made available on the CSD Partnerships website in early 2009:

<http://www.un.org/esa/sustdev/partnerships/partnerships.htm>

Please be advised that a comprehensive programme of Partnerships Fair activities will not be organized during the Intergovernmental Preparatory Meeting (IPM) from 23 to 27 February 2009. Consideration is being given to the possibility of organizing just a limited number of activities during this time. Further details on these activities will be posted on-line shortly.

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“Partnerships in Practice” interactive discussion sessions

These sessions are organized by the CSD Partnerships Team to generate an open dialogue on practical issues related to partnerships working to implement sustainable development within the CSD 16/17 thematic cluster, namely in the areas of Agriculture, Rural Development, Land, Drought, Desertification and Africa, as well as on issues common to all partnerships.

In keeping with the policy-year focus on “practical measures and options to expedite implementation of commitments”, these interactive discussions aim to offer the opportunity to highlight “on the ground” experiences from partnership practitioners and are designed to maximise opportunities for CSD participants to raise questions, identify challenges, share information on lessons learned and best practices as well as find innovative solutions.

As indicated, interactive discussion sessions will take place in the CSD Partnerships Fair room (tbc) and are generally scheduled from 3:00 pm to 5:30 pm during the Partnerships Fair.

A detailed schedule and specific themes of the “Partnerships in Practice” discussions sessions during the CSD 17 session will be announced on the CSD Partnerships website at a later date: <http://www.un.org/esa/sustdev/partnerships/partnerships.htm>

Partnerships training sessions

During CSD 16, two training sessions on partnerships-related issues were offered to CSD participants which attracted a significant amount of interest and participation. These highly interactive and dynamic sessions provided CSD participants with very valuable tools, resources, examples and practical experiences on establishing, developing and maintaining effective partnerships. They also highlighted the challenges, benefits and incentives of using partnerships as collaborative mechanisms or models for more effective delivery of sustainable development goals and objectives, involving a diverse group of stakeholders.

The CSD Secretariat will be offering once again the opportunity for organizations and/or Governments to sponsor similar sessions during CSD 17. Kindly contact the CSD Secretariat in early 2009 to discuss availability of time-slots and potential themes.

As indicated, all Partnerships training sessions will take place in the CSD Partnerships Fair room (tbc).

Partnerships Fair information desks

A limited number of information desks, free of charge, will be available upon request for those participating in CSD registered partnerships. CSD Partnerships representatives will have the opportunity to display and distribute information about their partnership as well as discuss their work more directly with representatives attending the CSD 17.

Partnerships Information Desks will be offered from 4 to 12 May 2009 from 10:00 AM to 6:00 PM. Please be advised that Partnerships Information Desks will not be available during the CSD 17 High Level Segment.

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As indicated, the desks will be located in the so-called 'neck area' (located in the corridor between the Vienna Café and the elevators in the 1st basement of the Conference Building at UNHQ).

The typical setup of an information desk will most likely include:

- 1 table to display materials (Approximate dimensions 5 foot long);
- 1-2 cloth covered panel boards (Approximate dimensions: 4 foot wide x 6 foot tall) set up behind the table for posters or other visual displays; and
- Two chairs.

If you would like to request a time-slot for a Partnerships Fair Information Desk during the CSD 17 session, please complete the attached request forms and submit them to the CSD Secretariat's Partnership Team **no later than 13 March 2009.**

Who should attend the Partnerships Fair?

All CSD participants, including representatives of Governments, UN system organizations, other intergovernmental organizations and accredited major groups, are welcome to attend the Partnerships Fair.

In particular, partnerships working in the areas of the CSD 16/17 thematic cluster - Agriculture, Desertification, Drought, Land, Rural Development and Africa -, are encouraged to participate. The launching of new partnerships is also encouraged and welcomed.

Please be advised that registration of a partnership with the CSD Secretariat does not constitute accreditation to the Commission on Sustainable Development. In order to gain access to UN premises during CSD 17, partners must ensure that they are accredited to the Commission on Sustainable Development (through a Government, intergovernmental organization, or Major Group). For more information on the accreditation of Major Groups please refer to the Guidelines for Major Groups Participation¹.

Launching a new partnership

If you would like to launch a new partnership at CSD 17 and participate in the Partnerships Fair, please complete the CSD Partnership on-line Registration form² and submit it with your Partnerships Fair request form. If your proposed partnership is in keeping with CSD-11 criteria and guidelines³, the Partnerships Team will contact you and make the necessary arrangements to register your partnership and to process your Partnerships Fair request.

¹ See <http://www.un.org/esa/sustdev/mgroups/participation.htm>

² See http://www.un.org/esa/sustdev/partnerships/partnerships_registration.htm

³ See http://www.un.org/esa/sustdev/partnerships/csd11_partnerships_decision.htm

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Display and distribution of informational materials

Posters can be displayed at information desks (see above). Partners interested in distributing flyers, publications, brochures, and other materials related to their partnership may use a small display area in the Partnerships Fair room.

The CSD Secretariat will NOT accept shipments of any such materials; participants should instead bring small quantities of their materials into the UN building in person. Please note that space will be limited and participants may need to replenish their stocks on a daily basis.

Publicizing the CSD Partnerships Fair

The full programme of activities for the Partnerships Fair and Participants Guide will be posted on the CSD 17 Partnerships Fair webpage⁴ and hard copies will be made available to all those attending CSD 17, updated as necessary on a daily basis.

Daily updates to the Partnership Fair programme will be published through the “CSD Today” bulletins available on-site and summaries of the daily activities will be made available through the “Partnerships Wire”. Further efforts are also being explored to publicize more effectively and widely the activities during the CSD 17 Partnerships Fair.

Provisions will be made to showcase as many CSD Partnerships relevant materials on the CSD Partnerships website leading up to and during the CSD 17 session. We strongly encourage CSD Partnerships to send us electronic copies of any posters you may be using as well as photographs of your projects and any other relevant materials so that we can include this information on the Partnerships website.

CSD Partnerships Database

This interactive and comprehensive database contains information from over 340 partnerships that have voluntarily registered their activities with the Secretariat of the Commission on Sustainable Development. The information contained in this database is based on partnerships voluntary self-reports.

Thus, the CSD Secretariat is urging all CSD registered Partnerships to keep updating their information in the database in the lead up to the CSD 17 so that CSD participants will be able to access the most current information on partnerships’ latest achievements and contributions to implementation.

We are encouraging partnerships to update their database entries **no later than 10 April 2009.**

The database can be accessed by clicking [here](#).

⁴ See http://www.un.org/esa/sustdev/partnerships/partnerships_whatsnew.htm

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Key CSD Partnerships-related documents for CSD 17

- Secretary-General's Report on Partnerships for sustainable development (2008)
http://www.un.org/esa/sustdev/documents/docs_csd16.htm
- Background paper: summaries of CSD registered partnerships for sustainable development - CSD 16/17 implementation cycle (2008)
http://www.un.org/esa/sustdev/documents/docs_csd16.htm
- CSD 17 Partnerships Fair: Participants Guide and detailed Programme of activities (estimated publication date - March 2009)

Important Dates

13 March 2009	Deadline for registered partnerships to submit request forms for CSD-17 partnerships information desks.
March 2009	CSD 17 Partnerships Fair detailed Participants Guide and Programme of activities available at http://www.un.org/esa/sustdev/partnerships/partnerships.htm
10 April 2009	Deadline for registered partnerships to update their database entry in order for their most current information to be available for CSD 17
4 May 2009 10:00 AM	Opening of CSD 17 (Conference Room tbc).
4 May 2009 3:00 PM	Opening session of the CSD 17 Partnerships Fair (Partnerships Fair Conference Room – Room tbc).
12 May 2009 3:00 PM	Closing session of CSD 17 Partnerships Fair (Partnerships Fair Conference Room – Room tbc).

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Partnerships Fair Request Form for CSD 17

PART ONE: INFORMATION DESK REQUEST FORM

Name of partnership: _____

Is this a CSD-registered partnership? _____

**Note: If you plan to launch a new partnership at CSD 17, please submit a copy of the Partnerships Registration form along with this request form.*

Requesting organization: _____

Contact person: _____

Address: _____

City, State, Country _____

Tel: (+ country & area code) _____

Fax: (+ country & area code) _____

E-mail: _____

Any costs related to this request will be covered by: (e.g. costs related to additional equipment and/or information materials) _____

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

DEADLINE FOR SUBMISSION OF THIS FORM: 13 MARCH 2009

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Partnerships Fair Request Form for CSD 17 (contd.)

PART TWO: INFORMATION DESK REQUEST FORM

Name of person(s) manning the desk: _____

Tel: (+ country & area code) _____

Fax: (+ country & area code) _____

E-mail: _____

Main theme(s) of the partnership:

- Agriculture
- Drought
- Desertification
- Land

- Rural Development
- Africa
- Other (please specify):

Preferred dates and times: (Please indicate more than one option to help with the scheduling process.)

Priority	Date	Morning	Afternoon
First			
Second			
Third			

Notes:

Partnerships Information Desks will be offered from 4 to 12 May 2009 from 10:00 AM to 6:00 PM, except during the CSD 17 High Level Segment when Partnerships Information Desks will not be available.

Subject to demand, the duration of the information desks will be either full day or ½ day time slots. We have asked you to indicate the time of day you would prefer, in the event that we have to allocate ½ day slots.

DEADLINE FOR SUBMISSION OF THIS FORM: 13 MARCH 2009