



Guidelines for Major Groups

on

CSD 9

April 2001

and

Preliminary information on the Rio+10 process



This information note as well as all other CSD related materials are available electronically at

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

The Web site contains information on all previous CSD meetings since 1993 including official reports, background papers, case study and success story collections, reports submitted by Governments on their sustainable development activities, various other studies and papers on Agenda 21 themes, as well as links to partner organizations. The information on the site is updated frequently and we would urge all major groups to visit the site regularly to stay current with the CSD process.



Due to resource constraints, this information note is available in English only. Parties interested in translating the text into other languages are welcome to do so and need not formally obtain permission of the CSD Secretariat. However, we would appreciate knowing about the translations and receiving a copy of the translated material for our records.



For further information, comments and inquiries regarding Major Groups related issues, please contact:

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Dear Friends and Colleagues,

With this information note we invite your organization to make a contribution to the ***ninth session of the Commission on Sustainable Development (CSD)*** that will meet in **April 2001**. The note contains detailed information on the agenda of the session, the milestone dates to keep in mind as you prepare your contributions to the session's work, the related inter-sessional meetings organized on the agenda themes, and a list of useful contacts in the CSD Secretariat and in its partner UN bodies.

The CSD is currently in its second five-year program adopted by the Special Session of the General Assembly to review implementation of Agenda 21 (also known as Earth Summit II) and only one session away from the ten-year anniversary of the 1992 Earth Summit in Rio de Janeiro. The tenth session of the CSD will act as the Preparatory Committee for **Rio+10**, the Summit meeting that will take place in mid-2002. In this note, you will find information on both the CSD9 and information that is so far available on the Rio+10 process.

The CSD has been innovative in generating broad-based participation in sustainable development. Its work to-date has been highly participatory, relative to other similar bodies, and it continues to experiment and adopt novel participatory mechanisms to increase the involvement of major groups in sustainable development efforts at the UN and around the world.

Maintaining and enhancing the established participatory tradition of Agenda 21 follow-up requires continued commitment by all parties. Without **your** involvement the sustainable development agenda will have limited success under the best of conditions. We hope that this information note will provide your organization and its constituency with the starting points of how to contribute and influence the CSD-9 and Rio+10 processes.

We look forward to working with all of you and to facilitating your active involvement in the work ahead.

CSD Secretariat
Division for Sustainable Development
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Section on CSD-9

In April 2001 the Commission on Sustainable Development will hold its ninth session, a two-week meeting tentatively scheduled from **16 to 27 April 2001**. This note aims to provide you with a road map of the process leading up to the session and information how to contribute and prepare for the session.

The Commission was created to monitor and review the implementation of Agenda 21 and the other agreements reached by the Earth Summit (1992, Rio de Janeiro). A stock taking exercise for the first five years of the CSD's work was held in June 1997 by way of the 19th Special Session of the General Assembly. The 1997 review adopted the second five-year programme of work for the period 1998-2002, which now guides the CSD process. A ten-year stock taking exercise, Rio+10, will take place in 2002.

The list of members of CSD9 is available in Annex II. CSD9 Bureau is composed of:

Chairman	Professor Bedrich Moldan	Czech Republic
Vice-Chairman	Ms. Alison Drayton	Guyana
Vice-Chairman	Professor Matia Mulumba Semakula Kiwanuka	Uganda
Vice-Chairman	Mr. David Stewart	Australia
Vice-Chairman	(to be determined)	

CSD-9 THEMES AND PROCESS MILESTONES

Themes of CSD-9	Milestone Dates
<p>Energy & Transport <i>(Themes of the Multi-stakeholder Dialogue Segment Themes)</i></p> <p>***</p>	<p>Deadline to finalize reports: December 2000</p> <p>***</p>
<p>Atmosphere</p> <p>***</p>	<p>Second meeting of Ad Hoc Open-ended Inter-governmental Group of Experts on Energy (Tentative dates: 28 Feb.- 2March 2001)</p> <p>***</p>
<p>Information for decision-making and participation</p> <p>***</p>	<p>Ad Hoc Intersessional Working Groups of CSD-9 (Tentative dates: 5 – 16 March 2001) New York</p> <p>***</p>
<p>International cooperation for an enabling environment</p>	<p>Ninth Session of the CSD (Tentative dates: 16 – 27 April 2001) New York</p>
<p><i>Overarching issues for all CSD-sessions under the current work programme are Poverty and Consumption Patterns.</i></p>	



INFORMATION ON CSD-9 REPORTING PROCESS

The CSD's deliberations are based on reports and supplementary materials that identify the main trends and emerging issues under the themes of a given year's agenda. Each theme is covered in a Secretary-General's (SG) Report that may be supplemented by one or more Addenda and at times by other materials such as background papers or case studies.

The SG Reports are limited to 16 pages in length and are produced in the six official languages of the United Nations. The Addenda to the SG reports are also of limited length and available in languages. A number of background papers and case studies on the agenda themes are also prepared to provide more detailed information but are available in English only.

Preparation of the official reports is made possible through a collaborative process that directly involves the UN system bodies as thematic Task Managers, coordinated by the Inter-Agency Committee on Sustainable Development (IACSD). This system of Task Managers maximizes the use of available information and expertise of the entire United Nations system. [Annex 3](#) provides a detailed list of all Task managers and their CSD Secretariat Focal Point counterparts as a way to invite you to establish direct contacts with the Task Managers and Focal Points for exchanges of views and information and to make inputs into the reporting process.

The preparation of the official reports and the supplemental materials involves inputs from major group organizations around the world to the extent that they wish to provide information on their activities, experiences, views, and recommendations for future action.

Major Group organizations can either send their written inputs to the Major Groups Focal Point in the CSD Secretariat for distribution to the relevant Task Managers or send them directly to the appropriate Task Managers who will use the inputs that are received on time in preparing their analytic reports for CSD. Major group organizations are also encouraged to submit case studies about their projects in issues and subject areas related to the CSD agenda.

List of Reports and Supplementary Materials for CSD-9

ISSUE: ENERGY

1. Report of the Secretary General on Energy for Sustainable Development: Strategies and Actions

Task Manager: DESA

Supplemented by: *Report of the second session of the Ad Hoc Open-ended Intergovernmental Group of Experts on Energy (February 2001). Report of the first session of the Ad Hoc Open-ended Intergovernmental Group of Experts on Energy (March 2000, Document number: E/CN.17/2000/12). Reports submitted to the first session of the Group of Experts on Energy including the Report of the Secretary-General on National Submissions (E/CN.17/ESD/2000/2) and Report of the Secretary General on Energy and Sustainable Development: Key Issues (E/CN.17/ESD/2000/3). Report on the first session of the Committee on Energy and Natural Resources for Development, 5-16 April 1999 (E/C.14/1999/2). Report of the second session of the Committee on Energy and Natural Resources for Development, 14-25 August 2000. A Background paper containing case studies on energy and sustainable development. The World Energy Assessment.*

Papers for the Multi-Stakeholder Dialogue Segment on Energy and Transport: *A total of 5 'dialogue starters' of 16 pages each will be prepared for the Dialogue Segment by the key stakeholder groups and released as Background Papers 1 through 5. Please see section on Energy and Transport Segment for more detail.*

ISSUE: TRANSPORT

2. Report of the Secretary-General on Transport for Sustainable Development

Task Manager: DESA

Supplemented by: *Background paper by the Global Initiative for Transport Emissions (GITE); Background paper by the International Civil Aviation Organization on Aviation and Sustainable Development.*



Papers for the Multi-Stakeholder Dialogue Segment on Energy and Transport: A total of 5 'dialogue starters' of 16 pages each will be prepared for the Dialogue Segment by the key stakeholder groups and released as Background Papers 1 through 5. Please see section on Energy and Transport Segment for more detail.

ISSUE: ATMOSPHERE

3. Report of the Secretary-General on Atmosphere

Lead organization: *UNEP and WMO*

Supplemented by: *to be determined.*

ISSUE: INFORMATION FOR DECISION-MAKING AND PARTICIPATION

4. Report of the Secretary-General on Information for Decision-Making and Participation

Task Manager: *DESA and UNEP*

5. Report of the Secretary-General on Implementation of the CSD Work Program on Indicators for Sustainable Development

Task Manager: *DESA*

Supplemented by: *Addendum containing Proposals for Aggregation of CSD Indicators and Next Steps; Background paper on Frameworks and Methodologies of CSD Indicators.*

ISSUE: INTERNATIONAL COOPERATION FOR AN ENABLING ENVIRONMENT

6. Report of the Secretary-General on International Cooperation for an Enabling Environment

Lead Organization: *DESA*

Supplemented by: *to be determined*

Please check our WEB site at www.un.org/esa/sustdev regularly for more information on the reporting process.

REPORTING DEADLINES

SG Reports

Must be finalized by **1 December 2000**. Written inputs from Major Group organizations need to be submitted by no later than **15 October 2000**. Earlier submissions are encouraged.

Background papers

Major Group organizations need to submit written inputs by no later than **1 January 2001**.



Inputs from Major Groups

The CSD Secretariat encourages and welcomes inputs from major group organizations on the topics listed above. Major Groups that wish to make an input should send it in writing (email, fax, or mail) to the Major Groups Programme Coordinator in the CSD Secretariat, or directly to the Task Managers (coordinates in [Annex 3](#)). If your organization wishes to make a contribution, please observe the deadlines provided above. Inputs received after these deadlines will be difficult to integrate into the analytical process. Your inputs should:

- ◆ **Be brief** (about 5 pages and not longer than 10 pages),
- ◆ **Relate to specific experiences** in implementation or monitoring activities,
- ◆ **Focus on the lessons-learned/trends observed** in the course of activities, and
- ◆ **Highlight policy directions** that can be brought to the attention of the CSD.

Your contributions to the reporting process will strengthen the overall analysis on a given issue and increase the validity of the recommendations made.

INTER-SESSIONAL MEETINGS ON THEMATIC ISSUES OF CSD9

To produce better information on the agenda themes a number of expert group meetings, seminars, workshops and other consultation opportunities are organized throughout the year in addition to the Ad Hoc Inter-sessional Working Group meetings of the CSD that precede the regular session of the Commission. These meetings may be sponsored and hosted by Governments as well as by various UN agencies, and often include representatives from major group organizations. The list below includes those inter-sessional meetings and other preparatory events that were known at the time of writing of this note. Updates on additional events that may be organized will be available on the WEB site at www.un.org/esa/sustdev or by contacting the CSD Secretariat.

Energy and Sustainable Development

18-20 September 2000. Bangkok, Thailand. *Ad Hoc Expert Group Meeting on Strategic Planning Towards a Sustainable Energy Future: Policy Options, Barriers and Action Plans.* Contact: Mr. K. N. Mak; tel: 212-963-8798, fax: 212-963-4340, email: mak@un.org

October 2000. (Cotonou, Benin, or Ouagadougou, Burkina Faso). *Seminar on Energy Policies in Sub-Saharan Africa and Sustainable Development.* Contact: Mr. Daniel Brun at email: daniel.brun@diplomatie.fr

9-10 October 2000. Vienna, Austria. *Regional Workshop on Challenges and Solutions for Energy Efficient and Sustainable Transport in Europe and NIS: Legal and Fiscal Framework, Technology and Funding*¹. Contact: Mr. Stephan Fickl; tel: 431-586-1524, fax: 431-586-9488, email: fickl@eva.ac.at

October/November 2000. New York, USA. *Ad Hoc Expert Group Meeting on Sustainable Development in Production, Distribution, and Use of Energy.* Contact: Mr. K. N. Mak; tel: 212-963-8798, fax: 212-963-4340, email: mak@un.org

29 October – 2 November 2000. (Marrakesh, Morocco, or Paris, France). *International Workshop on Globalization, Energy and Environment.* Contact: Mr. Daniel Brun at email: daniel.brun@diplomatie.fr

¹ Jointly sponsored by the Austrian Federal Ministry for Transport, Innovation and Technology; Austrian Federal Ministry of Environment; Permanent Mission of Austria to the UN in Vienna; UNIDO; and, UNDESA.



1 November 2000. Geneva, Switzerland. *High-Level Multi-stakeholder Forum on Sustainable Energy in a Competitive Market: Forging Partnerships.* Contact: Mr. George Kowalski, UN Economic Commission for Europe; tel: 4122-917-2417, fax: 4122-917-0038

17-19 November 2000. Riyadh, Saudi Arabia. *Seventh International Energy Forum.* Contact: Mr. Mohammed A. Al-Fehaid; tel: 966-3874-6082, fax: 966-3873-1209, email: fehama0a@aramaco.com.sa

21-24 November 2000. Bali, Indonesia. *Asia-Pacific: Regional High-Level Meeting on Energy and Sustainable Development.* Contact: Mr. J. Gururaja; tel: 212-963-8785, fax: 212-963-4340, email: gururaja@un.org

4-6 December 2000. Nairobi, Kenya. *Africa: High-Level Regional Meeting on Energy and Sustainable Development.* Contact: Mr. Walter Shearer, tel: 212-963-8444, fax: 212-4340, email: shearer@un.org

11-13 December 2000. Laxenberg, Austria. *Rural Energy: Priorities for Action, First meeting of the Global Forum on Sustainable Energy.* Contact: Ms. Jasmin Qureshi at email: jasmin.queshi@bmaa.gv.at

Transportation

16-17 October 2000. New York, USA. *Expert Group meeting on Transport and Sustainable Development.* Contact: Ms. Kathleen Abdalla; tel: 212-963-8416, fax: 212-963-4340, email: abdalla@un.org

25-28 September 2000. Rio de Janeiro, Brazil. *International Conference on Energy Efficiency in Road Transportation.* Contact: The Brazilian Committee of the World Energy Council, tel: 5521-527-8593, fax: 55-21-538-0508, email: cbcme@furnas.gov.br

Information for Decision Making and Participation

25-28 September 2000. Ottawa, Canada. *Workshop on Information for Decision Making.* Contact: Mr. Lowell Flanders; tel: 212-963-8792, fax: 212-963-1267, email: flanders@un.org

OFFICIAL MEETINGS OF CSD-9

Ad Hoc Open-Ended Intergovernmental Group of Experts on Energy

The second session of this expert group is scheduled from **28 February to 3 March 2001**. The meeting will focus on energy and energy related aspects of transport. The outcome of the discussions will be submitted to CSD9 in April. The first session of the Expert Group took place in March 2000.

Ad Hoc Intersessional Working Groups of CSD-9

The Ad Hoc Inter-sessional Working Groups (ISWG) of the ninth CSD is tentatively scheduled from **5 to 16 March 2001** in New York. One working group will focus on the sectoral cluster (transport and atmosphere) and the other on the cross-sectoral cluster including information for decision-making and participation, and international cooperation for an enabling environment. The discussions of the ISWGs will be based on the SG reports on these topics. A more detailed program of the ISWGs, including the list of side events and special events that may be organized during the Working Groups, will be announced on our Web site as soon as it is available.



Ninth Session of the CSD

The next CSD meeting is tentatively scheduled from **16 to 27 April 2001**. A tentative scenario for CSD-9 is as follows:

Date	Morning Session	Afternoon Session
16 April	Opening of CSD-9	Multi-stakeholder Dialogue (on Energy and Transport)
17 April	Multi-stakeholder Dialogue	Multi-stakeholder Dialogue
18 April	Multi-stakeholder Dialogue	Special panel on financing energy and transportation
19 April	High Level Segment	High Level Segment
20 April	High Level Segment	High Level Segment
23 April	Drafting Groups	Drafting Groups
24 April	Drafting Groups	Drafting Groups
25 April	Drafting Groups	Drafting Groups
26 April	Drafting Groups	Drafting Groups
27 April	Drafting Groups	Adoption of the report. Closing of the meeting

A more detailed program, including the various side events, special events and other activities organized around CSD-9 will be available on our Web site during the last week of March 2001.

Those interested in organizing a side event during CSD9 are kindly requested to read the Side Event Guidelines and use the enclosed Side Events Request Form in [Annex 4](#).

Multi-stakeholder Dialogue on Energy and Transport

The multi-stakeholder dialogues will continue at CSD-9 with a focus on Energy and Transport for Sustainable Development. The purpose of the multi-stakeholder segment is to generate action-oriented dialogue between governments and major groups on a specific economic sector, and to identify future policies and actions that increase the positive impact of this economic sector on sustainable development objectives.

Structure of the Dialogue Segment

As was the case in previous dialogue segments, the Energy and Transport Segment will have four sessions scheduled in the early part of the two-week CSD session. The segment is tentatively scheduled from the afternoon of 16 April through the morning of 18 April 2001. Each session of the Segment will start with a seven-minute presentation each from the NGO, trade union, local authority, business and scientist delegations, followed by two ten-minute reactions from the governments (one southern and one northern). Participants will engage in a dialogue in the remaining two hours of the session. The Chairman of the CSD will moderate the Segment and may request specific inputs from others present, such as representatives of UN organizations.



Organizing Partners

The preparation of the multi-stakeholder dialogue segments is itself a multi-stakeholder process. For each dialogue segment key major group networks are invited to form a steering group, which coordinates the preparations and facilitates the engagement of the stakeholders. The Division for Sustainable Development chairs the steering group and facilitates its work in the preparatory period. The organizing partners for the Energy and Transport segment include:

For NGOs	NGO Caucus on Climate Change and Energy, and the NGO Caucus on Sustainable Transportation
For Workers and Trade Unions	International Confederation of Free Trade Unions (ICFTU) through the Trade Union Advisory Council to the OECD in collaboration with ICEM, IMF, ITF and PSI ²
For Business and Industry	International Chamber of Commerce (ICC), World Business Council for Sustainable Development (WBCSD), and World Energy Council (WEC)
For Local Authorities	International Council for Local Environmental Initiatives (ICLEI)
For Scientific Communities	International Council of Scientific Unions (ICSU), and the World Conservation Union (IUCN)

The organizing partners carry out the following main tasks:

- ◆ Consult with their network to prepare their 'dialogue starter' papers

The dialogue starters are short papers (no longer than 16 pages) that present the views of a particular major group on the discussion topic including recommendations for future work in that area. The papers cover all four topics of the dialogue segment. They intend to start the discussion and are not seen as 'position' papers. Drafts of the dialogue starters will be available on the CSD Secretariat's DSD Web site in early January 2001.

- ◆ Identify the individuals to represent their major group at the dialogues, in consultation with their network

Each major group will participate with a delegation of 16-20 representatives from their network. Seating will be arranged to accommodate both the delegations of the five major groups and the government representatives. A draft list of major group participants will be available by 23 March 2001.

- ◆ Coordinate and facilitate their group's contributions and participation during the dialogue segment.

² These acronyms stand for International Federation of Chemical, Energy, Mine and General Workers' Unions (ICEM); International Metal Workers Federation (IMF); Public Services International (PSI); and International Transport Federation (ITF).



Topics of the Dialogue Segment

- ◆ *Achieving equitable access to clean energy: incentives, subsidies, regulations or voluntary measures? (Tentatively scheduled for the afternoon session of 16 April 2001)*

This session is expected to focus on whether and how access to clean energy can be increased in an equitable fashion. The focus is primarily on various economic measures and other mechanisms that can help increase such access. Participants are expected to present and compare their experiences with existing economic incentives, regulatory mechanisms and voluntary initiatives in this area and make proposals on how to further those mechanisms that have made a positive contribution and new mechanisms that should be considered.

- ◆ *Eco-efficiency, eco-effectiveness or business-as-usual: choices for producing, distributing and consuming energy. (Tentatively scheduled for the morning session of 17 April 2001)*

In this session stakeholders are expected to share their experiences with existing approaches used to produce and distribute energy in order to identify the merits and disadvantages each approach presents in the context of sustainable development. The discussion is expected to generate a better understanding of how eco-efficiency or eco-effectiveness impact the overall sustainability goals in businesses, workplaces, or communities; and help identify what production and distribution choices might be favorable to promoting energy for sustainable development.

- ◆ *Public-private partnerships for de-carbonizing the transportation system (tentatively scheduled for the afternoon session of 17 April 2001)*

This session is expected to focus on the use of carbon-based fuels in transport, and on whether and how various collaborative partnerships can or have reduced dependence on such fuels in the transport system. Stakeholders are expected to share their experiences on partnerships they have created to generate alternatives mixes of transport systems. The discussion is expected to generate proposals for future partnerships based on those that are currently producing favorable results.

- ◆ *Sustainable transport planning: choices and models for human settlements, designs and vehicle alternatives (tentatively scheduled for the morning session of 18 April 2001)*

In this session, the stakeholders are expected to discuss how transport systems impact and shape urban or rural settlements. Participants are expected to present innovative examples of designing healthier neighborhoods, towns and cities by changing the transport system, or promoting vehicle and transport alternatives that would help human settlements evolve in a more sustainable way.

Further information on the Energy and Transport Segment can be obtained from contacts listed in [Annex 3](#).



MAJOR GROUP PARTICIPATION IN CSD MEETINGS

The CSD has been a lively forum of non-governmental participation by organizations representing all major groups. Their participation infuses new ideas, challenges and information and thus enriches the inter-governmental debate. Major Group participants in the CSD have organized coordinated statements by thematic NGO caucus groups and dozens of side events to share experiences, and successfully lobbied for particular initiatives that they felt the CSD should undertake or support. The participatory traditions of the CSD and the need for it to continue have been widely acknowledged and are fully supported by the CSD Secretariat.

Non-governmental participation in the CSD or in its inter-sessional working groups is subject to the rules of participation of the UN Economic and Social Council (ECOSOC). These rules require that the non-governmental participants represent an NGO in consultative status with ECOSOC. Major Group organizations that are in consultative status with the Economic and Social Council of the United Nations (ECOSOC), including those in the "CSD-List", can send representatives to CSD-9 and its ISWG meetings. Accredited organizations planning to send representatives should write, at least 2 weeks in advance of a meeting, to the NGO Section (see below), Division for ECOSOC Affairs, Department of Economic and Social Affairs.

NGO Section
Division for ECOSOC Support and Coordination
1 United Nations Plaza, DC1-10th Floor, New York, NY, 10017, USA
Fax: 212-963-9248 Tel: 212-963-8652 Email: mezoui@un.org

ECOSOC rules do not permit participation of representatives from organizations that are not in consultative status. If you are unsure of your organization's accreditation status, you can check with the following sources:

- ◆ Check the accredited NGO list at <http://www.un.org/esa/coordination/ngo/>. If your organization is listed you are accredited.
- ◆ Contact the NGO Section. The NGO Section maintains up-to-date lists of accredited organizations including those that have recently been granted consultative status but are not yet included in the lists available on the Internet.
- ◆ Contact the Major Groups Programme Coordinator at the CSD Secretariat.

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

Rio+10 related information: Accredited NGOs can register for both CSD9 and the first session of CSD10 that will follow immediately after (first preparatory committee meeting for Rio+10. See section below on Rio+10). The CSD Secretariat will provide further detail on major group participation and registration matters regarding the Rio+10 process as such information becomes available in the coming months.



Section on RIO+ 10

In 2002, the tenth anniversary of the United Nations Conference on Environment and Development that took place in Rio de Janeiro, a Summit of world leaders will assess progress achieved since 1992 and give guidance for the next phase of activities to achieve sustainable development. This Summit meeting will be preceded by a series of national, regional and international gatherings and consultations to identify the successes and failures of the last ten years, as well as build consensus on future priorities and commitments by governments and stakeholders.

The 2002 progress review exercise, known as Rio+10, will be participatory and inclusive, building on the CSD tradition of openness, transparency and multi-stakeholder participation. Making this a truly useful and productive exercise will require full engagement of all major groups. This section of the guidelines provides your organization with a road map as far as it is known at present.

Local and National activities

The success of an honest and useful progress review will greatly depend on local and national reviews of progress so that the final review outcome can firmly stand on local and national realities, achievements, recognition of obstacles and aspirations of what needs to be done in the next phase. A lively national engagement among all governmental and non-governmental institutions and actors will not only make the review exercise meaningful but also mobilize individuals and institutions behind the global goal of sustainability.

The CSD Secretariat has called upon the Governments to launch a number of activities, through their national preparatory committees or other similar coordination mechanisms, to help mobilize and engage the public in the national Rio+10 preparations. These activities include:

101 Ways to Sustainable Development: a national search for and selection of the best sustainable development success story to be submitted to the CSD Secretariat to publish as a collection showcasing the 101 ways to achieve sustainability. The cases would be uploaded on the Rio+10 web site as they are submitted with links to the originator and the submitting country.

Sustainable Development Visions: a national call for submission of visions of a sustainable world by all ages. One vision is to be selected by the national committee (or equivalent) to be submitted for the collection of visions to be published. The Visions would be made available to the world leaders at the Summit Meeting and widely disseminated throughout the Rio+10 process.

Children's Agenda 21 Posters: a national poster competition to engage and inspire the imaginations of children aged 6-12. Each national committee is to select one poster to submit to the CSD Secretariat. An exhibition at the Summit meeting would showcase the world leaders and other summit participants the aspirations, hopes and expectations of the younger generation.

National Progressions: a national process to identify 3-5 achievable progress targets that the country can commit to achieving in the next 5-10 years. The aim is to generate independent or joint actions that will further the slow but sure transition towards a sustainable global society. The National Progressions of a country are its own targets based on its own priorities and capabilities rather than those that may be agreed globally through inter-governmental negotiations. A high level multi-stakeholder dialogue segment at the Summit could be the forum at which countries share their progression targets with the commitments from major group representatives.

Regional activities

The UN's Regional Economic Commissions, the regional offices of UN Environment Programme, the UN Development Programme Regional Bureaux and the CSD Secretariat are collaborating to organize **regional preparatory committee meetings** (PrepComm) in all regions of the world. The Regional PrepComms are expected to take place in the summer and fall of 2001 to generate useful inputs for the global review exercise to start in January 2002. National assessments are expected to be the basis of the discussions. The schedule of the Regional PrepComms as well as focal points you can contact will be made public on our Web site as soon as this information is finalized.

A **regional roundtable** will precede each Regional PrepComm. The regional roundtables will bring together regional experts from a diversity of backgrounds to conduct a non-political and unfettered discussion of regional progress and future directions. Reports from the regional roundtables will be available to the Regional PrepComms.

Global review process and activities

CSD10 will act as the **Rio+ 10 PrepComm**. A series of **CSD10-PrepComm** meetings are planned, pending the final decision of the 55th UN General Assembly on the exact timing and location of the Rio+10 Summit.

CSD10-PrepComm I is tentatively scheduled immediately after the conclusion of CSD9 (most likely from 30 April to 4 May 2001). This meeting is expected to primarily focus on organizational matters related to the global Rio+10 process. A multi-stakeholder panel will be organized at the beginning of this meeting to allow major group representatives to bring to the organizational discussion the views of their constituencies.

CSD10-PrepComm II is tentatively scheduled in January 2002. This meeting will start the substantive review of progress at the global level. The discussions will be based on the Secretary-General's report on overall review of progress, as well as from the outputs of the Regional PrepComms. Early in the course of PrepComm II, a two-day multi-stakeholder dialogue with all nine major group sectors is planned. The topics of the stakeholder dialogue will be based on the outline of the Secretary-general's overall review report.

CSD10-PrepComm III, possibly in March 2002, may continue and finalize the overall inter-governmental review exercise unless the review is finalized at the January meeting.



CSD10-PrepComm IV is tentatively planned for May 2002. The focus at this stage is expected to be on identifying and building consensus on future priorities and strategies for the next 5 to 10 years. A one or half-day multi-stakeholder dialogue (depending on the length of this session) is planned to give opportunities to major group representatives to share their proposals and ideas regarding what needs to be done in the next phase of sustainable development work.

The **Rio+10 summit meeting** will then be the culmination of the process. The exact location and dates of the Summit meeting will be decided by the 55th General Assembly, when it meets later this fall. At the summit meeting, a half-day multi-stakeholder high-level dialogue segment is planned. This dialogue segment is planned as an opportunity for major groups and governments to share their specific sustainable development commitments for the next phase. The national commitments are expected to emerge from the National Progression Targets process described above.

A number of **Global Roundtables** are also planned. Their composition and purpose will be similar to the regional roundtables described above. The recommendations from the global roundtables will be available to the CSD10-PrepComm meetings.

The CSD Secretariat is also launching a number of global studies related to major groups. One such study is the *Second International Survey of Local Agenda 21 Initiatives*, and will be conducted jointly by the International Council for Local Environmental Initiatives (ICLEI) and the CSD Secretariat. A second study that is being considered is a systematic analysis of the Multi-stakeholder dialogue format that the CSD pioneered since 1998. A third study will aim to generate an independent review of major group participation in sustainable development decision-making process.

The CSD Secretariat will disseminate further detail on the Rio+10 preparations by way of a dedicated web site (www.un.org/rio+10), the CSD Update, a special list-server for electronic dissemination, and other available means. Information in print will be made available to ensure that major groups with limited access to the Internet are well informed in a timely fashion.

The CSD Secretariat encourages all major group organizations to support and take an active part in this milestone event with which the global community is to renew its commitment to making a sustainable world in which life in all its diversity is respected, enhanced and dignified.

An update on matters related to NGO and major group participation in and contributions to Rio+10 process will be released in early 2001 and further updates will be released as details become available. The CSD Secretariat will arrange for electronic NGO/major group registration for Rio+10. Please check our web site regularly or contact the Major Groups Programme Coordinator.



Annex 1: Work Programme of the CSD, 1998-2002

Throughout the five-year programme over-riding issues are POVERTY and CHANGING CONSUMPTION AND PRODUCTION PATTERNS

<i>Year</i>	<i>Themes</i>
1998	FRESHWATER MANAGEMENT TRANSFER OF TECHNOLOGY/ CAPACITY-BUILDING/ EDUCATION/SCIENCE INDUSTRY SUSTAINABLE DEVELOPMENT OF SIDS
1999	OCEANS AND SEAS CONSUMPTION AND PRODUCTION PATTERNS TOURISM
Comprehensive review of the Programme of Action for the Sustainable Development of SIDS (September 1999)	
2000	LAND RESOURCES FINANCIAL RESOURCES/ TRADE AND INVESTMENT/ ECONOMIC GROWTH SUSTAINABLE AGRICULTURE Day of Indigenous People
2001	ATMOSPHERE; ENERGY INFORMATION FOR DECISION-MAKING AND PARTICIPATION INTERNATIONAL COOPERATION FOR AN ENABLING ENVIRONMENT ENERGY; TRANSPORT
2002	Comprehensive review of Agenda 21 implementation (Rio+10)



Annex 2: Member States of the CSD in 2001

CSD Member	Term expires	Role in CSD-9
Algeria	2001	
Angola	2002	
Australia	2003	Vice-Chair
Belarus	2003	
Belgium	2002	
Bolivia	2003	
Brazil	2001	
Cameroon	2002	
China	2002	
Colombia	2002	
Côte d'Ivoire	2001	
Cuba	2002	
Czech Republic	2001	Chair
Democratic People's Republic of Korea	2001	
Democratic Republic of the Congo	2002	
Denmark	2002	
France	2001	
Germany	2002	
Greece	2003	
Guatemala	2003	
Guyana	2002	Vice-Chair
Hungary	2001	
Iran (Islamic Republic of)	2001	
Italy	2002	
Japan	2001	
Kazakhstan	2002	
Lebanon	2002	
Madagascar	2003	
Mali	2003	
Mauritania	2001	



Annex 2: Member States of the CSD in 2001 (cont'd.)

CSD Member	Term expires	Role in CSD-9
Mauritius	2001	
Mexico	2001	
Mozambique	2002	
Netherlands	2002	
New Zealand	2001	
Nicaragua	2001	
Pakistan	2003	
Paraguay	2002	
Peru	2001	
Philippines	2001	
Poland	2003	
Portugal	2001	
Republic of Korea	2002	
Russian Federation	2002	
Spain	2001	
Sri Lanka	2001	
Sudan	2001	
Thailand	2003	
The former Yugoslav Republic of Macedonia	2002	
Tunisia	2002	
Uganda	2003	Vice-Chair
United Kingdom of Great Britain and Northern Ireland	2001	
United States of America	2001	



Annex 3: List of Useful Contacts

CSD SECRETARIAT

General inquiries:

Division for Sustainable Development, UNDESA
2 United Nations Plaza, DC2-22nd Floor, New York, NY, 10017, USA
Fax numbers: 212-963-1267, -4260, -1795; General email: dsd@un.org

Inquires related to **Major Groups:**

Ms. Zehra Aydin-Sipos, Major Groups Programme Coordinator
Tel: 212-963-8811 Fax: 212-963-4260 Email: aydin@un.org

Other inquires related to CSD-9:

Mr. Andrey Vasilyev, Special Assistant to the Director
Tel: 212-963-4959 Fax: 212-963-4260 Email: vasilyev@un.org

Inquiries related to **Side Events:**

Ms. Zehra Aydin-Sipos, Mr. Andrey Vasilyev (*see above*)

NGO Accreditation Related Inquiries:

Ms. Hanifa Mezoui, Chief
NGO Section, Division for ECOSOC Support and Coordination
1 United Nations Plaza, DC1-10th Floor, New York, NY, 10017, USA
Tel: 212-963-8652 Fax: 212-963-9248 Email: mezoui@un.org

OTHER INFORMATION SOURCES FOR MAJOR GROUPS

UN Non-Governmental Liaison Services -- New York Office

866 UN Plaza, Room 6010A, New York, NY, 10017, USA
Tel: 212-963-3125 Fax: 212-963-8712 Email: npls@un.org

CSD NGO Steering Committee:

Ms. Esmeralda Brown, Southern Co-Chair
777 United Nations Plaza, 11th Floor, New York, NY 10017
Tel: 212-682-3633, Fax: 212-682-5354, Email: Ebrown@gbqgmmail.gbqm-umc.org

Mr. Felix Dodds, Northern Co-Chair
3 Whitehall Court, London, SW1A 2EL, U.K.
Tel: 44-171-930-2931, Fax: 44-171-930-5893, Email: UNA@MCR1.poptel.org.uk



LIST OF TASK MANAGERS AND CSD SECRETARIAT FOCAL POINTS³

Chapter 2: Trade and Environment

TM: UNCTAD FP in UNCTAD: Mr. Rene Vossenaar,
tel.: 4122-917-5679, fax: 4122-917-0044, email: rene.vossenaar@unctad.org

FP in DSD: Mr. Eric Olson
tel.: 212-963-0013, fax: 212-963-4260, email: olsone@un.org

Chapter 3: Combating Poverty

TM: DESA FP in DSD: Mr. Ralph Chipman
tel.: 212-963-5504, fax: 212-963-4260, email: chipman@un.org

Chapter 4: Changing Consumption Patterns

TM: DESA FP in DSD: Ms. Chikako Takase
tel.: 212-963-8774, fax: 212-963-4260, email: takase@un.org

Chapter 5: Demographic Dynamics

TM: UNFPA FP in UNFPA: Ms. Vivien Ponniah
Tel: 212-297-5286/5253, fax: 212-297-4914, email: ponniah@unfpa.org

FP in DSD: Mr. Ralph Chipman (*see above*)

Chapter 6: Health

TM: WHO FP in WHO: Ms. Eva Wallstam
tel: 41-22-791-2903, fax: 41-22-791-4153, email: wallstame@who.int

FP in DSD: Mr. Ralph Chipman (*see above*)

Chapter 7: Human Settlements

TM: UNCHS FP in Habitat: Mr. Jochen Eigen
Tel: 254-2-623-226, fax: 254-2-624-265, email: jochen.eigen@unchs.org

FP in DSD: Ms. Zehra Aydin-Sipos
Tel: 212-963-8811, fax: 212-963-1267, email: aydin@un.org

LIST OF TASK MANAGERS and CSD SECRETARIAT FOCAL POINTS (cont'd)

Chapter 8: Integrating Environment and Development in Decision Making

TM: DESA FP in DSD: Ms. Kirsten Rohrman
Tel.: 212-963-2137, fax: 212-963-1267, email: rohrmann@un.org

³ Abbreviations: TM for Task Manager, and FP for Focal Point.



Chapter 9: Atmosphere

TM: UNEP and
WMO

FP in UNEP: Mr. Alex Alusa,
Tel: 254-2-623-458, fax: 254-2-623-410, email: alex.alusa@unep.org

FPs in WMO:

Mr. Michael Coughlan
Tel: 4122-730-8269, fax: 4122-734-2326, email: m_coughlan@gateway.wmo.ch
or Mr. Robert Landis
Tel: 4122-730-8221, fax: 4122-734-2326, email: landis@www.wmo.ch

FP in DSD: Mr. Kyaw Kyaw Shane
Tel: 212-963-3264, fax: 212-963-1795, email: shane@un.org

Chapter 10: Integrated Land Management

TM: FAO

FP in FAO: Mr. Parviz Koohafkan
Tel: 39-6-5705-3043, fax: 39-6-5705-6275, email: parviz.koohafkan@fao.org

FP in DSD: Ms. Anne Rogers
Tel: 212-963-2476, fax: 212-963-1795, email: rogersa@un.org

Chapter 11: Combating Deforestation

TM: FAO

FP in FAO: Mr. James B. Ball
Tel: 39-6-5705-4047, fax: 39-6-5705-2151, email: james.ball@fao.org

FP in DSD: Mr. Jagmohan Maini
Tel: 212-973-3160, fax: 212-963-3463, email: maini@un.org

Chapter 12: Combating Desertification

TM: UNEP

FP in UNEP: Mr. Timo Maukonen
Tel: 254-2-623-297, fax: 254-2-623-284, email: timo.maukonen@unep.org

FP in DSD: Ms Anne Rogers (*see above*)

Chapter 13: Sustainable Mountain Development

TM: FAO

FP in FAO: Mr. El-Hadji Sene
Tel: 39-6-5705-5978, fax: 39-6-5705-5137, email: elhadji.sene@fao.org

FP in DSD: Ms. Anne Rogers
Tel: 212-963-2476, fax: 212-963-1795, email: rogersa@un.org

Chapter 14: Sustainable Agriculture

TM: FAO

FP in FAO: Mr. Eric Kueneman
Tel: 39-6-5705-4930, fax: 39-6-5705-5609, email: eric.kueneman@fao.org

FP in DSD: Ms Anne Rogers (*see above*)



Chapter 15: Conservation of Biodiversity

TM: UNEP
FP in UNEP: Mr. Jorge E. Illueca
Tel: 254-2-62 3494, fax: 254-2-62 4300, email: jorge.illueca@unep.org

FP in DSD: Håkan Tropp
Tel: 212-963-5243, fax: 212-963-1267, email: tropp@un.org

Chapter 16: Sustainable Management of Biotechnology

TM: UNIDO
FP in UNIDO: Mr. George T. Tzozos,
Tel: 431-26026, x-4336/3718, fax: 431-26026-6810, email: gtzozos@unido.org

FP in DSD: Mr. Tarcisio Alvarez-Rivero
Tel: 212-963-5708, fax: 212-963-4260, email: alvarez-rivero@un.org

Chapter 17: Protection of Oceans

TM: ACC Sub-Committee
on Oceans and Coastal
Areas
Mr. Patricio Bernal, Chairman
Tel: 33-1-4568-3983, fax: 33-1-4568-5810/12, email: p.bernal@unesco.org

Mr. Umit Unluata
Tel: 33-1-4568-4008, fax: 33-1-4568-5810/5812, email: u.unluata@unesco.org

FP in DSD: Ms. Anne Rogers (*see above*)

Chapter 18: Protection of Freshwater

TM: ACC Sub-Committee
on Water
Mr. Gourisankar Gosh, Chairman
Tel: 212-824-6664, fax: 212-824-6480, email: ggosh@unicef.org

FP in DSD: Mr. Manuel Dengo
Tel: 212-963-4208, fax: 212-963-4260, email: dengo@un.org

Chapter 19: Management of Toxic Chemicals

TM: UNEP /
IRPTC
FP in UNEP/IRPTC: Mr. Jim Willis
Tel: 41-22-917-8183, fax: 41-22-797-3460, email: jwillis@unep.ch

FP in DSD: Mr. Anatoli Belov
Tel: 212-963-8786, fax: 212-963-4340, email: abelov@un.org

Chapter 20: Management of Hazardous Wastes

TM: UNEP/TIE
FP in UNEP/TIE: Ms. Jacqueline Aloisi de Lardere
Tel: 331-4437-1441, fax: 331-4437-1474, email: j.aloisi@unep.fr

FP in DSD: Mr. Anatoli Belov (*see above*)



Chapter 21: Management of Solid Wastes

TM: UNCHS
FP in Habitat: Mr. Graham Alabaster
Tel: 254-2-623-054, fax: 254-2-624-588, email: graham.alabaster@unchs.org

FP in DSD: Håkan Tropp
Tel: 212-963-5243, fax: 212-963-1267, email: tropp@un.org

Chapter 22: Management of Radioactive Wastes

TM: IAEA
FP in IAEA: Ms. Merle Opelz
Tel: 41-22-917-2971/3620, fax: 41-22-917-0066, email: merle.opelz@itu.ch

FP in DSD: Mr. Walter Shearer
Tel: 212-963-8444, fax: 212-963-4340, email: shearer@un.org

Chapters 23-32: Role of Major Groups

TM: DESA
FP in DSD: Ms. Zehra Aydin-Sipos
Tel: 212-963-8811, fax: 212-963-4260, email: aydin@un.org

Chapter 33: Finance

TM: DESA
FP in DSD: Mr. Eric Olson
tel: 212-963-0013, fax: 212-963-4260, email: olsone@un.org

Chapter 34: Transfer of Environmentally Sound Technologies

TM: DESA
FP in DSD: Mr. Tarcisio Alvarez-Rivero
tel: 212-963-5708, fax: 212-963-1267, email: alvarez-rivero@un.org

Chapter 35: Science for Sustainable Development

TM: UNESCO
FP in UNESCO: Mr. Gisbert Glaser
Tel: 33-1-4568-4053, fax: 33-1-4568-5830, email: g.glaser@unesco.org

FP in DSD: Ms. Hiroko Morita-Lou
Tel: 212-963-8813, fax: 212-963-1267, email: morita-lou@un.org

Chapter 36: Education

TM: UNESCO
FP in UNESCO: Mr. Gisbert Glaser (*see above*) or
Mr. Gustavo Lopez Ospina
Tel: 33-1-45 68 08 68, fax: 33-1-45 68 56 35, email: g.lopez@unesco.org

FP in DSD: Ms. Hiroko Morita-Lou (*see above*)



Chapter 37: Capacity Building

TM: UNDP
FP in UNDP: Mr. Philip Reynolds
Tel: 212-906-5866, fax: 212-906-6973, email: philip.reynolds@undp.org

FP in DSD: Ms. Kirsten Rohrman
Tel: 212-963-2137, fax: 212-963-1267, email: rohrmannk@un.org

Chapter 38: International Institutional Arrangements

TM: DESA
FP in DSD: Ms. Hiroko Morita-Lou (*see above*)

Chapter 39: International Legal Instruments

TM: DESA
FP in DSD: Mr. Lowell Flanders
Tel: 212-963-8792, fax: 212-963-1267, email: flanders@un.org

Chapter 40: Information for decision-making

TM: DESA and
UNEP
FP in DSD: Mr. Lowell Flanders
Tel: 212-963-8792, fax: 212-963-1267, email: flanders@un.org

FP in UNEP: Mr. Arthur Dahl
Tel: 41-22-917-8207, fax: 41-22-797-3471, email: dahja@unep.ch

Transport (CSD9 issue)

FP in DSD: Ms. Kathleen Abdalla, tel: 212-963-8416, fax: 212-963-4340, email: abdalla@un.org

International Cooperation for Enabling Environment (CSD9 issue)

FP in DSD: Mr. Lowell Flanders, tel: 212-963-8792, fax: 212-963-1267, email: flanders@un.org

National Information

Ms. Hiroko Morita-Lou, tel: 212-963-8813, fax: 212-963-1267, email: morita-lou@un.org

List of Coordinating Partners for the Energy and Transport Segment

Local Authorities:

International Council for Local Environmental Initiatives (ICLEI)

Ms. Nancy Skinner, tel: 510-540-8843; fax: 510-540-4787; email: nskinner@iclei.org

Ms. Tanya Imola, tel: 416-392-1467, fax: 416-392-1478, email: timola@iclei.org

Scientific Communities

International Council of Scientific Unions

Mr. Larry Kohler, tel: 33 1 45 25 03 29, fax: 33 1 42 88 94 31, email: larry@icsu.org

World Conservation Union (IUCN)

Mr. Brett Orlando, tel.: 202-387-4826, fax: 202-387-4823; email: borlando@iucn.org



NGOs

CSD NGO Caucus for Climate Change and Energy

Ms. Deling Wang, tel: 212-330-9015, fax: 212-645-2214, email: deling@igc.org

Mr. Rajat Chaudhuri, tel: 91-33-229-7391, fax: 91-33-249-6231, email: cutscale@vsnl.com

List of Coordinating Partners for the Energy and Transport Segment (cont'd)

CSD NGO Caucus for Sustainable Transportation

Ms. Deike Peters, tel: 212-629-8001, fax: 212-629-8033, email: deike@eden.rutgers.edu

Trade Unions

International Confederation of Free Trade Unions (ICFTU) through the
Trade Union Advisory Council of OECD

Mr. Lucien Royer, tel: 331-4763-4263, fax: 331-4754-9828, email: Lroyer@compuserve.com

Business and Industry

International Chamber of Commerce (ICC)

Mr. Paul Clements-Hunt, tel: 331-4953-2808, fax: 331-4953-2859, email: paul.clements@iccwbo.org

World Business Council for Sustainable Development

Mr. Claude Fussler, tel: 4122-839-3100, fax: 4122-839-3131, email: fussler@wbcscd.ch

World Energy Council (WEC)

Mr. Gerald Doucet, tel: 44-207-734-5996, fax: , email: doucet@worldenergy.org

Contact in CSD Secretariat:

Ms. Zehra Aydin-Sipos, tel: 212-963-8811, fax: 212-963-4260, email: aydin@un.org



Annex 4: Side Event GUIDELINES

(Side event request form is available at the end of these guidelines)

The CSD sessions include dozens of side events scheduled in UN meeting rooms outside the regular meeting times (that is between 1:15-2:45 pm and 6:15-8 pm), organized by major groups, governments or UN Agencies. They are a valuable part of the CSD session as a way to generate informal opportunities for exchange of information, experiences and views. The following guidelines are applicable to all side event organizers. Organizations wishing to organize side events during the CSD or during its Ad Hoc Inter-sessional Working Group meetings are urged to read and follow these guidelines closely.

1. Side events must be on topics directly related to the themes of the CSD agenda in a given year. The CSD Secretariat will not authorize events that are not directly related to the agenda issues.
2. Side events must be open to all participants of the CSD session. Events that aim for an exclusive audience are not permitted and organizers of such closed special events 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. An exception is made for NGO caucuses, which are not accredited on their own but involve multiple NGOs that are in consultative status. When a caucus group is the side event organizer, one of its member organizations must take the responsibility for the costs related to the event.
4. Side event slot requests must be made using the **Side Events Request Form** (see Annex 4). This form allows the 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 CSD 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 CSD Secretariat will consult with the organizer to identify a suitable slot.
5. The side event requests must be submitted **by no later than three weeks before** the start of the session. Requests received after this deadline will not be considered. (Deadline for side event requests at CSD-9 is **26 March 2001**.)
6. The CSD Secretariat enters side event requests into a "tentative list" which is opened in September of each year. Given the constantly changing nature of this list, it is not made public until after the deadline to request side events has passed, the events are confirmed and the events list is final.
7. No more than three simultaneous side events will be confirmed during a given lunch time or evening slot. In the event of more requests than the total number of available slots, the CSD Secretariat selects events on the basis of their potential contribution to the overall CSD session, geographical balance, and balance in coverage of the agenda issues. To the extent possible the CSD Secretariat consults with the side event organizers to combine events that are on similar topics.
8. Each side event that is authorized to enter into the CSD program is confirmed in writing after the deadline to make requests has passed but no later than two weeks before the start of the CSD session. Organizers are strongly discouraged from insisting on obtaining confirmations before the deadline.
9. Due to space and time limits, **no more than two side events by the same organization or entity** are permitted. This rule allows a greater diversity of major groups and other actors to obtain time and space to share their knowledge and views with other participants.

Annex 4: Side Event GUIDELINES (cont'd)

10. The side event organizers must make grounds pass arrangements for the individuals they invite as lecturers, presenters, or speakers of the event. Last minute requests to the CSD Secretariat for guest or visitor passes for invited speakers of a side event are strongly discouraged.
11. Exact room allocations for side events are made when events are confirmed in writing. All side events take place in UN meeting rooms located in the First Basement of the main UN Headquarters building. The CSD Secretariat reserves the right to change the room allocation for an event even after confirmations are sent. This change is sometimes necessary due to other meetings that have priority over side events.
12. Inter-governmental meetings always have first priority over side events and room needs of the Security Council have priority over all other meetings. 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 CSD Secretariat makes an attempt to reschedule the cancelled event in another room or on another date so far as possible.
13. Side event organizers can request the following equipment and services for their event: projectors (slide, video, overhead or laptop-to-screen), 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). As most of these services and equipment need to be set up or run by an engineer, their use implies costs that the organizers must be prepared to cover. Equipment requests can be made using the **Side Events Request Form** (see Annex 4).
14. Organizers who wish to bring their own equipment (such as laptops or laptop-to-screen projectors) need to notify the CSD Secretariat at least one week before the start of the CSD session so that the necessary arrangements can be made with UN Security. Last minute requests for this type of arrangement are highly discouraged.
15. Interpretation services are not available for side events. Organizers should plan to hold their event in English.
16. Organizers that wish to demonstrate Web sites using Internet connections during their side event should notify the CSD Secretariat at least one week prior to the start of the CSD session so that the necessary connection can be arranged. This may also involve costs that need to be covered by the side event organizer.
17. Printed materials can be distributed during the side event and during the CSD 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 CSD meetings are conducted, organizers are requested to be responsible about material distribution and ensure that the rooms are left free of clutter after their side event.



-
18. Distribution of printed materials that are not directly related to the CSD agenda issues is not permitted during a side event or at any other time at the CSD meeting. The CSD Secretariat will authorize removal of materials judged to be inappropriate. Sale of printed materials or any other goods on UN grounds during the side events or at any other time is strictly prohibited.
 19. Displays and exhibitions, unless organized through the proper channels through the CSD Secretariat, are not allowed. Side event organizers are advised not to set up displays or put up posters on meeting room walls during a side event or at any other time during the CSD to avoid removal and loss of their materials.
 20. Food and drinks are strictly prohibited in the meeting rooms of the UN. Activities that involve food or drinks, such as receptions, are allowed only in the areas designated for this purpose and must be arranged by contacting the UN Catering Services (212-963-7098). The CSD Secretariat will not facilitate these arrangements.
 21. Publicizing a side event is the responsibility of its organizers. The CSD Secretariat will not produce fliers, distribute notices, or run other publicity efforts for individual side events. To inform participants about the CSD session and its events, the secretariat distributes copies of the full program on the first day of the meeting. The CSD Secretariat also provides a daily leaflet (titled ***CSD Today --or ISWG Today*** for the inter-sessional working group meetings prior to the CSD) every morning for the most up-to-date list of events and meetings of that day.



Side Event Request Form

Name of requesting Organization: _____

Contact Person: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Title of the Event (Please attach a description.): _____

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

Priority	Date	Time Slot	
		1:15-2:45 pm	6:15-8 pm
First			
Second			
Third			

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

30-50 persons

50-100 persons

100-500 persons

Equipment and services requested:

Slide Projector

Foldable Screen

Overhead Projector

Laptop Screen Projection Unit

Video Projector

Sound (in room microphones)

(Or VCR/with TV monitor)

Sound recording

Other (please explain): _____

The costs related to the use of the above equipment and services will be covered by:

(Name of the Organization)

Signed by _____

Please print full name and title below signature line.

Fax this form to 212-963-4260.