



Guidelines for Major Groups

on

CSD-12

19 – 30 April 2004

Note: the October 2003 version of the guidelines has been updated on 21st January to include decisions by the Bureau and other minor changes/updates. The newly entered information is highlighted in yellow.



New York, 21 January 2004

Dear Friends and Colleagues,

With this information note we invite your organization to make a contribution to the *twelfth session of the Commission on Sustainable Development (CSD-12)*, which will convene from **14 to 16 April at UN Headquarters in New York** to serve as the Preparatory Committee for the International Meeting to Review Implementation of the Barbados Programme of Action for the Sustainable Development of Small Island Developing States, followed by the actual CSD-12 Review session **from 19 to 30 April 2004**.

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 regional and inter-sessional meetings organized around the agenda themes, and a list of useful contacts in the CSD Secretariat and in its partner UN bodies.

The CSD has historically been innovative in generating broad-based participation in sustainable development, relative to other similar bodies, and it will continue 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. The 2002 World Summit on Sustainable Development (WSSD) succeeded in integrating major groups even further into the intergovernmental process through new approaches and formats for participation, moving beyond the tradition of the multi-stakeholder dialogue to establish their presence in high-level roundtables, expert panels, and partnership initiatives.

With the increasing recognition of the essential role played by major groups as key partners in the WSSD follow-up, the CSD Secretariat is developing other formats for stimulating more productive dialogue and inspiring collaborative efforts among governments, major groups and the UN system, building on lessons learned from past traditions and practices. At CSD-12 major groups are expected to be involved in the various activities planned throughout the official session, including a multi-stakeholder dialogue within the High-level Segment. We anticipate that such developments will inspire new traditions and produce fruitful outcomes in the years ahead.

Maintaining and enhancing the established participatory tradition of the CSD requires continued commitment by all parties. Without **your** involvement the sustainable development agenda will not have the same depth and breadth that other participants have come to expect. We therefore invite you to begin preparing for CSD-12, and hope that this information note will provide your organization and its constituency with the starting points of how to contribute and influence the CSD-12 related cycle.

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

CSD Secretariat

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

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Division for Sustainable Development / Department of Economic and Social Affairs

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New York, NY, 10017, USA

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Guidelines for Major Groups on CSD-12 14 – 30 April 2004 ¹

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¹ 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.



1. INTRODUCTION TO CSD-12

At its eleventh session, held in New York from 28 April - 9 May 2003, the Commission on Sustainable Development decided that its multi-year programme of work following the 2002 World Summit on Sustainable Development would be organized on the basis of seven two-year cycles, with each cycle focusing on selected thematic clusters of issues.

These guidelines aim 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.

1.1. CSD-12 THEMES, CROSS-CUTTING ISSUES AND PROCESS MILESTONES

The Commission will now function on the basis of two-year “Implementation Cycles” comprised of “Review Years” and “Policy Years.” CSD-12 will constitute the first Review Year, during which the CSD will evaluate the progress made in implementing sustainable development goals and identifying obstacles and constraints, while the Policy Year (CSD-13) will decide on measures to speed up implementation and mobilize action to overcome these obstacles and constraints.

For the first two-year cycle (2004-2005), the CSD will focus on water, sanitation and human settlements (see [Annex 1](#) for the full programme of work through 2017). In every cycle, a number of cross-cutting issues will be addressed, such as poverty eradication, changing unsustainable patterns of production and consumption, health, education and sustainable development in a globalizing world as shown below. Means of implementation should be addressed in every cycle and for every relevant issue, action and commitment.

Themes of CSD-12	Cross-Cutting Issues	Milestone Dates
Water *** Sanitation *** Human Settlements ***	Poverty eradication, Changing unsustainable patterns of consumption and production, Protecting and managing the natural resource base of economic and social development, Sustainable development in a globalizing world, Health and sustainable development, Sustainable development of SIDS, Sustainable development for Africa, Other regional initiatives, Means of implementation, Institutional framework for sustainable development, Gender equality, and Education.	Deadline to finalize reports: December 2003 *** International Forum on Partnerships for Sustainable Development (4-6 March 2004, Rome, Italy) *** Twelfth Session of the CSD (19-30 April 2004, New York)

In each cycle, the thematic clusters of issues would be addressed in an integrated manner, taking into account economic, social and environmental dimensions of sustainable development. The Commission agreed that the implementation process should cover all these issues equally and noted that the selection of some issues for a given cycle did not diminish the importance of the commitments undertaken with respect to the issues to be considered in future cycles.

The Commission on Sustainable Development will convene its twelfth session (CSD-12) over a two-week period scheduled from **19 to 30 April 2004**, in New York. CSD-12 will be preceded by a three-day preparatory



meeting for the upcoming Ten Years review of the Barbados Programme of Action for the Sustainable Development of Small Island Development States (scheduled in New York from **14 to 16 April 2004**).

1.2. CSD-12 FRAMEWORK FOR ORGANISATION OF WORK

At its second meeting held in New York on 3 October 2003, the Bureau of the 12th Session of the Commission on Sustainable Development agreed on a framework that outlines the organization of work at CSD12. The framework includes a number of “givens”, such as opening, closing, statements, regional presentations and discussions of the three themes - water, sanitation and human settlements.

It is proposed that Conference Room 1 be used as a venue for discussions addressing key strategic and policy issues in implementation, including cross-cutting issues and Conference Room 2 as a venue for discussions dealing with the scientific, technical and practical aspects of implementation. It is proposed that discussions in both conference rooms be organized through a variety of activities, including keynote speeches by eminent persons, presentations by experts and moderated panel discussions, as well as interactive discussions from the floor, with inputs from UN agencies and major groups.

CONFERENCE ROOM 1

WEEK 1		Monday 19 April 2004	Tuesday 20 April 2004	Wednesday 21 April 2004	Thursday 22 April 2004	Friday 23 April 2004
AM	10:00-11:30	Opening	Water discussions <i>continued</i>	Region: Europe and North America	Sanitation discussions <i>continued</i>	Human settlements, discussions <i>continued</i>
	11:30-1:00	Statements		Statements		
PM	3:00 – 4:30	Integrated approach to thematic discussion on Water , including cross-cutting issues	Region: Asia & the Pacific	Integrated approach to thematic discussion on Sanitation , including cross-cutting issues	Integrated approach to thematic discussion on Human Settlements , including cross-cutting issues	Region: Africa
	4:30 – 6:00		Statements			Statements

CONFERENCE ROOM 2

WEEK 1		Monday	Tuesday	Wednesday	Thursday	Friday
AM	10:00-11:30		Interactive discussions with Major Groups on the three themes	Water	Human Settlements	Sanitation
	11:30-1:00					
PM	3:00 – 4:30		Water	Status report on request for information from CSD11*	Sanitation	Human Settlements
	4:30 – 6:00					

* That covers inter-agency co-ordination, partnerships, national reporting and indicators.

CONFERENCE ROOM 1

1.3. HIGH -LEVEL SEGMENT



WEEK 2		Monday 26 April 2004	Tuesday 27 April 2004	Wednesday 28 April 2004	Thursday 29 April 2004	Friday 30 April 2004
AM	8.30-10:00	(n/a)	(n/a)	Informal Ministerial Meeting: Introductory session	Informal Ministerial Meeting: With UN System	Informal Ministerial Meeting: Summing up
	10:00-11:30	Region: Latin America and the Caribbean	Relationship among the three themes <i>continued</i>	Statements & Interactive discussions	Statements & Interactive discussions, including Heads of UN agencies	Statements & Interactive discussions
	11:30-1:00	Region: Western Asia				
PM	3:00-4:30	Relationship among the three themes	Chair introducing summary Delegates to make short factual comments only	Statements & Interactive discussions	Statements & Interactive discussions, including representatives of Major Groups	Closing**
	4:30-6:00					

**The Chairman will give representatives of Major Groups 3-5 minutes each of speaking time so that they could make remarks on how Major Groups would move ahead in implementing their commitments in priority areas identified in Water, Sanitation and Human Settlements.

1.3. CSD-12 BUREAU

Chairman	H. E. Børge Brende	Norway
Vice-Chair	H. E. Mr. Bruno Stagno Ugarte	Costa Rica
Vice-Chair	Mr. Bolus Paul Zom Lolo	Nigeria
Vice-Chair	Mr. Toru Shimizu	Japan
Vice-Chair	Ms. Eva Tomič	Slovenia

For more biographical information on the Bureau visit the DSD website at:
http://www.un.org/esa/sustdev/csd/csd12/CSD12_members_bureau.htm

For a list of CSD-12 member states, please refer to Annex 2.



2. THE CSD-12 REPORTING PROCESS

The CSD's review session is based on reports and supplementary materials that analyze the progress made in implementing Agenda 21, the Programme for the Further Implementation of Agenda 21 and the Johannesburg Plan of Implementation, while focussing on identifying constraints and obstacles in the process of implementation with regard to the thematic cluster of Water, Sanitation and Human Settlements. 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 the official 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.

2.1. TENTATIVE LIST OF REPORTS AND SUPPLEMENTARY MATERIALS FOR CSD-12

Pre-session Official documents (*to be issued in all six languages; waiver required for reports exceeding 16 single-spaced pages*)

1. Provisional agenda and organisation of work (E/CN.17/2004/1)
2. State of Implementation: Overall review of progress in the implementation of Agenda 21, the Programme for the Further Implementation of Agenda 21 and the Johannesburg Plan of Implementation (Report of the Secretary-General) (E/CN.17/2004/2)
3. State of Implementation: Integrated review of progress in meeting the goals, targets and commitments of Agenda 21, the Programme for the Implementation of Agenda 21 and the Johannesburg Plan of Implementation in Water, Sanitation and Human Settlements (Report of the Secretary-General) (E/CN.17/2004/3)
4. State of Implementation: Progress in meeting the goals, targets and commitments of Agenda 21, the Programme for the Implementation of Agenda 21 and the Johannesburg Plan of Implementation in Water (Report of the Secretary-General) (E/CN.17/2004/4)
5. State of Implementation: Progress in meeting the goals, targets and commitments of Agenda 21, the Programme for the Implementation of Agenda 21 and the Johannesburg Plan of Implementation in Sanitation (Report of the Secretary-General) (E/CN.17/2004/5)
6. State of Implementation: Progress in meeting the goals, targets and commitments of Agenda 21, the Programme for the Implementation of Agenda 21 and the Johannesburg Plan of Implementation in Human Settlements (Report of the Secretary-General) (E/CN.17/2004/6)
7. Report on the outcomes of the regional implementation meetings (Note by the Secretariat transmitting the outcomes of the regional implementation meetings) (E/CN.17/2004/11 and Add.1-5)
8. Further implementation of the Programme of Action for the Sustainable Development of Small Island Developing States at the national, regional and inter-regional levels (Report of the Secretary General –likely to exceed 16 pages) (E/CN.17/2004/8)



9. Note by the Secretariat transmitting the Dialogue papers by Major Groups (E/CN.17/2004/9 and Add.1-9)
10. Report of the International Expert Group Meeting on a 10-Year Framework of Programmes for Sustainable Consumption and Production (Note by the Secretariat transmitting the report; or letter from PR of Morocco transmitting the report) (E/CN.17/2004/10)
11. Report of the International Forum on Freshwater (Note by the Secretariat transmitting the report; or letter from PR of Tajikistan transmitting the report) (E/CN.17/2004/11)
12. Governance for the implementation of the outcomes from the World Summit on Sustainable Development in countries with economies in transition (Note by the Secretariat transmitting the outcome of a workshop held in Istanbul, 16-18 September 2003) (E/CN.17/2004/12)
13. Report on the outcome of the International Forum on Partnerships for Sustainable Development (Note by the Secretariat transmitting the report; or letter from PR of Italy transmitting the report) (E/CN.17/2004/13)
14. National reporting and indicators; Partnership initiatives; Promoting system-wide inter-agency cooperation and coordination to enhance the implementation of Agenda 21, the Programme for the Further Implementation of Agenda 21 and the Johannesburg Plan of Implementation (Report of the Secretary-General) (E/CN.17/2004/14)

Background papers (*issued in English or in the language of submission only*)

1. Contributions by Major Groups to the State of Implementation Reports by the Secretary-General: a compendium of inputs by Major Groups (DESA/DSD/2004/BP-1)
2. Best practices and lessons learnt: a compendium of submissions on best practices and lessons learnt in the implementation of Agenda 21, the Programme for the Further Implementation of Agenda 21 and the Johannesburg Plan of Implementation (DESA/DSD/2004/BP-2)
3. Women and freshwater (DESA/DSD/2004/BP-3)
4. Contributions from UN agencies (DESA/DSD/2004/BP-4)
5. A compendium of case studies prepared by ICLEI (DESA/DSD/2004/BP-5)

Please check at <http://www.un.org/esa/sustdev/csd/csd12/csd12.htm> for updates on the reporting process.

A list of useful contacts can be found in **Annex 3**.



2.2. INPUTS FROM MAJOR GROUPS

The official reports and supplemental materials for CSD-12 also include inputs from major group organizations around the world to the extent that they wish to provide information on their activities, experiences, views, and proposed solutions for future progress. The CSD Secretariat encourages and welcomes inputs from major group organizations that will contribute to the CSD-12 review process.

Information submitted by major groups before the deadlines (shown below) will be analyzed and used as inputs for official published reports to be submitted to CSD-12, including:

1. The Secretary-General's State of Implementation reports, one reflecting overall progress in the implementation of Agenda 21, the Programme for Further Implementation of Agenda 21 and the Johannesburg Plan of Implementation; and others that will provide a detailed review of progress of implementation at all levels in thematic areas of water, sanitation and human settlements and reflect new challenges and opportunities related to the implementation of Agenda 21.
2. A Background Paper prepared by the CSD Secretariat summarizing views from major groups on overall progress on all areas as well as thematic areas of water, sanitation, and human settlements.
3. Data and information should be provided in the form of factual evidence to allow a fact-supported analysis of progress achieved in the implementation of the commitments, goals and targets agreed upon in Agenda 21, the Plan for the Further Implementation of Agenda 21 and the Johannesburg Plan of Implementation related to the thematic areas of water, sanitation and human settlements.

2.3. REPORTING DEADLINES

SG Reports

Written inputs from Major Group organizations need to be submitted by no later than **31 October 2003**. Earlier submissions are encouraged.

Background papers

Major Group organizations need to submit written inputs by no later than **15 February 2004**.

Major groups wishing to contribute to these reports should use the template found in **Annex 4** to submit their inputs, and send responses in writing to:

<p>CSD Secretariat, Major Groups Programme E-mail: beyondwssd@un.org Fax: + 1 212 963 4260</p>
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2.4. EXPECTED OUTCOMES

The CSD-12 Report will include

- Chair's summary (containing Part I and II): aimed at identifying constraints and obstacles and possible approaches for implementation
- Input from Major Groups
- Record of Regional discussions
- Record of Partnership Fair
- Record of Learning Centre
- Record of Side Events

3. MAJOR GROUPS PARTICIPATION IN INTER-SESSIONAL MEETINGS

To enhance, consolidate and supplement existing information on the agenda themes, a number of expert group meetings, seminars, workshops and other consultation opportunities are organized throughout the year, including five regional implementation meetings that will 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 the writing of this note. Updates on additional events that may be organized will be available on the website at <http://www.un.org/esa/sustdev/calendar/calendar.htm>.

3.1. CALENDAR OF INTER-SESSIONAL MEETINGS

1-2 October 2003. Kuching, Sarawak, Malaysia. *International Freshwater Management Conference.*

1-4 October 2003. University of Colorado at Boulder. *Sustainable Resources 2003: Solutions to World Poverty.* Links: <http://www.sustainableresources.org>.

5-9 October 2003. Madrid, Spain. *XI World Water Congress: Water Resources Management in the 21st Century.*

8-10 October 2003. Managua, Nicaragua. *Latin American and Caribbean Regional Meeting on Sustainable Consumption and Production.*

16-18 October 2003. Bonn, Germany. *Second International Conference on Early Warning: Integrating early warning of natural disasters into public policy.* Organized by: UN and the Government of Germany. Links: <https://www.ewc2.org>

19-25 October 2003. Cuba. *AOSIS Waste Management Workshop.* Contact: Ms. Diane Quarless, Chief, United Nations Small Island Developing States Unit; tel: +1 212 963 8563; fax: +1 917 367 3391; e-mail: Mauritius2004@sidsnet.org; website: <http://www.sidsnet.org>.

22-24 October 2003. Sardinia, Italy. *International Conference on Integrated Watershed Management: Water Resources for the Future.* Organized by: FAO, European Observatory of Mountain Forests and the Province of Sassari, Italy. Links: <http://www.waterresources2003.org/>.



24 October 2003. Houston, Texas. *United Nations Information Centre (UNIC Washington) Symposium: Safe Water for All: Challenges for the Coming Decade.*

9-15 November 2003. Fortaleza, Brazil. *The International Nature Conference "O2".* Links: <http://www.o2.org.br/>.

16-22 November 2003. Marshall Islands. *AOSIS Education for Sustainable Development Workshop.* Contact: Ms. Diane Quarless, Chief, United Nations Small Island Developing States Unit; tel: +1 212 963 8563; fax: +1 917 367 3391; e-mail: Mauritius2004@sidsnet.org; website: <http://www.sidsnet.org>.

17-20 November 2003. Kisarazu City, Chiba, Japan. *International Expert Meeting on the Development and Implementation of National Codes of Practice for Forest Harvesting - Issues and Options.* Organized by: Forestry Agency of Japan. Links: To be announced.

1-5 December 2003. CICES Convention Centre, Dakar, Senegal. *First Global WASH Forum.* Organized by: Water Supply and Sanitation Collaborative Council (WSSCC) Contact: Ms. Eirah Gorre-Dale (WSSCC); tel: +1 917 367-2420; fax: +1 917 367-3391; links: www.wsscc.org.

1-12 December 2003. Milan, Italy. *UN Framework Convention on Climate Change - 9th Conference of the Parties.* Links: <http://unfccc.int/>.

5-7 December 2003. Rome, Italy. *International Symposium: Water - the Basis of Civilisation.* Links: <http://www.cig.ensmp.fr/~iahs/conferences/2003Rome.htm>.

9-14 December 2003. Addis Ababa, Ethiopia. *Pan African Implementation and Partnership Conference on Water.*

10-12 December 2003. Geneva, Switzerland. *World Summit on the Information Society.* Organized by: ITU and the Government of Switzerland. Links: <http://www.itu.int/wsis/>.

14-18 December 2003. Hyderabad, India. *Youth Employment Summit (YES) Regional Forum 2003.* Organized by: Government of India. Links: <http://www.yesweb.org/hyderabad/register.html>.

26-30 January 2004. Nassau, Bahamas. *Inter-Regional Preparatory Meeting With Ministerial Participation (SIDS)* Links: <http://www.sidsnet.org/>

4-7 February 2004. New Delhi, India. *Fourth Delhi Sustainable Development Summit 2004 Partnerships for Sustainable Development: Addressing the WEHAB Agenda.* Organized by: The Energy Resources Institute. Links: <http://www.teriin.org/dsds>

9-20 February 2004. Kuala Lumpur, Malaysia. *Seventh Ordinary Meeting of the Conference of the Parties to the Convention on Biological Diversity.* Links: <http://www.biodiv.org/>

23-27 February 2004. Kuala Lumpur, Malaysia. *First Meeting of the Conference to the Parties Serving as the Meeting of the Parties to the Cartagena Protocol on Biosafety.* Links: <http://www.biodiv.org/>

4-6 March 2004. FAO Headquarters, Rome, Italy. *International Forum on Partnerships for Sustainable Development.* Organized by: Ministry for the Environment and Territory, Italy, in cooperation with the



United Nations Department of Economic and Social Affairs First announcement: [[Word](#)] [[PDF](#)] Links: http://www.minambiente.it/Sito/settori_azione/pia/att/forum_svs.asp

22-26 March 2004. Dakar, Senegal. *Sixth Global WASH Forum: Implementing the Goals of WSSD*. Organized by: Water Supply and Sanitation Collaborative Council

29-31 March 2004. Seoul, Republic of Korea. *UNEP Governing Council - Global Ministerial Environment Forum*. Organized by: UNEP.

14-16 April 2004 New York. *CSD Acting as the PrepComm for the International Meeting to Review Implementation of the Barbados Programme of Action for the Sustainable Development of Small Island Developing States (Barbados +10)*.

3.2. MAJOR GROUPS PARTICIPATION AT THE REGIONAL LEVEL

The CSD-11 decision invited UN Regional Commissions to consider organizing regional implementation meetings in order to contribute to the work of the Commission of Sustainable Development. The meetings organized by the UN Regional Commissions will feed into the work of CSD-12 through:

- Contributing to advancing the implementation of Agenda 21, the Programme for the Further Implementation of Agenda 21 and the Johannesburg Plan of Implementation;
- Focusing on the thematic cluster of issues to be addressed in the ongoing implementation cycle;
- Providing input to the Secretary-General's reports and the sessions of the CSD. Those inputs may include identification of obstacles and constraints, new challenges and opportunities related to the implementation of Agenda 21, the Programme for the Further Implementation of Agenda 21 and the Johannesburg Plan of Implementation, and sharing of lessons learned and best practices;
- Providing for contributions from the major groups active at the regional and sub-regional levels.

The nature and formats of the regional meetings will vary, but to the extent possible will include major groups participation according to the following common approach:

- The three thematic areas of water, sanitation and human settlements will be the focus of the regional meetings being organized in conjunction to the CSD-12 Review Session.
- Major Groups representatives are invited to participate in the five regional meetings.
- The following detailed information related to each regional implementation meeting will be available shortly on this website including links to the Regional Commissions' ones:
 - format of the meetings (including details on eventual limitations in access due to space capacity)
 - ways in which major groups will be able to contribute to the review discussions, including detailed agenda (e.g. major groups active participation in plenary meeting session or in sub-regional or thematic breakout groups)
 - registration and other logistical information
- Each regional meeting will make provisions for an interactive participation of major groups, including opportunities for dialogue among the various stakeholders. The time allocated to this interaction may slightly vary from one region to another, according to how the meeting's agenda is being designed by the organizers.

Major Groups may provide written inputs that will be made available to the participants. Each organization will be responsible for the reproduction of its documents (100 is the minimum number of copies required).



3.3. DATES, VENUES AND FOCAL POINTS FOR REGIONAL COMMISSION MEETINGS

For additional information, including agendas, programmes of work and updates on dates and venues, please refer to our website at: <http://www.un.org/esa/sustdev/csd/csd12/rim.htm>

Regional Commission	Proposed Date	Venue	Major Groups Focal Points
ECA	8-13 December 2003	UNCC, Addis Ababa, Ethiopia	Mr. Josue Dione Director, Sustainable Development Division Tel: +251-1-510406 Fax: +251-1-510350 jdione@uneca.org Mr. Ousmane Laye Team Leader, Environment and Sustainable Development Monitoring Tel: +251-1-515761 olaye@uneca.org
ECE	15-16 January 2004	ECE Headquarters, Geneva	Ms. Ella Behlyarova Environment and Human Settlements Division Tel: +41-22-9172376 Fax: +41-22-917-01-07 ella.behlyarova@unece.org c.c.: Ms. Mary Pat Silveira Environment and Human Settlements Division Tel: +41-22-9171315 Fax: +41-22-917-01-07 Mary.Pat.Silveira@unece.org
ECLAC	22-24 October 2003 17-18 November 2003 20-25 November 2003	Santa Cruz, Bolivia Santiago, Chile Panama	Ms. Alicia Barcena Deputy Executive Secretary Tel: +562-2102556 Fax: +562-2102558 abarcena@eclac.cl Ms. Daniela Simioni Division for Sustainable Development and Human Settlements Tel: +562-2102368 Fax: +562-2102558 dsimioni@eclac.cl
ESCAP	27-28 October 2003	ESCAP Headquarters, Bangkok	Mr. David Jezeph Environment and Sustainable Development Division Tel: +662-288 1234 ext. 1537 Fax: +662-2881059 Jezeph.unescap@un.org



Regional Commission	Proposed Date	Venue	Major Groups Focal Points
ESCWA	19-21 October 2003	Tripoli, Libya	Mr. Hosny Khordagui Environment Team Leader, Energy, Natural Resources and Environment Division Tel: +961-1-981301 khordagui@un.org

4. SMALL ISLAND DEVELOPING STATES (SIDS) REVIEW PROCESS

The CSD convene the Preparatory Meeting for the International Meeting to Review Implementation of the Barbados Programme of Action for the Sustainable Development of Small Island Developing States. The International Meeting will convene in Mauritius during August 2004. The preparatory meeting will take place from 14 to 16 April 2004, during which it is envisaged that there will be plenary sessions as well as working group meetings. The preparatory meeting will consider the Report of the Secretary General, which will give a comprehensive account of implementation of the Barbados Programme of Action ten years after its adoption. It will also include a synthesis of the outcome of the Regional and Inter-regional Meetings and relevant expert meetings held in preparation for the Mauritius International Meeting, as well as contributions from the specialised agencies of the United Nations system, and from the involvement of the major groups. More information on the Mauritius International Meeting and the preparatory process can be retrieved from the SIDSnet website, at <http://www.sidsnet.org>

4.1. MAJOR GROUPS PARTICIPATION IN SIDS REVIEW PROCESS

The preparatory meeting will provide an opportunity for major groups to make a contribution to the meeting. Past experience would indicate that there will be a strong presence of civil society in the delegations of Small Island Developing States attending the CSD and the preparatory meeting will be considered open to the major groups unless in accordance with the Rules of Procedure of the CSD. *Further details on the organization of work and the agenda for the preparatory meeting will be provided after the General Assembly has completed its consideration of the matter in November 2003.* A separate note with details on participation including accreditation of non-governmental organizations and other major groups currently not accredited to the United Nations and pre-registration information for the Mauritius International Meeting will be provided shortly posted on both <http://www.sidsnet.org> and the major groups site at <http://www.un.org/esa/sustdev/mgroups/mgroups.htm>



5. MAJOR GROUPS PARTICIPATION IN CSD-12

The CSD has traditionally provided a lively forum for non-governmental participation, including organizations representing all major groups. Major group participation has infused the CSD with new ideas, challenges and information and has thus enriched the inter-governmental debate. Major group representatives in the CSD process have participated in multi-stakeholder dialogues, developed coordinated statements by thematic NGO caucus groups, organized dozens of side events to share experiences, and successfully lobbied for particular initiatives that they felt the CSD should undertake or support.

In recent years, major groups have been increasingly accepted within the official intergovernmental process as respected partners in sustainable development, and their presence is now more integrated into the official sessions than ever before. The unique and innovative participatory traditions of the CSD have been widely acknowledged and are fully supported by the CSD. As the CSD undertakes a new era of implementation cycles, the CSD Secretariat will continue to explore new ways to enhance major groups' participation in the CSD process.

5.1. ACCREDITATION

Non-governmental participation in the CSD 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-12. Major group organizations who were accredited to the WSSD will need to apply for ECOSOC consultative status in order to participate. An update on the status of WSSD-accredited organizations can be found in [Annex 5](#).

Accredited organizations planning to send representatives to CSD-12 should write to the NGO Section at **least** three weeks in advance of the meeting.

NGO Section
Division for ECOSOC Support and Coordination
1 United Nations Plaza, Room 1480, New York, NY, 10017, USA
Fax: +1 212 963 9248 • Tel: +1 212 963 8652 • E-mail: csdmregister@un.org
and desangosection@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 at the CSD Secretariat (beyondwvsd@un.org; tel.212-963 8497 or 212-963 4704; fax: 212-963 4260).

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

5.2. ENHANCED MAJOR GROUPS INVOLVEMENT IN OFFICIAL SESSIONS

Structure and Modalities of Participation

The participation of major groups throughout the official CSD-12 session will be integrated throughout the various activities being planned. The following “entry points” for major groups are currently being developed and discussed by the Bureau:

General debate: major groups will be included in the list of speakers of the general debate. Details on the schedule will be made available closer to the CSD-12 session.

Interactive discussion with major groups on water, sanitation and human settlements (morning of 20 April 2004): this session will open the week-long review discussions taking place in conference room 2 (see below).

Interactive review discussions on status and practical aspects of implementation: it is envisioned that major groups be integrated in all other sessions pertaining to the review exercise, which may include panel discussions, lectures followed by question and answer periods, high-level speakers inspiring discussion on a specific topic, expert knowledge forums, and partnership discussions. Major groups could be called upon during such interactive discussions to make comments on presentations, pose questions, participate in panels, and serve as resource persons or facilitators. Furthermore, major group experts and practitioners who are active and knowledgeable in the areas of water, sanitation and human settlements will be invited to share experiences and lessons learned and exchange practical approaches in implementation relevant to the issues being reviewed by the CSD.

High-level segment: this will take place from 28-30 April 2004. One session will be allocated to a multi-stakeholder interactive dialogue on the state of implementation within the three thematic areas between Ministers and high-level representatives of major groups. Details on this session are provided below, in Section 5.4 on major groups organizing partners.

Closing session: make provisions during the closing session on 30 April for overall comments by all major groups on the outcomes of the Review Session.

Outcomes

Major group’s views made during the CSD-12 session will be captured in the Chairman’s summaries (Chair’s summary Part I covering the first part of the session, and Chair’s summary Part II covering the High-Level Segment). The summaries need not reconcile differing views, but instead should reflect the flavour of the debate as accurately as possible. Major groups’ views and proposed solutions to meet challenges and overcome problems related to the topics being reviewed could potentially influence the final CSD decisions in the Policy year (CSD-13), as Governments make use of or endorse them in the negotiation stage.



5.3. MEETING WITH THE CSD-12 BUREAU AND THE MAJOR GROUPS

It is customary for the Chair and other members of the Bureau to meet with major groups representatives. The first meeting of this kind will be organized in conjunction with the third meeting of the Bureau scheduled in New York on 18 November 2003. Major Group representatives who will be in New York at that time will be welcome to participate. Information on time and venue will be disseminated through our list serve and posted on our website. At least one additional meeting will be scheduled closer to the CSD-12 session, and as per past practice, a Co-chair will serve as contact person for the Major Groups during the CSD-12 session.

5.4. MAJOR GROUP ORGANIZING PARTNERS FOR CSD-12

The preparation of multi-stakeholder participation within the CSD is itself a multi-stakeholder process. For the dialogue and the other participatory sessions, key major group networks are invited to form a steering group, which coordinates the preparations and facilitates the engagement of the stakeholders through the leadership and guidance of the organizing partners. The Division for Sustainable Development chairs the steering group and facilitates its work during the preparatory period.

The major groups organizing partners are responsible for:

- Consulting with networks to prepare a dialogue paper (approximately 16 pages) that reflects their group's overall views on the topics for each session, involving themes of water, sanitation and human settlements and the successes and challenges of implementation;
- Consulting with networks to identify relevant experts and other participants to serve on their delegations;
- Coordinating and facilitating the participation of their delegation throughout the CSD-12 session.

List of Organizing Partners

Farmers

Ms. Nettie Weibe
Via Campesina
Email: netwiebe@hotmail.com

Mr. David King
International Federation of Agricultural Producers
Email: David.king@ifap.org

Ms. Nora Ourabah
Email: NoraOurabah@ifap.org

International Partners for Sustainable Agriculture (IPSA)
Ms. Linda Elswick
Email: ipsa@igc.org



List of Organizing Partners

<u>NGOs</u>	<p>Sustainable Development Issues Network (SDIN) through:</p> <p>Ms. Chee Yoke Ling Third World Network Email: yokeling@myjaring.net</p> <p>Ms. Barbara Gemmill \ Environment Liaison Centre International Email: barbarag@elci.org</p> <p>Mr. Peter van der Gaag ANPED Email: pjvdgaag@anped.org</p>
<u>Trade Unions</u>	<p>Mr. Lucien Royer International Confederation of Free Trade Unions (through Trade Union Advisory Council to the OECD) Email: Royer@TUAC.org</p> <p>Ms. Yvonne O'Callaghan ICFTU Youth Committee Email: yvonne.ocallaghan@icftu.org</p>
<u>Business and Industry</u>	<p>Mr. Jack Whelan International Chamber of Commerce Environment & Energy Email: jack.whelan@iccwbo.org</p>
<u>Local Authorities</u>	<p>Ms. Ruth Tregale International Council for Local Environmental Initiatives Email: secretary.general@iclei.org ruth.tregale@iclei.org</p>



List of Organizing Partners

Indigenous People

Ms. Vicky Tauli Corpuz
CSD Indigenous Peoples' Caucus
Email: vco@skyinet.net
vtcorpuz@yahoo.com

Ms. Jocelyn Carino Nettleton
Tebtebba - Indigenous Peoples' International Centre for Policy Research and Education
Email: tebtebba@gn.apc.org
tongtong@gn.apc.org

Tom Goldtooth
Indigenous Environmental Network
Tel: 218-751-4967
Fax: 218-751-0561
Email: ien@igc.org

Mr. Terry Fenge
Inuit Circumpolar Conference
Tel: 613-722-7000
Email: Tfenge7006@home.com
tfenge7006@rogers.com

Youth and Children

Catherine Kamping
Coordinator, CSD Youth Caucus,
International Youth Adviser, Youth Employment Summit
Regional Coordinator for Asia, Global Youth Action Network
Member, Youth Advisory Council, Conference of NGO w/ Consultative Status w/ UN
Secretary General, Youth for Sustainable Development Assembly-Pilipinas
VP-External Affairs, SAVE Mother Earth Movement
Email: catherine@youthlink.org
mckates@yahoo.com

Mr. Leif Holmberg
The national Council of Swedish Youth Organisations
Email: leif.holmberg@lsu.se

Women

Ms. June Zeitlin
Women's Environment and Development Organization
Email: june@wedo.org

Ms. Irene Dankelman
Women's Environment and Development Organization
Email: irene.dankelman@hetnet.nl



List of Organizing Partners

**Scientific and
Technological
Communities**

Mr. Thomas Rosswall
International Council for Science (ICSU)
Tel: 331-4525-0329
Email: thomas.rosswall@icsu.org

Dato Lee Yee-Cheong
World Federation of Engineering Organizations
Tel. + 603 20959745
Fax + 603 78837666
Email: lyeec@pc.jaring.my

Mr. Tom Price
American Association of Engineering Societies
Tel: +202 296 2237 ext. 12
Email: tprice@aaes.org



5.5. PARTNERSHIPS FAIR

The CSD-12 Partnerships Fair will provide a venue for existing and potential new partners of WSSD Partnerships to network, create synergies between partnerships, identify new partners and funding sources and learn from each other's experiences. Partners will have the opportunity to launch new partnerships, update other CSD participants on progress with existing partnerships and present ideas on the follow-up process within CSD. There will also be moderated discussions on relevant themes and a number of educational "How to" sessions providing practical advice and information on partnerships issues. The Partnerships Fair will be a parallel activity to the official discussions at the CSD.

General Structure of the Partnerships Fair

- Partnership presentations: Those involved in partnerships registered with the CSD will have the opportunity to present information pertaining to their specific partnership, implementing mechanisms and action plans. This will also be an opportunity for exchanging lessons learned, networking, and attracting new partners or funding
- "How-to" sessions: These will be exercises in information-sharing and discussion on issues related to establishing and running effective partnerships. These could include partners with first-hand experience stemming from established partnerships highlighting challenges and lessons learned, followed by interactive discussion, as well as general information sessions on such topics as funding partnerships and raising awareness.
- Thematic discussions of partnerships that contribute to water, sanitation and human settlements international commitments might also be organized.
- There may also be some scope for poster and exposition-type facilities.

Who Can Present at the Partnerships Fair?

Partners involved in a sustainable development partnership initiative that is registered with the CSD Secretariat and posted on the CSD Secretariat website will have the opportunity to make presentations. Partnerships related to the thematic areas of water, sanitation and human settlements are particularly encouraged to participate. More information about participation in the Partnerships Fair will be made available on the DSD website as soon as it is available.

Partners must ensure that they are accredited to the Commission on Sustainable Development (through a major group, Government or intergovernmental organization) to be able to participate in the Partnerships Fair.

If you would like to launch a new partnership initiative at CSD-12, please complete the CSD Partnership Registration form, available on our website at:

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

If your proposed partnership is in keeping with CSD-11 criteria and guidelines, the Secretariat will contact you and make the necessary arrangements to schedule a time slot for you at the CSD-12 Partnerships Fair programme, subject to the availability of time slots.

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

We are in the process of finalizing the schedule and request form for the Partnerships Fair. For the latest information on Partnership activities at CSD12 please visit our website at

<http://www.un.org/esa/sustdev/partnerships/partnerships.htm> or write to us at beyondwssd@un.org



5.6. THE LEARNING CENTER

The Learning Center will be held at CSD-12 to further the implementation of Agenda 21 and the Johannesburg Plan of Implementation. It is aimed at facilitating teaching and training at a practical level on various aspects of sustainable development. Courses will be designed to impart useful and practical knowledge that will enable participants to implement Agenda 21 and the Johannesburg Plan of Implementation in their home countries, and will cover areas relevant to CSD-12 themes.

Institutions and resources persons interested in giving course instruction with a focus on water, sanitation and human settlements will be invited to submit proposals to the Division for Sustainable Development.

Course listings will be posted on the CSD website and will be open to all CSD participants. Opportunities for pre-registration and reading material for some courses will be available prior to the start of CSD 12. Please check our website at <http://www.un.org/esa/sustdev/index.html> for the most recent updates and information.

5.7. SIDE EVENTS

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.

If you wish to organize a side event, please refer to the *Side Events Guidelines and Request Form* found in **Annex 6**. All those wishing to organize side events during CSD-12 are urged to read and follow these guidelines closely.



Annex 1: Work Programme of the CSD 2004-2017

Cycle	Thematic cluster	Cross-cutting issues
2004/2005	Water Sanitation Human Settlements	Poverty eradication, Changing unsustainable patterns of consumption and production, Protecting and managing the natural resource base of economic and social development, Sustainable development in a globalizing world, Health and sustainable development, Sustainable development of SIDS, Sustainable development for Africa, Other regional initiatives, Means of implementation, Institutional framework for sustainable development, Gender equality, and Education
2006/2007	Energy for Sustainable Development Industrial Development Air Pollution / Atmosphere Climate Change	Poverty eradication, Changing unsustainable patterns of consumption and production, Protecting and managing the natural resource base of economic and social development, Sustainable development in a globalizing world, Health and sustainable development, Sustainable development of SIDS, Sustainable development for Africa, Other regional initiatives, Means of implementation, Institutional framework for sustainable development, Gender equality, and Education
2008/2009	Agriculture Rural Development Land Drought Desertification Africa	Poverty eradication, Changing unsustainable patterns of consumption and production, Protecting and managing the natural resource base of economic and social development, Sustainable development in a globalizing world, Health and sustainable development, Sustainable development of SIDS, Sustainable development for Africa, Other regional initiatives, Means of implementation, Institutional framework for sustainable development, Gender equality, and Education
2010/2011*	Transport Chemicals Waste Management Mining A Ten Year Framework of Programmes on Sustainable Consumption and Production Patterns	Poverty eradication, Changing unsustainable patterns of consumption and production, Protecting and managing the natural resource base of economic and social development, Sustainable development in a globalizing world, Health and sustainable development, Sustainable development of SIDS, Sustainable development for Africa, Other regional initiatives, Means of implementation, Institutional framework for sustainable development, Gender equality, and Education



Cycle	Thematic cluster	Cross-cutting issues
2012/2013*	Forests Biodiversity Biotechnology Tourism Mountains	Poverty eradication, Changing unsustainable patterns of consumption and production, Protecting and managing the natural resource base of economic and social development, Sustainable development in a globalizing world, Health and sustainable development, Sustainable development of SIDS, Sustainable development for Africa, Other regional initiatives, Means of implementation, Institutional framework for sustainable development, Gender equality, and Education
2014/2015*	Oceans and Seas Marine Resources Small Island Developing States Disaster Management and Vulnerability	Poverty eradication, Changing unsustainable patterns of consumption and production, Protecting and managing the natural resource base of economic and social development, Sustainable development in a globalizing world, Health and sustainable development, Sustainable development of SIDS, Sustainable development for Africa, Other regional initiatives, Means of implementation, Institutional framework for sustainable development, Gender equality, and Education
2016/2017	Overall appraisal of implementation of Agenda 21, the Programme of Further Implementation of Agenda 21 and the Johannesburg Plan of Implementation	

** These thematic clusters will remain as part of the Multi-Year Programme of Work as scheduled unless otherwise agreed by the Commission (applies to the clusters for 2010/2011, 2012/2013 and 2014/2015)*



Annex 2: Member States of the CSD

Commission on Sustainable Development Members (53 members; three-year term):

<i>Membership of the eleventh session</i>	<i>Membership of the twelfth session</i>	<i>Term expires at close of session in the year</i>
Antigua and Barbuda	Antigua and Barbuda	2005
Argentina	Argentina	2005
Australia	Australia	2006
Austria	Austria	2004
Azerbaijan	Azerbaijan	2005
Belarus	Belgium	2005
Belgium	Brazil	2004
Bolivia	Canada	2005
Brazil	China	2005
Canada	Costa Rica	2005
China	Croatia	2005
Costa Rica	Democratic Republic of The Congo	2005
Croatia	Ecuador	2004
Democratic Republic of The Congo	Egypt	2005
Ecuador	Ethiopia	2006
Egypt	Fiji	2006
France	France	2004
Gabon	Gabon	2005
Germany	Germany	2005
Ghana	Ghana	2004
Greece	Guinea-Bissau	2006
Guatemala	Honduras	2006
Iceland	Hungary	2006
India	Iceland	2004
Indonesia	India	2004
Iran (Islamic Republic of)	Indonesia	2004
Japan	Iran (Islamic Republic of)	2004



<i>Membership of the eleventh session</i>	<i>Membership of the twelfth session</i>	<i>Term expires at close of session in the year</i>
Lesotho	Jamaica	2006
Madagascar	Japan	2006
Mali	Lesotho	2005
Mexico	Mongolia	2004
Mongolia	Morocco	2004
Morocco	Nepal	2005
Nepal	Netherlands	2006
Nigeria	Nigeria	2004
Norway	Norway	2005
Pakistan	Peru	2005
Peru	Republic of Korea	2006
Poland	Republic of Moldova	2004
Republic of Moldova	Russian Federation	2006
Saudi Arabia	Saint Lucia	2006
Senegal	Saudi Arabia	2005
Slovenia	Senegal	2004
South Africa	Slovenia	2004
Sudan	South Africa	2005
Switzerland	Sudan	2006
Thailand	Switzerland	2004
Turkey	Turkey	2005
Uganda	Uganda	2006
United Kingdom of Great Britain and Northern Ireland	United Kingdom of Great Britain and Northern Ireland	2006
United States of America	United States of America	2006
Uzbekistan	Uzbekistan	2005
Venezuela	Venezuela	2004



Annex 3: List of Useful Contacts

CSD Secretariat

General Inquiries

Division for Sustainable Development, UNDESA
Two United Nations Plaza, 22nd Floor, New York, NY, 10017, USA
Fax numbers: +1 212 963 1267, -4260, -1795
Email: dsd@un.org

Water Issues

Mr. Manuel Dengo, Chief
Water, Natural Resources and Small Island Developing States Branch
Fax: +1 212 963 4340 Email: dengo@un.org

Sanitation Issues

Mr. Manuel Dengo, Chief
Water, Natural Resources and Small Island Developing States Branch
Division for Sustainable Development/UN-DESA
Fax: +1 212 963 4340 Email: dengo@un.org

Human Settlements Issues

Mr. Dirk Pilari
Policy Coordination, Major Groups and Partnership Branch/UN-DESA
Fax: + 212 963 4260 Email: pilari@un.org

Small Island Developing States

Ms. Diane Quarless, Chief,
SIDS Unit, Division for Sustainable Development/UN-DESA
Fax: +1 917 367 3391
Email: Mauritius2004@sidsnet.org

Major Groups

Ms. Federica Pietracci, Major Groups Programme Coordinator
Policy Coordination, Major Groups and Partnership Branch
Division for Sustainable Development/UN-DESA
Tel: +1 212 963 8497 Fax: +1 212 963 4260
Email: pietracci@un.org

Ms. Tonya Vaturi, Major Groups Programme Associate
Policy Coordination, Major Groups and Partnership Branch/UN-DESA
Tel: +1 212 963 4707 Fax: +1 212 963 4260
Email: vaturi@un.org

Partnerships and Partnership Fair

Fax: +1 212 963 4260
Email: beyondwssd@un.org



Learning Centre

Fax + 1 212 963 9883

Email: csdlearningcenter@un.org

Side Events

Mr. Zvetolyub Basmajiev

Policy Coordination, Major Groups and Partnership Branch

Division for Sustainable Development/UN-DESA

Fax: +1 212 963 4260

E-mail: basmajiev@un.org

NGO Section (for inquiries related to NGO accreditation)

Ms. Hanifa Mezoui, Chief

NGO Section, Division for ECOSOC Support and Coordination

One United Nations Plaza, Room 1480, New York, NY, 10017, USA

Tel: +1 212 963 8652 Fax: +1 212 963 9248

E-mail: csdmregister@un.org and desangosection@un.org

UN Non-Governmental Liaison Services (NGLS), New York Office

Ms. Stella Arthur

One United Nations Plaza, Room 1106, New York, NY, 10017, USA

Tel: +1 212 963 3125 Fax: +1 212 963 8712

Email: npls@un.org



Annex 4: Template for Major Groups Inputs to CSD-12 Reports
Please organize your inputs according to one or more of the following headings:
(fields not mandatory)

<p>New Developments and Challenges <i>(pertinent to the future implementation of given commitments, goals and targets in the thematic areas)</i></p>
<p>Specific Experiences <i>(e.g. case studies)</i></p>
<p>Lessons Learned / Trends Observed / Obstacles to Overcome</p>
<p>Qualitative Data <i>A brief assessment of progress or lack of progress in the implementation of given commitments, goals and targets in the thematic areas of water, sanitation and human settlements</i></p>
<p>Quantitative Data <i>(e.g. charts, tables, and graphs)</i></p>
<p>Policy Directions What should be brought to the attention of the CSD?</p>

Please also provide the following information:

Name:

Organization:

Address:

Telephone:

Fax:

E-mail:

Website:

Major Group(s) represented:

Past history of participation in the CSD/WSSD process (*i.e. representation at CSD-8, CSD-9, etc.*):



Annex 5: Update on the Status of WSSD-Accredited NGOs

During the 11th Session of the Commission on Sustainable Development, held in New York from 28 April - 9 May 2003, a discussion was held on the issue of how to accommodate the future participation of the 737 NGOs and other major group organizations accredited to participate in the World Summit on Sustainable Development.

The CSD subsequently recommended to the Economic and Social Council to “consider, in accordance with established United Nations rules of procedure and taking note of the ongoing work of the NGO Committee, the status of NGOs that were accredited to the World Summit on Sustainable Development so that the Commission can benefit from their contributions as soon as possible.”

During the ECOSOC Substantive session held in Geneva from 30 June - 25 July 2003, the Council considered the CSD-11 decision addressing the question of NGO accreditation. Delegations were divided on this issue, and proposed two different solutions. The first group requested that all WSSD-accredited NGOs apply for consultative status with ECOSOC through the NGO Committee, in accordance with the rules of procedure and practices of the United Nations. The second group preferred a special arrangement whereby NGOs applying for consultative status with ECOSOC in accordance with established rules of ECOSOC would also be added to ECOSOC’s “CSD List” while their applications were pending, so that they could participate in the sessions of the CSD, and that this arrangement would be reviewed following the first two-year cycle of the CSD.

There was no agreement on this issue, and several different versions of the proposed text were transferred for future consideration during the resumed session of ECOSOC, to be held in **February 2004**.

While a final decision on this issue remains pending, we strongly encourage all NGOs and other major groups accredited to the WSSD to apply as soon as possible for consultative status with ECOSOC by contacting the NGO Section at desangosection@un.org or by visiting their website at: <http://www.un.org/esa/coordination/ngo/>

Applications received before 1 June 2004 will be reviewed in 2005 by the NGO Committee and submitted to ECOSOC for final approval.



Annex 6: Side Event Guidelines and Event Request Form

1. The proposed side event should be directly related to the goals and objectives of the Commission on Sustainable Development and should reflect an approach to sustainable development that integrates its economic, social and environmental dimensions.
2. Every effort should be made to align the proposed events with the main thrust of the agenda of the 12th Session of the Commission on Sustainable Development.
3. In order to ensure that as many organizations can be involved as possible, side event proposals should involve several organizing partners. Preference will be given to events that are organized by governmental, non-governmental and inter-governmental partners.
4. Each side event organizer can be involved in only one side event at each session of the Commission on Sustainable Development
5. The Secretariat will distribute copies of the consolidated programme on the first day of the meeting to inform participants about the session and related events. The Secretariat will also provide a daily leaflet containing the most up-to-date list of events and meetings taking place that day. The Secretariat will not produce fliers, distribute notices, or run other publicity efforts for side events; publicizing a side event is the responsibility of its organizers
6. Side events are open to all participants. Organizers of closed events or events aiming for an exclusive audience are advised to obtain alternative locations.
7. Non-governmental representatives proposing a side event must be accredited with the Commission for Sustainable Development. Organizations that are already in consultative status with ECOSOC are automatically accredited.
8. Inter-governmental meetings always have priority over other events or meetings. Side events may have to be cancelled at the last minute if an inter-governmental meeting needs to use the room where the side event was scheduled to take place. In these cases, the Secretariat will attempt to reschedule the cancelled event to another location or another date.
9. Side event organizers can request equipment and services for their event including: projectors (slide, video, overhead or laptop-to-screen), microphones (standing microphones or use of the sound system in the conference rooms), projection screens, sound recording (based on availability of recording equipment in the room).



10. Organizers should plan to hold their event in English as interpretation services are not available for side events.
11. Printed materials may be distributed by using the tables or other such facilities that will be available outside the meeting rooms. Since side events take place in the rooms where the official meetings are conducted, organizers are requested to remove all their materials when leaving the rooms after their side event.
12. Only printed materials that are directly related to the agenda of the 12th Session of the Commission for Sustainable Development can be distributed during a side event or at any other time at the session. The Secretariat reserves its right to remove materials judged to be inappropriate.
13. The sale of printed materials (or any other items) at the UN premises during the side events or at any other time is strictly prohibited.
14. Displays and exhibitions can only be organized through the Secretariat. 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 meeting to avoid removal and loss of their materials.
15. Food and drinks are prohibited in the conference rooms of the UN. Activities that involve food or drinks, such as receptions, are allowed only in the designated areas and must be arranged directly with the UN Catering Services, tel: (+1-212) 963 7098. The Secretariat will not facilitate these arrangements.
16. The side event organizers should make their own arrangements regarding UN ground passes for individuals, invited as speakers or guests to the event.
17. The charges for the use of the conference rooms and the equipment should be covered by the organizers in advance to their side event.

Submission of Proposals

How to submit a side event proposal

Anyone interested in organising a side event at a session of the Commission on Sustainable Development must submit a proposal using the Side Event Request Form and attach a detailed description of the proposed event, including its thematic focus, speakers/presenters and its potential contribution to the 12th session of the Commission.

All completed forms must be faxed to (+1-212) 963 4260.

Deadlines for submission of proposals:

Proposals for side events at the 12th Session of the Commission on Sustainable Development (New York, 19 – 30 April 2004) must be submitted by **9 March 2004**.



UN COMMISSION ON SUSTAINABLE DEVELOPMENT
12th Session, New York, 19 – 30 April 2004
Side Event Request Form

Name of requesting organization: _____

Contact Person: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Title of the Event (Please attach a separate sheet with a detailed description, including all organizing partners, the thematic focus, speakers and potential contribution of the side event to the 12th Session of the Commission) :

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	6:15-7:45 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:

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

Other (please explain): _____

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

(Name of the requesting Organization)

Signed by : _____

Please print full name and title below the signature line.

PLEASE NOTE THAT PAYMENT IS REQUIRED IN ADVANCE OF THE SIDE EVENT!