



**The President  
of the  
Economic and Social Council**

27 February 2012

Excellency,

I am writing to advise you of the substantive focus and organizational format of the Special high-level meeting of the Economic and Social Council with the Bretton Woods institutions, the World Trade Organization and the United Nations Conference on Trade and Development, to be held on 12-13 March 2012.

Pursuant to ECOSOC resolutions 2009/30, 2010/26 and 2011/38, the overall theme of the meeting will be “*Coherence, coordination and cooperation in the context of Financing for Development*”. Building on recent experience, the format of the meeting will serve to encourage a dynamic and interactive debate and promote an open exchange of views between government representatives and major institutional stakeholders. Following a short opening plenary with brief statements by the heads of relevant intergovernmental bodies and other senior officials, the meeting will consist of informal thematic debates on the following themes:

- (1) “*Promoting sustained, inclusive and equitable economic growth, job creation, productive investment and trade*”; and
- (2) “*Financing of sustainable development*”.

The thematic debates on the above topics will be held consecutively in an informal plenary setting of the whole, in order to facilitate greater engagement of all participants, including representatives of civil society and the business sector. To kick-off the thematic debates, there will be special presentations by experts from the institutional stakeholders of the meeting.

A renewed effort will be made to promote strict adherence to the meeting schedule and time limits for interventions, in order to stimulate more interactive dialogue among all participants, within the full time available. No list of speakers will be established in advance of the meeting. All participants will be requested to avoid reading from written statements, although this will not preclude the distribution of full texts.

The meeting will conclude with closing remarks by the President of the Council highlighting the main points of discussions and specific proposals leading to action-oriented results. A full summary of the meeting will be issued as an official document of ECOSOC and the General Assembly.

Permanent Representatives of  
All Member States of ECOSOC  
New York

On behalf of the Members of ECOSOC Bureau, I would like to take this opportunity to invite you to a working lunch on Monday, 12 March , at 1:15 p.m., immediately following the adjournment of the morning session, in the North Lawn Building at the United Nations in New York. The lunch will provide an opportunity to discuss, in an informal setting, substantive issues of sustainable development as well as concrete ideas and suggestions for better understanding and broader cooperation between the United Nations and the respective bodies and institutions of the major institutional stakeholders of the Monterrey process (The invitation is personal and non-transferable). Please RSVP by email only to [lucia.michalakova@mzv.sk](mailto:lucia.michalakova@mzv.sk) by 6 March 2012.

The full programme of the event will be circulated at a later date. For further information and periodic updates, please consult the website of the meeting at [www.un.org/esa/ffd/ecosoc/springmeetings/2012/index.htm](http://www.un.org/esa/ffd/ecosoc/springmeetings/2012/index.htm).

Please accept, Excellency, the assurances of my highest consideration.

A handwritten signature in black ink, appearing to read 'Miloš Koterec', written in a cursive style.

Miloš Koterec