

First annual session of the Peacebuilding Commission

23 June 2014

Guidelines for the participation of Member States, Institutional Donors, regional organizations, civil society organizations and the academia

Background:

1. The modalities¹ agreed by the Organizational Committee (OC) of the Peacebuilding Commission (PBC) for convening the annual session stipulates that participation will include: Member States of the Committee; representatives of the countries on the agenda; members of country configurations; institutional partners; a representative of the Secretary-General; regional and local actors; and civil society organizations.
2. On 28 March 2014, the Committee approved the structure and format of the annual session which includes an opening and closing segments each of 60 minutes duration, and two interactive working sessions each of 90 minutes duration.
3. The following guidelines proposes practical modalities for the participation aspect. It aims at the broadest possible participation, while also responding to Member States' determination to ensure that the two interactive sessions should lead to policy development, improved coordination among international organizations and further elaboration where inter-governmental policy and political support can improve outcomes for people in countries emerging from conflict.

Opening and closing segments:

4. Members of all PBC configurations are invited to attend the opening and closing segments of the annual session in the Trusteeship Council Chamber. They will be offered assigned seats with nameplates. Both segments will also be open to the broader UN membership, observers, UN staff, civil society and media representatives.
5. The Chair, the Secretary-General and the keynote speaker will deliver remarks at the opening session. The Presidents of the General Assembly and the Security Council will deliver remarks at the closing session. The moderators of the two working sessions will make a brief intervention at the closing session presenting, the key findings of the discussions at their respective sessions.

¹ Annex of A/68/729 - S/2014/67

Working sessions:

6. In view of the interactive nature of the two working sessions, a smaller conference room with limited seating capacity² was reserved for this purpose (Conference Room 5 in the North Lawn Building of the United Nations).

7. In this connection, invitations for participation in the two working sessions are extended to participants who meet the following categories:

- a. Members of the Organizational Committee
- b. Representatives of the Countries on the agenda
- c. Chairs of the PBC configurations that are **not** members of the Organizational Committee
- d. Institutional partners (European Union, International Financial Institutions, Organization of Islamic Cooperation)
- e. Relevant UN senior officials
- f. Relevant civil society representatives/academia,

8. Within these six categories, the following criteria (in the listed order) will be applied and will determine seating priority at the main table in CR 5:

- a. Participation of Capital/HQ-based officials (for categories 7 a through d); and Assistant Secretary-General/Director level seniority (for category 7 e);
- b. Pre-registration with the Peacebuilding Support Office (for categories 7 a through e) **no later than Friday, 13 June.**
- c. Prior approval by the Organizational Committee (for category 7 f)

9. Participants according to the categories listed in paragraph 7, but who are **neither** represented by Capital/HQ-based officials nor pre-registered with the Peacebuilding Support Office by Friday, 13 June can only be accommodated on “first-come first-seated basis”, subject to availability of non-reserved seats at the main table.

10. Members of the PBC country configurations who are not members of the Organizational Committee can register for participation in the two working sessions. However, **priority** of participation will be given to members who are represented by **Capital/HQ-based officials** and are **pre-registered** with the Peacebuilding Support Office (Ms. Anima Dua-Agyeman at dua-agyeman@un.org) **by Friday, 13 June.**

11. Attendance will be limited to **one** head of delegation + **one** advisor for participants who are represented by Capital/HQ-based officials. For all other participants, attendance will be limited to one delegate.

² 86 in total: 43 around the main table and 43 in the second row