

Second Joint Preparatory Retreat of the Bureaux  
of the UN Environment Assembly and the Committee of Permanent Representatives  
9 to 10 June 2017  
Hotel Villa Caletas (Pacifico Central)  
Puntarenas, Costa Rica  
Agenda item 2

**Note by the Secretariat on Side Events of the 2017 UN  
Environment Assembly**

The Secretariat has the honor to submit the draft on the procedures and selection criteria for side events during the upcoming Environment Assembly. It will support discussion under Agenda item 2: Stocktaking on Preparations for the 2017 UN Environment Assembly, at the Second Joint Preparatory Retreat of the bureaux of the UN Environment Assembly and the Committee of Permanent Representatives, to be held on 9 to 10 June 2017.

Members of both bureaux are invited to provide comments to the Secretariat. Based on the guidance provided by members the Secretariat will launch a call for proposals for side events to all Member State, UN organizations and accredited major groups and stakeholders.

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## **GUIDANCE ON SIDE EVENT PROPOSAL SUBMISSION**

### **Background**

A side event is an approved event, organized during the Assembly days, with a view to sharing experiences, finding solutions and inspiring partnerships towards tackling one of the five pollution areas.

There will be a maximum of six official side events during the 2017 United Nation Environment Assembly.

A side event is an approved event, organized on the margins of the Assembly as proposed in the adopted Assembly structure, with a view to sharing experiences, finding solutions and inspiring partnerships towards tackling pollution. Each side event can focus on the major dimensions of pollution (air, fresh-water, marine, land/soil and sound management of chemicals and waste) while considering the cross cutting approaches address pollution. The following are suggested cross-cutting themes that could be considered by the organizers:

- Circular economy, production and supply chain
- Innovation and technology
- City level action: Sectoral integration to tackle pollution
- Ecosystem based approach for pollution management
- Data and evidence-based decision making
- Sustainable consumption practices

### **Selection Criteria**

- A side event should last no longer than 1.5 hours during the dedicated slots of the structure of the Assembly (see annex)
- Side events will not overlap with any official session of the Assembly The themes of the side events need to relate to at least one of the five pollution sub-themes of the Assembly
- The side event should have a multi stakeholder character, including private sector and civil society representation and actively involve the audience
- The side event should focus on tangible solutions and outcomes to tackle pollution
- Side events are fully funded by the organizer(s)

## **Selection process**

The Secretariat of Governing Bodies will launch by the end of June a call for proposals for side events amongst member States, UN organizations and entities and accredited major groups and stakeholders.

The organizer(s) will complete an online form that is available in the website of the Assembly ([www.unep.org/environmentassembly](http://www.unep.org/environmentassembly)). The online form will contain the following questions:

- Description of the event
- Organizers
- How it relates to one of the pollution themes
- Proposed practical solutions
- Panelists and speakers

A review panel, under the coordination and oversight of relevant UN Environment divisions, chaired by the Executive Director will review the proposals and select the six side events that will be organized at the Assembly. The announcement will follow the timelines indicated in this document.

## **Side event organization**

The organizer(s) are responsible for:

- Invite panelists and speakers,
- Cover travel expenses for panelists and speakers
- Advertise the event beyond the UN Environment Assembly website.
- Prepare the final report summary of the outcomes.
- Side events logistics and registration and security access to the Gigiri Complex
- Logistics, such as room allocation, sound and projectors, need to be arranged in collaboration with the side event team and the relevant liaison in Conference Services. Any costs should be covered by the organizers of the side event.
- Should the organizers request drinks and/or meals to be served to participants, this will have to be organized through the designated caterers during the Assembly and fully paid by the organizer(s).
- Should the organizer(s) consider media presence necessary at the event, it lies in his/ her responsibility to organize it. However, the media team of the UN Environment Communications Division can be approached for support.

## **Timelines**

Early applications will be encouraged. No proposals should be accepted after the deadline.

Publication of the call for side events ( <i>latest by</i> )	31-Jun-2017
Online application closes	30-Aug-17
Conclusion of review of applications	15-Sep-17
Final decision and announcement of selected side events	31-Sep-17
Publication of all side events program	15-Oct-17