

**Note by the Secretariat on call for proposals for Side Events  
during the 2017 UN Environment Assembly**

The Secretariat has the honour to launch a call for proposals for side events to all Member States, UN organizations and accredited major groups and stakeholders.

The organizer(s) will submit their proposed side events by completing an online form that is available in the website of the Assembly ([www.unep.org/environmentassembly/event-details](http://www.unep.org/environmentassembly/event-details)).

All Member States, UN organizations and accredited major groups and stakeholders are invited to read through and follow the provided guidance on side event proposal submission.

The call for proposals for side events will close on August 30<sup>th</sup> 2017.

\*\*\*\*

## 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 Nations 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, freshwater, marine, land/soil and sound management of chemicals and waste) while considering the cross-cutting approaches to address pollution. The following are suggested cross-cutting themes that could be considered by the organizers:

- Circular economy and sustainable consumption practices
- Innovation and technology
- City-level action: Sectoral integration to tackle pollution
- Ecosystem-based approaches for pollution management
- Science for solutions

### **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 are fully funded and secured by the organizer(s).
- 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 six 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.

## **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/event-details](http://www.unep.org/environmentassembly/event-details)). The online form will contain the following questions, among others:

- 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 and chaired by the Executive Director, will review the proposals and select the six side events that will be organized at the Assembly. The Executive Director will take into consideration geographical, thematic distribution and give particular attention to proposals from different stakeholders such as United Nations, civil society and Member States. The announcement will follow the timelines indicated in this document.

## **Side event organization**

The organizer(s) are responsible for the following tasks:

- Inviting panelists and speakers.
- Covering travel expenses for panelists and speakers.
- Advertising the event beyond the UN Environment Assembly website.
- Preparing the final report summary of the outcomes.
- Arranging side event logistics and registration, including access to the UN compound.
- Overseeing logistics, such as room allocation, sound and projectors, which 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.

## **Timeline**

Early applications are encouraged. No proposals will 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