

Note by the Secretariat on the call for proposals for side events during the 2017 UN Environment Assembly

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

The interested organizer(s) will submit their proposed side event by completing an online form that is available on the website of the Assembly (www.unep.org/environmentassembly)

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

The call for proposals for side events will close on August 31th 2017.

GUIDANCE ON SIDE EVENT PROPOSAL SUBMISSIONS

Background

In accordance with the structure of the third session of the Environment Assembly adopted by the Committee of Permanent Representatives, a side event is organized on the margins of the Assembly. Side events are organized with the objective to share experiences, find solutions and inspire partnerships towards tackling pollution.

Each side event can focus on one of the suggested major dimensions of pollution (air, fresh-water, marine, land/soil and sound management of chemicals and waste) while considering the cross cutting approaches addressing pollution.

The following are the cross-cutting themes that could be considered by the organizers of side events are:

- Sustainable consumption and production and the circular economy
- Innovation and technology for sustainability
- City level action: Sectoral integration to tackle pollution
- Ecosystem based approach for pollution management
- Science for green solutions

There will be a maximum of six official side events during the Assembly.

Selection Criteria

- A side event should last no longer than 1.5 hours.
- All costs related to the organization of side events are to be fully borne by the organizer(s).
- Side events will be scheduled during dedicated slots and will not overlap with any official meetings of the Assembly.
- The themes of the side events should relate to at least one of the major dimensions of pollution as listed in the bullets above or be of cross cutting nature.
- The design and structure of the side event should ensure broad stakeholder participation, including private sector and civil society representation in any panel and actively involve the audience.
- The side event should focus on tangible solutions and outcomes to tackle pollution which also address specific SDG targets.
- Speakers lists should consider a geographic and gender balance.
- Priority will also be given to side events co-sponsored by two or more entities/partners.

Selection process

Organizer(s) of proposed side events will complete an online form that is available in the website of the Assembly (www.unep.org/environmentassembly). Organizers will be requested to provide the following information:

- Description of the event
- Organizers and partners
- How the event relates to one of the major dimensions of pollution and to the cross-cutting approaches
- Proposed practical solutions
- Panelists and speakers
- Envisaged media coverage

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 giving due consideration to the selection criteria noted above. The Executive Director will take into consideration geographical and thematic distribution to ensure a fair distribution of side event allocations among different stakeholders such as member states, civil society and United Nations entities. The selected side events will be announced in mid-October.

Side event organization

The organizer(s) are responsible for:

- Inviting panelists and speakers;
- Covering travel expenses for panelists and speakers;
- Advertising the event beyond the UN Environment Assembly website;
- Preparing a final report summary of the outcomes; and
- Arranging for side events logistics and registration for 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 will have to be covered by the organizers of the side event.

Should the organizers request any catering services, this will have to be organized through the designated caterers during the Assembly and fully paid for by the organizer(s), in advance.

Should the organizer(s) consider media presence necessary at the event, it lies in their responsibility to organize it. However, the media team of the UN Environment Communications Division can be approached for support.

Timelines

Early applications are encouraged. No proposals shall be accepted after the deadline.

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| Publication of the call for side events | 30-Jun-2017 |
| Closing of online application process | 31-Aug-2017 |
| Conclusion of review of applications | 15-Sep-2017 |
| Final decision and announcement of selected side events | 30-Sep-2017 |
| Publication of list of approved side events | 15-Oct-2017 |