



Governance Affairs Office



United Nations
Environment Programme

United Nations Environment Programme
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Guidance Note by the Secretariat on the call for proposals for side events for the fourth session of the UN Environment Assembly

The Secretariat of the UN Environment Programme has launched a call for proposals for side events that will be organized during the fourth session UN Environment Assembly, to be held in Nairobi, Kenya, on 11-15 March 2019.

The call is addressed to Member States, UN entities, representatives from the Multilateral Environmental Agreements (MEA's), accredited major groups and stakeholders and UN Environment Programme Regional Offices and Divisions. Interested organizer(s) are requested to submit their proposed side event by completing an online form that is made available on the following link: <https://papersmart.unon.org/resolution/unea4-side-events>

Applicants are invited to closely follow the guidance set out in this note before submitting their proposals online.

The call for proposals for side events will close on **10 December 2018**.

Background

In accordance with the structure of the fourth session of the Environment Assembly adopted by the Committee of Permanent Representatives, a number of side events are organized in the margins of the Assembly, either at lunchtime, or during evenings, when the formal meeting is adjourned. Side events are organized with the objective to share experiences, find solutions and inspire partnerships towards innovative solutions on environmental challenges and sustainable consumption and production.

Each side event should be aligned with the overall theme for the fourth Environment Assembly – “Innovative solutions for environmental challenges and sustainable consumption and production” – and it should be relevant for one or more of the following focus areas of the theme:

- a) *Environmental challenges related to poverty and natural resources management, including sustainable food systems, food security and halting biodiversity loss;*
- b) *Life-cycle approaches to resource efficiency, energy, chemicals and waste management;*
- c) *Innovative sustainable business development at a time of rapid technological change.*

There will be a maximum of fourteen official side events during the Assembly. Submitted proposals will be thoroughly screened and reviewed by the UN Environment Programme Secretariat. The selection process will be applying a set of selection criteria (as outlined below) to identify the most suitable proposals and is expected to be finalized in January 2019.

Selection Criteria

- I. A side event should last no longer than 2 hours during lunch hours (1 pm – 3 pm) and 1 hour during the evening (6 pm – 7 pm).
- II. All costs related to the organization of a side event must be covered by the organizer(s).
- III. Side events will be scheduled during dedicated slots (see criteria I above) and will must overlap with any official meetings of the Assembly.
- IV. The themes of the side events should relate to the theme of the Environment Assembly, and at least one of the focus areas of the theme as listed above.
- V. The design and structure of the side event should ensure broad stakeholder participation, including representation from the private sector and civil society in any panel discussion, and it should ensure an interactive dialogue with the audience.
- VI. The list of lead speakers / contributors to the event lists should, as far as possible, be geographically and gender balanced.

VII. Priority will be given to side events that are co-sponsored by two or more entities/ partners.

Selection process

Organizer(s) of a proposed side events will need to complete an online form that is made available on the website of the Assembly (<http://web.unep.org/environmentassembly/>). Organizers will be requested to provide the following information:

- Description of the event
- Organizers and partners
- Description of how the event relates to the theme of the Assembly and to one or more of the focus areas of the theme
- Proposed practical solutions to the topic that will be addressed
- A list of 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 14 side events that will be organized at the Assembly, giving due consideration to the selection criteria listed above. The Executive Director will also 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 early January 2019 at the latest.

Side event organization

The organizer(s) of a side event are responsible for:

- Inviting panelists and speakers;
- Covering any expenses related to travel and accommodation for panelists and speakers;
- Advertising and marketing the event beyond the UN Environment Assembly website;
- Preparing a short final report with a summary of the outcomes of the event; and
- Arranging for any logistical and registration requirements related to the participation at the side event, including securing access to the Gigiri Complex.

Logistics, such as room allocation, sound and projectors, need to be arranged in collaboration with the side event team in the Secretariat of the UN Environment Programme, and the relevant liaison officer in Conference Services, upon approval of the proposal.

Should the organizers request any catering services related to the side event, this will have to be organized through the designated caterers for the Environment Assembly, and any related expense must be fully covered by the organizer(s), in advance.

Possible media presence at or relating to the side event shall be organized by the organizer(s). However, the media team of the Communications Division in the Secretariat of the UN Environment Programme may be approached to provide support.

Timelines

Early applications for side events are encouraged.

No proposals for side events will be accepted after the deadline of 10 December.

Publication of the call for side events	2-Nov-2018
Closing of online application process	10-Dec-2018
Conclusion of review of applications	Mid-Dec-2019
Final decision and announcement of selected side events	Early Jan-2019
Publication of list of approved side events on the UN Environment Assembly website	Mid-Jan-2019