



## Logistics Note

### High-Level Political Forum on Sustainable Development under the auspices of the General Assembly (SDG Summit) Trusteeship Council Chamber, 24-25 September 2019

#### Overview

The high-level political forum on sustainable development (HLPF), under the auspices of the General Assembly (SDG Summit), will be held pursuant to General Assembly resolution 67/290 of 9 July 2013 and decision 73/522 of 13 December 2018, on the afternoon of Tuesday, 24 September 2019 and all day on Wednesday, 25 September 2019 in the Trusteeship Council Chamber, United Nations Headquarters in New York. The forum is convened at the level of Heads of State and Government.

The SDG Summit is being convened for the first time since the adoption of the 2030 Agenda for Sustainable Development and its 17 Sustainable Development Goals (SDGs) by Heads of State and Government of all UN Member States in September 2015. It is the central UN platform for Heads of State and Government to provide political leadership on the implementation of the 2030 Agenda for Sustainable Development. It is mandated to provide high-level political guidance on the 2030 Agenda and its implementation, identify progress and emerging challenges and mobilize further actions to accelerate implementation.

#### Format of the HLPF (SDG Summit)

##### Opening

The opening segment will feature statements by the President of the seventy-fourth session of the General Assembly, the United Nations Secretary-General, and the President of the 2020 session of the Economic and Social Council. A special feature of the opening segment will be the “Fireside Chat” on the Global Sustainable Development Report.

##### Adoption of the Political Declaration

In accordance with General Assembly resolution 67/290, there shall be “a concise negotiated political declaration to be submitted for the consideration of the Assembly”. The political declaration entitled “Gearing Up for a Decade of Action and Delivery for Sustainable Development” Political Declaration of

the SDG Summit” shall be adopted by Heads of State and Government during the opening segment of the SDG Summit. The political declaration was formulated by consensus through intergovernmental negotiations and passed through silence procedure on 2 July 2019. The draft political declaration will be issued as document A/HLPF/2019/L.1.

The SDG Summit will operate under the rules of procedure of the main committees of the General Assembly. Member States are encouraged to reflect any expression of position during the plenary meeting of the seventy-fourth session of the General Assembly in October, when the political declaration is brought for consideration of the General Assembly, following its adoption at the SDG Summit.

### Plenary segments

There will be two plenary segments (24 September from 4:00 to 5:00 p.m. and 25 September 5:05 to 5:50 p.m.) to facilitate statements to be delivered on behalf of groups of States. In accordance the letter of the President of the General Assembly dated 28 June, the plenary will include statements delivered on behalf of group of States. Additional participating States have been included following the statements on behalf of groups of States to facilitate as many speakers as possible in the SDG Summit. Please note that some speakers are not expected to take the floor by the 25<sup>th</sup> of September unless cancellations or downgrades alter their placement. These delegations will be given an opportunity to speak at a formal plenary meeting of the General Assembly in October 2019. Additional information on the plenary meeting will be provided at a later date.

Statements will be delivered from one of two lecterns positioned in front of the podium. The time limit for statements on behalf of groups as well as national statements will be three minutes.

### Leaders Dialogues

There will be six one-hour Leaders Dialogues with themes drawn from specific findings from the Global Sustainable Development Report and the Secretary-General Sustainable Development Goals Progress Report (see Concept Note on Leaders Dialogues).

Each Leaders Dialogue will be co-moderated by two Member States (at the level of Head of State and Government). Twelve participating States will each deliver their 3-minute statements on the specific theme of the Leaders Dialogue to share political guidance and recommendations on implementation based on national experiences in this area. It will also feature 3-minute statements from the UN system or intergovernmental organizations and one representative from major groups and other stakeholders. In order to allow all inscribed participants to speak, time limits will be strictly implemented. Statements will be delivered from one of two lecterns positioned in front of the podium.

## List of speakers

The programme and the provisional list of speakers will be made available in the week of 9 September 2019. Participating States, UN System organizations, intergovernmental organizations, major groups and other stakeholders who wish to submit statements may submit electronic versions for posting on the PaperSmart portal ([papersmart2@un.org](mailto:papersmart2@un.org)) no later than two hours in advance of delivery. As mandated in resolution 67/290, priority will be given to Heads of State and Government.

## Leaving No One Behind Messages

Messages on Leaving No One Behind will be highlighted in between various parts of the programme in recognition of the centrality of this principle for the entire 2030 Agenda for Sustainable Development. The messages will focus on most vulnerable groups as recognized in the 2030 Agenda, as well as on women and girls.

## Closing Segment

The closing segment will include concluding remarks by the Deputy Secretary-General and the President of the General Assembly and will feature a contribution by a young artist of the spoken word.

## Seating Arrangement

Seating for participating States in the SDG Summit will follow the All States seating protocol, arranged from A to Z. Due to the limited capacity in the Trusteeship Council Chamber, seats will be allocated for Principal+1 for each delegation. Very few additional spaces will be available in the gallery of the Trusteeship Council Chamber for Member States on a first-come, first-served basis. Arrangements have also been made for an overflow room on 24 September (Conference Room 5) and 25 September (Conference Room 9) which can accommodate 120 and 45 individuals, respectively, and which will be available for participating States and major groups and other stakeholders on a first-come, first-served basis.

## Participation of participating States, observers and other stakeholders

Participating States are encouraged to participate in the SDG Summit at the highest possible level, preferably at the level of Heads of State and Government. Intergovernmental organizations with observer status at the General Assembly are also invited to be represented at the highest possible level.

The participation of representatives from the major groups and other stakeholders is being organized with the organizing mechanisms.

## Registration of members of official delegations

Members of the parties of Heads of State or Government, Vice- Presidents, Crown Princes or Princesses and Ministers will be registered by the Protocol and Liaison Service. Missions/offices are required to submit their registration requests by using the online system “eRegistration” available through the e-deleGATE Portal at <https://delegate.un.int>.

## Access arrangements

### Access for Member States and Observers

In addition to the UN grounds pass needed to access the UN premises, secondary passes will be required to enter the Trusteeship Council Chamber. For that purpose, every Permanent Mission will be issued two cards for access to the Trusteeship Council Chamber. These secondary passes, issued by the Protocol and Liaison Service, are transferable amongst members of a delegation.

### Access for specialized agencies and UN entities

Limited seating will be available for the UN system organization that have registered for the SDG Summit, with no more than one seat allocated per organization.

### Access for NGOs and other stakeholders

The registration process for representatives of non-governmental organizations with ECOSOC consultative status and other organizations with special accreditation closed on 6 August 2019 via the UN Indico platform.

Due to security restrictions for the High-Level week of the General Assembly, access to the UN will be via the checkpoint at 46<sup>th</sup> Street and 2<sup>nd</sup> Avenue. Please note that for security purposes, a government issued photo ID is required (1) to receive the special events ticket and (2) to enter the United Nations compound. Participants should arrive one hour prior to the start of the event to ensure enough time for the mandatory airport-standard security screening.

## Webcast

The United Nations Webcast services will provide live streaming coverage of the SDG Summit in 6 languages as well as on-demand coverage (recorded video) in English and original language, through the UN Web TV website at: <http://webtv.un.org>.

## Documentation, Statements, Non-official language interpretation and Accessibility

In order to facilitate the provision of interpretation services, 20 copies of the statement to be delivered should be submitted to the conference officers' desk located at the rear of the Trusteeship Council Chamber

at least 30 minutes before the statement is delivered.

Delegations wishing to circulate their statements are invited to submit PDF versions of their statements via email to [papersmart2@un.org](mailto:papersmart2@un.org). The name of the meeting should be indicated in the subject line of the email and in the heading of the statement. The statements will remain embargoed until their delivery and then posted.

Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Any speaker may also make a statement in a language other than the official languages. In such cases, in accordance with rule 53 of the Rules of Procedure of the Assembly, the delegation in question must provide either an interpreter from the non-official language into an official language, or a written text of the statement in one of the official languages to be read out by a United Nations interpreter. On the basis of this interpretation or the written text which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters.

When a written text is provided, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through the translated text and to ensure synchronization between the speaker and the interpreter.

Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreter booths in the conference room, must be made in advance through the Meetings Management. The interpreter or the guide provided by the delegation should be brought by the delegation to the conference officers' desk in the conference room 30 minutes prior to the delivery of the statement.

Closed captioning (CART services) will be provided for the opening, plenary, Leaders Dialogues and closing segments of the SDG Summit.

The United Nations Accessibility Centre offers assistive information and communication technology to support audio, visual as well as physical impairments. The assistive devices are available on-site or as a loan to participants with disabilities. The Accessibility Centre is located in the Conference Building, Room S-1B032 (Level 1B) by the Secretarial Building escalators.

The DGACM Documents Assistance Centre (DAC) located in the North Delegates Lounge in Room CB-0264 is a central point of support for delegates seeking documentation assistance.

## Sustainability

Integrating sustainable development in all aspects of the work of the United Nations and promoting efforts to reduce the UN system's carbon footprint with the goal of reaching climate neutrality in the Organization's internal operations is priority. The United Nations is taking concrete steps in the areas of waste management, food/beverage consumption and communication to minimize its environmental impact and actively promote sustainability measures. All participants in the SDG Summit and throughout High-Level Week are encouraged to contribute to those sustainability efforts. Additional information on promoting sustainability at the SDG Summit will be made available shortly on the SDG Summit website (<https://sustainabledevelopment.un.org/sdgsummit>).

## SDG Acceleration Commitments

### Social Media Campaign

Member States and all other stakeholders are invited to announce "SDG Acceleration Actions" on the occasion of the SDG Summit. "SDG Acceleration Actions" are initiatives voluntarily undertaken to contribute to speed up implementation of the 2030 Agenda. Such acceleration actions can be launched by national Governments, local and regional governments, the United Nations system, other intergovernmental organizations, international and regional financial institutions, major groups and other stakeholders including the private sector, civil society organizations, academic and research institutions, the scientific community, and other actors – individually or in partnership. They can be registered at <https://sustainabledevelopment.un.org/sdgsummit#acceleration-actions> or announced during the SDG Summit at the VIP Social Media Zone or in the SDG Media Zone – Acceleration Hub.

The Office of the President of the General Assembly began an "SDG Acceleration Hub" social media campaign in early September to promote the SDG Summit and further encourage engagement and participation. In the spirit of collective action and stressing the need for global solutions to address global challenges, the campaign featured quotes from Heads of State and Government, expressing their views on the importance of Member State participation at the SDG Summit, as well as previewing any significant voluntary acceleration commitments or initiatives that are being undertaken.

These statements will be shared on the OPGA Twitter account (@UN\_PGA), and cross-promoted on the UN DESA account (@UNDESA) to reach a wide audience and demonstrate the global commitment to achieving the 2030 Agenda.

## VIP Social Media Zone

High-level attendees (mainly Heads of State and Government) are invited to showcase their “Acceleration Commitments” in support of achieving the 2030 Agenda at the VIP Social Media Studio, which will be located behind the ceremonial stairs in the Visitors’ Lobby on 21 September and from 23–27 September 2019.

The VIP Social Media Zone will provide a uniquely visual backdrop for communicating messages during the General Assembly. Features of the VIP Social Media Zone include:

- **Instagram Studio:** High-level attendees can take photos and videos (either directly to camera or through interview format) to announce their SDG commitments, which will be featured on the @unitednations Instagram account (3.3 million followers). A professional photographer and team from Instagram will be on-hand to help guide and assist with capturing content.
- **Facebook Live:** Facebook Live sessions will be available upon request if arranged in advance.
- **Twitter:** High-level attendees can choose to record short video messages on the Twitter Mirror, consisting of an iPad in a frame on which attendees may, if desired, digitally write a message or sign their name to be tweeted out on the @UN account (11.4 million followers).
- **Snapchat:** Short messages can also be recorded and featured on the UN Snapchat account, and included in the UNGA Snapchat stories
- VIP visitors can be featured on Weibo, WeChat and VKontakte upon request.

Appointments are highly recommended and may be made by contacting Ms. Pooja Premchandran: [premkchandran@un.org](mailto:premchandran@un.org). All visits to the VIP Social Media Studio will be featured prominently on United Nations multilingual social media platforms.

The hashtag for High-Level Week is **#UNGA**. Hashtags for SDG Summit include **#GlobalGoals**, **#SDGs** and **#SDGSummit**.

## SDG Media Zone – Acceleration Hub

The SDG Media Zone at UNGA 74 offers a dynamic space where High-Level attendees can expand on their views, vision and plans with the media and the public. This year, the UN Department of Global Communications (DGC) plans to leverage partnerships with major news organizations for maximum impact and reach. Interviews will be open to all media - both at UNGA and those following online through UN WebTV. During last year’s High-Level Week, the platform had nearly 11 million views.

The **SDG Media Zone, located at the UN Visitors' Plaza**, will host the “Acceleration Hub,” where High-Level attendees can share their future-forward innovative and inclusive ideas, policies, partnerships and initiatives that serve to accelerate progress towards achieving the 2030 Agenda.

In consultation with the Department of Economic and Social Affairs (DESA), five to seven Member States with significant voluntary acceleration commitments registered through the online SDG Summit Registry of Commitments will be identified, and invited to participate in the SDG Media Zone for 15-minute high-impact interviews with major media organizations. These in-depth conversations will serve to further highlight the progress and efforts made by Member States to ensure acceleration towards achievement of the 2030 Agenda at the local level. The interviews will be promoted across multiple news, web and social media platforms using **#SDGLive**.

“Acceleration Hub” announcements are tentatively scheduled for:

- September 24: 4:15 – 5:00 p.m.
- September 25: 1:30 – 2:45p. m.

## **SDG Action Zone**

The SDG Action Zone will be a dedicated event space in the Rose Garden of the UN during High-level week for all stakeholders implementing, advancing, engaging and accelerating transformative action towards the SDGs. The vision is to integrate various sectors and stakeholders in an innovative manner that facilitates collaboration and breaks through silos. The SDG Action Zone will be a physical manifestation of the SDGs, as well as the energy, collaboration and collective action that will drive our global community forward to achieve the 2030 Agenda. All delegates are welcome. The program will be published on the website: <https://sdgaction.zone>.