GUIDE TO PARTICIPATION FOR MEMBER COUNTRIES

United Nations Economic and Social Commission for Asia and the Pacific

Seventh Asia-Pacific Forum on Sustainable Development

9 a.m. to 3:30 p.m. Bangkok time, 20 May 2020

(information as of 23 April 2020)

This guide to participation is available on the APFSD website at https://www.unescap.org/apfsd/7 and will be updated as required.

Virtual participation

Delegations will be connected via videoconferencing. No physical presence of representatives in the meeting hall is foreseen.

The Seventh Asia-Pacific Forum on Sustainable Development will be held using the online platform “KUDO” (https://kudoway.com/). Once finalized, details on logistical arrangements for accessing this videoconferencing platform will be made available on the APFSD website.

Given the technical limitations of conducting the Forum in such a manner and with a limited time available, and in view of the mandates and operational requirements of the APFSD, delegations will not be invited to deliver official statements during the meeting, but can intervene during the different agenda items. Official statements can be submitted in writing and will be uploaded to the APFSD webpage.

Delegations are kindly asked to identify an “Head of delegation” and an “Alternate Head of delegation” who would be allowed to take the floor during the APFSD. Please ensure to provide distinct email contacts for each as you register (https://meetings.unescap.org/events/apfsd2020/) or by email to escap-apfsd@un.org if already registered. Once identified, these delegates will receive a “KUDO” link with “speaking” privileges. All participants are invited to indicate a clear identifier as name when joining the “KUDO” platform. Other members of delegations will receive access information to allow them to follow the discussions in Chinese, English, French, and Russian.

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<thead>
<tr>
<th>Delegates</th>
<th>Numbers</th>
<th>Participation</th>
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</thead>
<tbody>
<tr>
<td>Head and Deputy Heads of Delegations</td>
<td>2 per delegation</td>
<td>Right to speak, receive the PPTs, receive the draft report, thank you letter, simultaneous interpretation in 4 official languages</td>
</tr>
<tr>
<td>Registered participants</td>
<td>As many as per online registration</td>
<td>Receive the PPTs, receive the draft report letter, simultaneous interpretation in 4 official languages</td>
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The Secretariat would, also, like to remind the delegations that, for the general public, it will be possible to observe the proceedings on the APFSD website. Details and timing of the broadcast will be made available on the APFSD website in due course.

**Letter of credentials and online registration**

Each delegation is required to submit a letter of credentials, duly signed by the appropriate authority of the respective Government, or organization, at the earliest convenience. Only delegates who appear on the credentials will be recognized in the list of participants. Each delegate should provide an email address. Letters of credential can be sent via email to the APFSD secretariat at the following address: escap-apfsd@un.org, with copy to the mesiano@un.org, kalra@un.org, and visarutwongse@un.org.

Each delegate who appears in the aforementioned letter of credentials is required to register online by at https://meetings.unescap.org/. Only registration of accredited delegates will be accepted.

**Interventions**

Due to time constraints official statements are not invited. Nevertheless, time for interventions under the different agenda items will be made available for the delegations, but delegations should strictly observe a time limit of 2 minutes for their intervention and delegations may not be able to speak under more than one agenda item to be able to provide the opportunity to as many delegations as possible to take the floor.

To request the floor during deliberations, delegations should ask to take the floor using the dedicated button “Request to Speak” in the KUDO interface.

**Documents and interpretation**

Pre-session documents are available in Chinese, English, French and Russian and will be posted on the documents page of the APFSD website. Simultaneous interpretation and sign language will be available during the meeting.

**Consent/Advice to be recorded**

The sessions of the forum will be recorded. By joining the virtual event, participants consent to the recording and streaming of the event.

**Code of conduct**

All participants attending UN events are expected to adhere to UN norms, rules and regulations. This encompasses, among others, a “zero tolerance” policy for harassment (including sexual harassment) at UN system events. This code of conduct is applicable to virtual events. We strongly encourage you to read more specific information about this at: https://www.un.org/en/content/codeofconduct/
**Agenda item 1: Opening of the session**

**Supporting documents:**

1. Annotated Provisional Agenda (ESCAP/RFSD/2020/L.1/Rev.2)

Agenda item 1 of the provisional agenda includes (a) opening statements; (b) election of officers; and (c) adoption of the agenda.

The session will be opened at 9 a.m. BKK time by the Chair of the Sixth Asia-Pacific Forum on Sustainable Development.

The Chair will invite the Executive Secretary to deliver her welcome remarks.

The Chair may also invite pre-recorded messages and statements from distinguished guests on the theme of Forum, “Accelerating action and delivery of the 2030 Agenda in Asia and the Pacific.”

The Chair will also preside over the election of officers of the Seventh APFSD.

In line with its rules of procedure and usual practice, the Forum will elect, from among its members, a Chair and Vice-Chairs of the session. However, if the plenary so decides, the rule may be applied differently for the Seventh APFSD to accommodate the extraordinary circumstances of the COVID-19 pandemic and elect only a Chair and one Vice-Chair.

Members of the APFSD are invited to nominate, second and vote for candidates. As per tradition, the Forum elects its officers by acclamation.

Following the election of officers, the Chair of the Seventh APFSD will present the provisional agenda of the Forum for adoption.

**Agenda item 2: Regional perspectives on accelerating progress on the 2030 Agenda for Sustainable Development**

**Supporting documents:**

1. Acceleration along transformative pathways to deliver sustainable development (ESCAP/RFSD/2020/1)
2. Five years on, where do we stand? (ESCAP/RFSD/2020/2)
3. Updates on the implementation of the 2030 Agenda for Sustainable Development at the subregional level (ESCAP/RFSD/2020/INF/1)
4. Opportunities and entry points for transformative change in Asia and the Pacific (ESCAP/RFSD/2020/INF/2)
Agenda item 2 of the provisional agenda will start with a presentation by the secretariat of key findings and recommendations of the background document, “Acceleration along transformative pathways to deliver sustainable development” and “Five years on, where do we stand”.

Following the presentation by the secretariat, a presentation by an international expert on future studies will follow. The Chair will open the floor. Member States and other participants will have the opportunity to intervene in the discussion asking questions and intervening with short comments. Due to time limitations, no statements will be delivered.

After this first round of interactions with the participants, a series of short interventions by the international experts on the entry areas of the 2019 Global Sustainable Development Report and connections with the COVID 19, will follow. Member States and other participants will have the opportunity to intervene in the discussion asking questions and intervening with short comments. Due to time limitations, no country statements will be delivered.

**Agenda item 3: Linking national, regional and global dimensions of the 2030 Agenda for Sustainable Development**

**Supporting documents:**

1. Chair’s summary of the open-ended working group on the review of the conference structure of the Commission (ESCAP/RFSD/2020/3)
2. Advancing partnerships for the implementation of the regional road map in Asia and the Pacific (ESCAP/RFSD/2020/4)
3. Chair’s statement: summary of the technical discussions in preparation for the Seventh Asia Pacific Forum on Sustainable Development as developed by the Bureau of the Sixth Asia Pacific Forum on Sustainable Development (ESCAP/RFSD/2020/5)
4. Highlights of system-wide contributions of the United Nations at the regional level in support of the 2030 Agenda (ESCAP/RFSD/2020/INF/3)
5. Synthesis of voluntary national reviews from Asia and the Pacific (ESCAP/RFSD/2020/INF/4)

Agenda item 3 of the provisional agenda will start with a discussion among VNR participating countries to exchange experiences, share lessons learned and for peer learning in preparation for the 2020 HLPF with a view to highlighting national perspectives on progress in the implementation of and achievements of the 2030 Agenda. Member States and other participants will have the opportunity to intervene in the discussion asking questions and intervening with short comments. Due to time limitations, no country statements will be delivered.

The agenda item will feature, also, an overview on responses of the United Nations at the regional level in support of the implementation of the 2030 Agenda for Sustainable Development. It will provide, also, an overview on the consultations with the Advisory Committee of Permanent Representatives, within the context of the open-ended working group, on Strengthening follow up
and review of the 2030 Agenda at regional level. The Chair of the Sixth APFSD will share a Chair’s Statement as a non-negotiated document which presents contributions from member States and other stakeholders on the theme of “Accelerating action for and delivery of the 2030 Agenda in Asia and the Pacific” and the Chair will recommend that the statement be attached to the APFSD report as a non-negotiated document.

Member States and other participants will have the opportunity to intervene in the discussion asking questions and intervening with short comments. Due to time limitations, no country statements will be delivered.

**Agenda item 4: Other matters**

Agenda item 4 of the provisional agenda provides the opportunity for members and associate members to raise other matters not covered under the items above.

Members or associate members wishing to raise other matters may request the floor using the online chat function.

**Agenda item 5: Review and adoption of the draft report of the Forum**

**Supporting documents:**

1. Draft report (ESCAP/RFSD/2020/L.2)

Under agenda item 5, the Forum will consider the adoption of its report.

Following the adoption of the report, the Executive Secretary will deliver a closing statement. The Chair may also deliver a closing statement before formally closing the session.