

Guide for Participation of Major Groups and other Stakeholders

(31/08/2017)

Asia-Pacific Ministerial Summit on the Environment *“Towards a Resource-Efficient and Pollution-Free Asia-Pacific Region”*

5 to 8 September 2017, United Nations Conference Centre, Bangkok, Thailand

The Asia-Pacific Ministerial Summit on the Environment will be convened jointly by the Economic and Social Commission for Asia and the Pacific (ESCAP) and UN Environment Regional Office for Asia and the Pacific from 5 to 8 September 2017 at the United Nations Conference Centre in Bangkok, Thailand.

The Ministerial Summit will be preceded by a one-day Civil Society Organizations Forum (CSO Forum) on 4 September 2017 at the same venue. The CSO Forum on the Environment is being convened by ESCAP and UN Environment in collaboration with the Thailand Environment Institute (TEI) on behalf of the Asia-Pacific Regional CSO Engagement Mechanism (AP-RCEM) and with the sponsorship from the Konrad Adenauer Foundation. It will provide a platform for civil society and social movements to organize their positions and strategic inputs and ensure that voices of marginalized sectors and grassroots are included in the Ministerial Summit. The outcome of the CSO Forum will represent a collective CSO input to the Ministerial Summit and a regional CSO input to the 2017 UN Environment Assembly.

The Ministerial Summit will focus on addressing the linkages between resource efficiency and pollution reduction in Asia and the Pacific, under the theme ‘Towards a resource-efficient and pollution-free Asia-Pacific region’. It includes two UN ministerial level meetings:

- **The Ministerial Conference on Environment and Development in Asia and the Pacific (MCED):** an intergovernmental meeting which has been convened every five years since 1985 and which has played an important role in fostering regional action on emerging issues of common concern. Its objective of the 7th MCED is to review implementation of the outcomes of the sixth Ministerial Conference on Environment and Development in Asia and the Pacific and provide guidance with respect to the ESCAP programme of work on environment and development for the upcoming years.
- **The second session of UN Environment’s Forum of Ministers and Environment Authorities of Asia Pacific:** an opportunity for Member States and other stakeholders from the Asia-Pacific region to bring an Asia-Pacific perspective to discussions at the world's highest-level decision-making body on the environment, the UN Environment Assembly, including the region’s emerging and priority environmental issues. The Assembly will convene in December 2017 to look at ways to end pollution, focusing on air, land, waterways, and oceans and safe management of chemicals and waste. The Forum will be an opportunity for UN Environment’s partners, UN agencies, private sector representatives, scientists, academia, and civil society to bring their perspectives and ideas to achieve a pollution-free planet by 2030.

Accreditation

Priority in providing Ministerial Summit accreditation to major groups¹ and other stakeholders to the meetings is determined based on the following criteria:

- Demonstrated expertise in environment and/or sustainable development and/or areas related to the theme of the Ministerial Summit: “Towards a Resource-Efficient and Pollution-Free Asia-Pacific region”
- Grassroots representation and engagement at the national, local and regional levels
- Being accredited with the United Nations system (consultative or similar status with the UN including ECOSOC, CSD Roster, UNFCCC, FAO, UN Environment Assembly² and UNDP or other UN-related organizations).
- Being part of a national delegation or UN Environment’s Global Environmental Outlook (GEO) civil society consultation group³.
- Availability to participate in the preparatory CSO Forum on the Environment

In approving accreditation requests, the secretariat strives to ensure balance with respect to thematic and geographic representation, scope of mandate, and gender.

A Selection Committee that includes ESCAP, UN Environment and civil society representatives nominated through the Asia-Pacific Regional Civil Society Engagement Mechanism (AP-RCEM) has reviewed each application to participate in the CSO Forum and Ministerial Summit.

The Ministerial Summit secretariat reserves the right to revoke accreditation at any point. Applicants are advised to ensure that confirmation of acceptance has been received before making travel arrangements.

Basis for participation

The Ministerial Conference on Environment and Development has traditionally encouraged the participation of civil society in this intergovernmental event, in line with the provisions for participation of non-governmental organizations in the rules of procedure of the Economic and Social Commission for Asia and the Pacific.⁴

The participation of stakeholders, including the civil society, in the work of UN Environment is rooted in Principle 10 of the Rio Declaration on Environment and Development and in paragraph 88 (h) of the outcome document of the United Nations Conference on Sustainable Development, entitled “The future we want”. Paragraph 7 of decision 27/2 of the UN Environment Governing Council on the implementation of paragraph 88 of the outcome document of the United Nations Conference on Sustainable Development, adopted by the Governing Council at its first universal

¹ Resolution 67/290 adopted by the UN General Assembly in July 2013 on the “Format and organizational aspects of the high-level political forum on sustainable development” invites the participation of the nine major groups of stakeholders into the formal structure of the UN Commission on Sustainable Development. The nine major groups are: Women; Children and Youth; Indigenous People; Non-Governmental Organizations; Local Authorities; Workers and Trade Unions; Business and Industry; Scientific and Technological Community; and Farmers. Other stakeholders are also recognized.

² A list of organisations accredited to ECOSOC and the UN Environment Assembly are available at http://www.un.org/ga/search/view_doc.asp?symbol=E/2015/INF/5 and <http://web.unep.org/about/majorgroups/resources/list-accredited-organizations>.

³ Organizations without formal accreditation with the United Nations could be accepted provided that they can indicate in the application form the name of an organization with ECOSOC and UN Environment Assembly accreditation that would be willing to support its application (proof to be provided prior to confirmation of participation).

⁴ See http://www.unescap.org/sites/default/files/ESCAP_ToR-Rules_EN.pdf

session in February 2013, mandates the governing body to ensure the active participation of all relevant stakeholders, including the civil society⁵.

Registration for the CSO Ministerial Summit

All participants must be pre-registered for the Ministerial Summit (online at <http://meetings.unescap.org/>) by 30 August 2017. Photo ID is required to complete the registration process at the United Nations Conference Centre in Bangkok. Registration starts at 8:00 am on 5 September 2017.

Coordination

Effective participation will require good coordination among representatives of major groups and other stakeholders. One facilitator per major and other stakeholders group represented at the APFSD should be identified during the Civil Society Organizations Forum that will precede the Ministerial Summit.

- **The facilitator** of each major and other stakeholder group will be responsible for:
 - Coordinating all formal, joint inputs to the process, including formal statements
 - Liaison with ESCAP and UN Environment
- **Speakers** may be identified to deliver formal statements and to speak on behalf of the group.
- The designation of any major group or other stakeholder representative or facilitator will not have any bearing on other processes or events.

Key entry points for major groups and other stakeholders

The key entry points for major groups and other stakeholders at the Ministerial Summit are as follows:

a) Briefing session

A briefing session will be conducted for participants from the major groups and other stakeholders on **5 September 2017 at 8:30 am in Meeting Room A of the UNCC**. Participation is encouraged.

b) Substantive sessions

See the table below for indication of speaking opportunities. Where indicated, after panelists/presenters and government representatives have spoken, delegates, including major groups and other stakeholders have an opportunity to address the meeting at the invitation of the Chair, and depending on the availability of time.

- Statements and commentary may be delivered from the seats designated for major groups and other stakeholders.
- Those requesting a speaking slot must complete a form provided by the meeting officer and return it in a timely way to be added to the Chair's speaking list (See sample in Annex 1.)

⁵ See <http://wedocs.unep.org/bitstream/handle/20.500.11822/17600/K1601082%20%20Doc%2018%20E.pdf?sequence=5&isAllowed=y>

- Statements should be delivered on a collective basis, focusing on the agenda item, in the interest of time. Questions and other responses can be delivered on an individual basis, but due to the limited time available, coordination of statements is advisable.
- The indicated time limit should be strictly observed unless otherwise advised by the chairs of the sessions. Questions and other responses should be concise and directly relevant to the discussion, as strict time control will be exercised by the Chair.
- As requested of all speakers in the formal session, written texts should be provided to the meeting officer as early as possible to support simultaneous interpretation.

Agenda item	Specially-invited CSO-led statement	Joint and individual statements & contributions during interactive sessions*	Max length of statement*
Senior Officials Segment – 5-7 September 2018			
5 September 2018			
1. Opening of the senior officials segment of the seventh Ministerial Conference on Environment and Development in Asia and the Pacific (ESCAP)	x	x	x
2. Review of Implementation	x	✓	3 mins
3. Policy perspectives towards a resource-efficient Asia-Pacific region (Multi-stakeholder Panel discussion)	✓	✓	Panel: 5 mins statement + 1 min follow up Statements from floor: 3 mins
4. Draft ministerial declaration on environment and development for Asia and the Pacific	x	✓	3 mins
5. Other matters	x	✓	3 mins
6 September 2018			
6. Opening of the senior officials' segment of the (UNE) second Forum of Ministers and Environment Authorities of Asia-Pacific (UN Environment)	x	✓	3 mins
7. Review of implementation in Asia and the Pacific of the resolutions adopted by the United Nations Environment Assembly at its second session in 2016, and discussion of regional priorities for the United Nations Environment Programme in Asia and the Pacific	x	✓	3 mins
8. Regional inputs to outcomes of the third session of the UNEA - UNEA theme 'towards a pollution free planet' - Draft resolutions - Draft declaration of 3 rd UNEA	x x x	✓ x x	3 mins - -
9. Discussion regarding institutional arrangements for the Forum of Ministers of	x	x	-

Agenda item	Specially-invited CSO-led statement	Joint and individual statements & contributions during interactive sessions*	Max length of statement*
Ministers and Environment Authorities of Asia Pacific			
10. Adoption of the draft outcomes of the second Forum of Ministers and Environment Authorities of Asia Pacific (UNE)	x	x	-
11. Adoption of the report of the senior officials of the seventh Ministerial Conference on Environment and Development in Asia and the Pacific	x	✓	3 mins
Ministerial Segment – 7-8 September 2018			
<u>7 September 2017</u>			
12. Opening	x	x	-
13. Ministerial Dialogue (Panel – Towards a resource efficient and pollution free Asia-Pacific)	x	✓	3 mins*
14. Matters pertaining to ESCAP			
(a) Policy perspectives on the environment and development in Asia and the Pacific	X	✓	3 mins
(b) Consideration of the report of Senior Officials at the seventh MCED	X	✓	3 mins
(c) Other matters	X	✓	3 mins
<u>8 September 2017</u>			
15. Matters pertaining to UNEP			
- Review of the First UNEP Forum and recommendations of the second Forum (including regional inputs to the draft declaration of the UNEA)	X	X	-
- Ministerial Dialogue: Policy Perspectives on a pollution free planet (interactive session)	X	✓	3 mins
16. Adoption of the outcomes of the second UNEP Forum			
- Outcomes, including draft report of the senior officials meeting and draft Chair's summary	x	x	-
17. Adoption of the: Ministerial Declaration on Environment and Development for Asia and the Pacific and of the report of the seventh Ministerial Conference on Environment and Development in Asia and the Pacific	x	✓	-
18. Closing of the Summit	x	x	-
Side events	x	✓	-
Special events	x	✓	-

* Subject to the availability of time and at the discretion of the Chair

Access to the meeting and seating

All sessions of the Ministerial Summit are open to accredited and registered participants unless otherwise specifically noted.

Seating for major groups and other stakeholders will be indicated in the plenary hall. At least one seat with microphone access will be allocated per major group with additional seating with microphones for other stakeholders. The chairs must be occupied by representatives and/or facilitators designated by the group, and may be occupied by rotation if desired and as agreed among the group members. Others will find seating in the general area.

Accessibility support must be requested in advance of the meeting, please contact the secretariat several days prior.

Meeting room facilities

One room will be provided for use by civil society organizations for informal meetings for the duration of the summit until 17.00 hrs.(Meeting Room A) No printing or reproduction facilities will be made available.

Submitting and circulating documentation:

No documents should be circulated in the meeting room without prior permission of the secretariat.

Documents or publicity materials intended for meeting participants can be left at a table reserved for CSOs in the exhibition area on Level 2 of UNCC. It is recommended to place the materials on the table during the registration period on Tuesday, 5 September 2017.

Contact information

For further information on major group participation in the Ministerial Summit, contact:

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Annex 1:

MINISTERIAL SUMMIT ON THE ENVIRONMENT
Speaking slot request form for civil society organizations

Please choose the type of a statement you would like to read. (Please choose one.)

- Major group and other stakeholder **consolidated** statement for all civil society groups present

- Major group/ other stakeholder constituency statement for a specific group Please specify major or other stakeholder group : _____

- Individual organization statement. (name) _____

- Other (Please specify: _____)

Name of speaker: (Mr.) (Ms.) _____

Major group or stakeholder* _____
(This is the group that you are part of)*

From: _____ (Organisation name)

Please indicate the agenda item on which you wish to speak:

If available, please kindly provide the Conference Officer with a hard or soft copy of your statement, (typed or handwritten) for interpretation, report drafting, uploading and for use by Secretariat.

Note: Please complete this form and hand it to one of the Conference Assistants on duty in the Conference Room, or to the Conference Officer at the desk in the Conference Room.