

Dear participant,

You are registered to attend the following meeting:

- Seventh Session of the Open Working Group on Sustainable Development (January 6-10, 2014) in the Trusteeship Council Chamber

Please be aware that UN Headquarters is currently undergoing renovation, and so extra time may be required to arrive and check in at meetings during this period.

I. Coordination for participants

The sustainable development process convened under the UN adheres to a format known as [Major Groups](#). This innovative structure relies on the voluntary service of facilitators, or [organizing partners](#), for each of the nine Major Groups sectors.

To be effective representatives, it is important that participants coordinate well in advance of official UN meetings. Such coordination structures are facilitated by the Major Groups organizing partners, so you would be encouraged to connect with the organizing partners for your sector as soon as possible in order to receive the most important information and updates pertaining to the meeting. It is NOT appropriate to approach the Co-chairs, secretariat staff, or any other people on the podium to request an intervention. Major Groups interventions are solely coordinated through the Organizing Partners. Given high demand for intervention, especially within the NGO Major Groups, interventions are not guaranteed and we highly recommend you contact your organizing partners ahead of the meeting to coordinate.

II. Meeting details

Please familiarize yourself with the venue and instructions for arrival and check-in, and be sure to leave sufficient time to collect passes if necessary. For your reference, please see the following website for the program of work, side events schedule, Issues briefs on the topic covered and other supplementary information: <http://sustainabledevelopment.un.org/index.php?menu=1679>.

<i>Morning Hearings for the 7th Sessions for the Open Working Group</i>	
<u>Details</u> Monday 6 January Tuesday 7 January Wednesday 8 January Thursday 9 January Friday 10 January <i>9:00 A.M to 9:45 A.M.</i> <i>Trusteeship Council Chamber</i>	<u>Instructions for arrival and check-in</u> <u>Check-in Procedures:</u> <ul style="list-style-type: none">• Use visitors entrance at 47th Street and 1st Avenue• Those with NGO badges can proceed through security to the event venue• Those without NGO badges, will be greeted by UN Staff just outside the visitors entrance to distribute temporary passes to the event <u>Hours for Check-In:</u> <ul style="list-style-type: none">• 8:30 A.M. –9:00 A.M.
<i>Seventh Session of the Open Working Groups on Sustainable Development Goals</i>	

<p>Details Monday 6 January Tuesday 7 January Wednesday 8 January Thursday 9 January Friday 10 January 10:00 am- 6:00pm Trusteeship Council Chamber</p>	<p>Instructions for arrival and check-in Online registration of ECOSOC-accredited organizations was required for this meeting and is now closed. <u>Check-in Procedures:</u></p> <ul style="list-style-type: none"> • Use visitors entrance at 47th Street and 1st Avenue • Those with NGO badges can proceed through security to the event venue • Those without NGO badges, will be greeted by UN Staff just outside the visitors entrance to distribute temporary passes to the event <p><u>Hours for Check-In:</u></p> <ul style="list-style-type: none"> • 9:00 A.M. – 10:00 A.M. • 2:00 P.M. – 2:30 P.M. (for late arrivals)
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III. Contact information

<p>UN DESA – Division for Sustainable Development</p>
<p>Dr. Chantal Line Carpentier Major Groups Programme Coordinator, DESA/DSD carpentier@un.org Tel. +1 917-367-8388 (no answers during the OWG)</p> <p>Mr. Beppe Lovoi Sustainable Development Officer, DESA/DSD Tele. +1 212-963-5423 lovoi@un.org</p> <p>Ms. Anjali Rangaswami Major Groups Programme, DESA/DSD rangaswami@un.org Tel. +1 212-963-1201</p>
<p>UN DESA – Office for ECOSOC Support / NGO Branch</p>
<p>Mr. Joop Theunissen Deputy Chief, NGO Branch Tel.+1 212-963-7763 theunissen@un.org</p>

IV. Further Details for the Morning Hearings and OWG 7

Morning Hearings Panellists: If you were selected by your peers on the steering committee, your presentation will be a **MAX 5** minute presentation. Power point will be available but is not encouraged for such short presentations.

Morning Hearings Speakers: If you were selected by your peers on the steering committee, interventions from the floor should address one or several questions or the speakers' presentation and should be limited to strictly no more than 2 minutes. Exceeding your time removes any opportunity for an exchange with the Co-Chairs, which they love to entertain. **DO NOT WASTE** time introducing yourself or your organization, this information is projected so all can see.

V. ECOSOC NGOs – Request for 2014 UN Grounds Passes

Please follow these detailed [guidelines](#) for requesting a UN grounds pass available at: <http://csonet.org/?menu=86>. As always you will need a letter on official letterhead. Annual passes will be issued from **2 January 2014** onwards. The process is entirely online. Procedures for Geneva and Vienna remain unchanged.

<http://csonet.org/?page=view&nr=152&type=230&menu=14>

VI. Ways to get Involved

We encourage you and your constituencies to get involved in these events to the extent possible, even if there are participants who are unable attend in person. Our website is available for you to make your contributions through our thematic clusters and can be found at:

<http://sustainabledevelopment.un.org/index.php?menu=1565>

The OWG 7 will also be webcast all day. You can watch it here: <http://webtv.un.org/>

We will also have active Social media coverage, with live tweeting and Facebook coverage for each day of the event. Please do follow us on Twitter @SustDev and @UN_DSD and give us your feedback using #SustDev. You can also find us on Facebook using the following links:

<https://www.facebook.com/UNRioplus20>

<https://www.facebook.com/UNSDKP>