



UNITED NATIONS NATIONS UNIES
Division for Sustainable Development
Department of Economic and Social Affairs (DESA)

Dear participant,

You are registered to attend the following meeting:

- Thirteenth Session of the Open Working Group on Sustainable Development Goals to be held from 14 – 18 July 2014 in Conference Room 3, Conference Building, UNHQ.

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.

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/owg13.html>. The Co-Chairs of the sustainable development goals have yet to finalize a program of work for next week. Once they have done so, details will be posted on our website.

The following are the particulars on acquiring a special event pass to attend OWG 13. Please familiarize yourself with them prior to arrival to ensure you are able to enter the meeting in a timely fashion. Note that passes will **NOT** be distributed outside of the designated times.

<i>Thirteenth Session of the Open Working Group</i>	
<p><u>Details</u> Monday 14 July Tuesday 15 July Wednesday 16 July Thursday 17 July Friday 18 July</p> <p>10:00 A.M. to 01:00 P.M. 03:00 P.M. to 06:00 P.M.</p> <p><i>Conference Room 3, Conference Building, UNHQ</i> <i>** entry points for Major Groups and other stakeholders have not yet been confirmed. They will be posted on our website once the programme of work has been released</i></p>	<p><u>Instructions for arrival and check-in</u></p> <p><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"> • 09:15 A.M. 10:00 A.M.

II. Pre-travel

Please note that your organization will need to make arrangements to cover the cost of your travel to and from New York, as well as your accommodations during the meeting. Please also ensure that you have the necessary visa for entry into the United States through your local US Embassy or Consulate. Representatives requiring a visa to enter the United States are advised to apply as early as possible in case any time is needed for special clearances by the US authorities, and ensure that the visa is received in time for travel. Past practice shows that when applying for a US visa, it is recommended that NGOs and other representatives of major groups bring copies of the UN confirmation letter, as well as a letter prepared by their own NGO, at the time of their appointment with the US Consulate or Embassy. The NGO letter should include detailed information on the visa applicant (e.g., position, number of years working for the NGO, and number of applicants that the NGO is sending to the event).

III. Admission of Non-United Nations Personnel

Pre-registered participants with a valid UN annual grounds pass (N-pass) can proceed directly to the venue on the day of the meeting after being screened by security. Pre-registered participants without an annual grounds pass will be met by security and our staff at the visitor's entrance located at 1st avenue and 47th Street, where they will receive their event pass before being screened by security. Please be sure to bring your original confirmation letter to ensure that you are provisioned a pass. Please be sure to note the times during which you can pick up your passes – if you cannot pick up passes at these times, contact the Secretariat. We will NOT be able to accommodate last minute requests.

IV. ECOSOC NGOs – Request for 2014 UN Grounds Passes

Please follow the 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>

Policies during the OWG

For OWG 13, we will have to apply the GA Resolution A/67/L.48/Rev.1 OWG on SDGs para 8 which states that:

The following may participate as observers in the meetings of the Open Working Group in the manner outlined in ECOSOC decision 1993/215:

- i. Representatives of Specialized Agencies and related organizations; and
- ii. Representatives of non-governmental organizations in consultative status with ECOSOC

This means that organizations without ECOSOC-status will have to seek sponsorship from those that have ECOSOC-status. Please contact with the appropriate OPs prior to the session to make the necessary arrangements should you desire to make an intervention. Names and contact information of the OPs can be found at the following website:

<http://sustainabledevelopment.un.org/orgpartners.html>

Additionally, given that this is a formal meeting, it is essential to remind participants that cell phones and computers must be muted during every session to reduce disruption of the meeting.

V. Contact information

UN DESA – Division for Sustainable Development
Ms. Giulia Zaratti
Major Groups Programme, DESA/DSD
zaratti@un.org

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/majorgroups.html>

You can contribute to Major groups and other stakeholders through the Google doc at https://docs.google.com/spreadsheets/d/1LizevVpkRLmbrH1_EplqzWa_X1DBGGaz60w-WBKRA/edit#gid=0

Finally, we invite you to contribute briefing and position papers to the thematic clusters on our website. Our website is a great platform for you to discuss and debate papers and have fruitful conversations about the thematic areas covered by the all of the OWG sessions on the SDGs. Once you create a profile, you can log in at <http://sustainabledevelopment.un.org/index.php?menu=1565> to make your contributions. You can also find a step-by-step tutorial on how to make your online contributions here: <http://sustainabledevelopment.un.org/index.php?menu=1670>.

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>

We look forward to your participation in Open Working Group 13, and are happy to answer any questions you may have. <https://www.facebook.com/UNSDKP>

Should you have any further questions, please direct your queries to Giulia Zaratti at zaratti@un.org.

Thank you and we look forward to your participation.

Sincerely,
Chantal line Carpentier
Major Groups Programme Coordinator