

UNITED NATIONS



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**Division for Sustainable Development  
Department of Economic and Social Affairs (DESA)  
Room DC2-2220, United Nations, New York, N.Y. 10017  
Telefax: ☐ Telephone: (212) 963-0902, (212) 963-4260**

Dear Participant,

Thank you for your interest in the Seventh Open Working Group on Sustainable Development Goals to be held from 6-10 January, 2014 in the Trusteeship Council Chamber. **This letter serves as your official confirmation of participation.**

Participation details for this event can be found at:

<http://esango.un.org/irene/?page=viewContent&nr=22724&type=8&s=8>.

In addition, governments and/or civil society are convening side events for which dates and venues are still being confirmed. A provisional list of relevant side events can be accessed here:

<http://sustainabledevelopment.un.org/content/documents/2838OWG%207%20Sides%20Program%20WEB.pdf>.

#### **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).

#### **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. Attached is a note detailing security and check-in procedures. **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.**

#### **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>

### **Morning Hearings Sessions**

Major Groups and other Stakeholders will hold Morning Hearings from 9-10am each morning prior to the start of the OWG session. This is an opportunity for Major Groups and other stakeholders to have a direct dialogue with the Co-Chairs on the SDGs and have experts in the field engage with the process prior to the start of the formal meetings. Attendance at these sessions will provide supplemental perspectives on the OWG themes from a civil society vantage point. As an OWG registrant, you are highly encouraged to attend. Subject matters for each of the sessions are listed below:

- January 6: Sustainable cities and Human Settlements
- January 7: Sustainable Transport
- January 8: Sustainable Consumption and Production (including chemicals and waste)
- January 9: Climate Change
- January 10: Disaster risk reduction

For Panelists and Speakers:

1. Panelist will have a **MAXIMUM of 5 minutes** each and speakers from the floor have a **MAXIMUM of 1 minute if there are 6 speakers or more or 2 minutes if there are 5 speakers or less**. Anything more means there is no time for interaction between the co-chairs, thus reducing the usefulness of the hearings. We will have slides of each presenter, so introductions of you and your organization are not necessary at the start of each presentation. This will waste valuable time for a meaningful dialogue.
2. Please make sure to review the slide with your name, organization and Major group affiliation **prior** to the start of the session. Be sure to provide full names instead of acronyms to help the Co-Chairs.
3. Time with the Co-Chairs is precious, and presenters must be conscious of presenting solutions instead of presenting problems which the TST report, briefs and all Member States have already done. What the Co-Chairs are looking for are concrete suggestions on the following:
  - a. What goals and/or targets would you recommend?
  - b. How should we address the cross-cutting issues?
  - c. What should be part of a framework vs. part of a goal?

### **Policies during the OWG**

All stakeholders should coordinate with their Organizing Partners (OPs) for speaking in the OWG itself. For OWG 7 and 8, we will have to apply the GA Resolution A/67/L.48/Rev.1 OWG on SDGs para 8 which states:

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 outline that cell phones and computers must be muted during every session to reduce disruption of the meeting.

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 eight 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>

For your reference, up to date information on the Seventh Open Working Group is posted at: <http://sustainabledevelopment.un.org/index.php?menu=1661>. Please feel free to refer to the website for latest documents and agendas. Should you have any further questions, please direct your queries to Anjali Rangaswami at [rangaswami@un.org](mailto:rangaswami@un.org).

Thank you and we look forward to your participation.

Sincerely,

Chantal line Carpentier  
Major Groups Programme Coordinator