



Frequently Asked Questions

The 2018 High Level Political Forum on Sustainable Development (HLPF) will be held at UNHQ in New York from 9 to 18 July 2018 under the auspices of the Economic and Social Council. The theme for the session will be Transformation towards sustainable and resilient societies. More information, including the draft programme, is available at <https://sustainabledevelopment.un.org/hlpf/2018>.

This document, compiled by the NGO Major Group and adapted by the Women's Major Group, provides information answering the following questions:

1. How can I participate at the HLPF?
 - a. As an attendee from an organization with ECOSOC or CSD status
 - b. As an attendee from an organization without ECOSOC status (through the MGoS)
 - c. As an expert speaker
2. How can I get funding to attend the HLPF?
 - a. UN DESA-OISC
 - b. WMG
3. How can I be part of Major Groups and other Stakeholders' participation at the HLPF?
 - a. HLPF Task Teams of the HLPF CM
 - b. HLPF and the WMG

I. How can I participate at the HLPF?

As an attendee from an organization with ECOSOC or CSD status

Representatives from Major Groups and other Stakeholders interested in participating in the HLPF must be affiliated with properly accredited non-governmental organizations, in accordance with ECOSOC resolution 1996/31 governing the consultative relationship between the United Nations and non-governmental organizations. Those NGOs having **consultative status with ECOSOC** and those on the **CSD Roster** are eligible to register their representatives online.

1. Create an Indico account at <https://reg.unog.ch/>
Please see the quick guide for instructions on how to create your account in Indico [here](#).
DESA recently hosted a webinar on INDICO. The recording can be viewed [here](#).
The PDF of the slide presentation can be found [here](#).
Indico FAQ are [here](#).
2. Ensure your organization has designated at least one **Conference Focal Point** who will be able to review and approve participants registering under their organizations' name. Please note that Conference Focal Point designations take up to a week to be reflected in the system.
Please see the guide on how to designate Conference Focal Points [here](#).

3. Register by filling in the form at bit.ly/HLPF2018 by **15 June 2018**.
4. Request grounds passes to attend the HLPF, through [iCSO](#), as soon as possible and **no later than 29 June 2018**. Organizations that are in consultative status with ECOSOC can request up to 9 temporary grounds passes at a time, in addition to 7 annual grounds passes. Organizations on the CSD Roster do not have access to the grounds pass request system and will receive separate instructions from the Secretariat after 15 June.
5. Pick up your groundspass at the UN Pass and ID office upon arrival in New York for the HLPF. Details, timing of the office's opening, etc. will be shared in due course by UN DESA.

As an attendee from an organization without ECOSOC accreditation

Major Groups and other Stakeholders whose organizations are NOT accredited by ECOSOC or on the CSD roster can register through their Major Group or other Stakeholders constituency. Each MGoS will receive 50 additional passes for the HLPF to enable representatives of non-accredited organizations to join. More information will be available soon about how to apply for one of the 50 additional slots allocated to WMG, including a separate registration page for this process.

1. While waiting for more details: Create an Indico account at <https://reg.unog.ch/>
Please see the quick guide for instructions on how to create your account in Indico [here](#).
DESA recently hosted a webinar on INDICO. The recording can be viewed [here](#).
The PDF of the slide presentation can be found [here](#).
2. Once details are available: Register via the dedicated registration page **by 15 June 2018, keeping in mind that the 50 slots may get filled before June 15**. The designated umbrella organization of the Women's Major Group is (as in 2017) Women's Environment and Development Organization (WEDO).

As an expert speaker

Representatives of Major Groups and other Stakeholders are invited to nominate **practitioners** and **eminent experts** to contribute to the various thematic round table discussions to be organized during the first five days of the HLPF session. Please note that self-nominations will not be accepted. Some speakers may be funded. More information on the nature of the nominations can be found in the DESA form at <http://bit.ly/2Hd2Ax5>.

If you are interested in being considered as a WMG nominee, fill out the WMG application by May 9, 2018! Non-WMG nominations are due to the DESA form by May 13.

The nominations will be reviewed by UN DESA in consultation with the Steering Group of the MGoS HLPF Coordination Mechanism and presented for final selection to the President of the Economic and Social Council, taking into account equitable geographical distribution, gender, age, constituency and issue-based balance.

II. How can I get funding to attend the HLPF?

Funding through UN DESA-OISC

UN DESA-OISC, with thanks to a generous grant from the European Commission, will be funding a number of representatives of Major Groups and Other Stakeholders **from developing VNR countries** to participate in the 2018 HLPF. The selection will be done by OISC in collaboration with the MGoS HLPF Coordination Mechanism Steering Group. The

selected colleagues will receive funding to support airplane tickets, two days of daily subsistence allowances and terminal expenses during the HLPF. They will be responsible for arranging their own accommodation during the Forum.

1. Members of the WMG who wish to apply for funding from the UN as an official WMG nominee to attend the 2018 High Level Political Forum must complete the [WMG application](#). Deadline: 16 May 2018.

Each constituency of the Major Groups and other Stakeholders, including the WMG, will have two official nominees from among the applicants for funding. Being an official nominee will increase your chances of receiving funding from UN DESA. Please note however that applying through the WMG does not guarantee you funding, as there will be many applications for only a few slots and we do not control the final decision. UN DESA handles the grant for travel funding and makes the final decision on who will receive it.

2. Members of the WMG who wish to apply for funding from the UN, but not as official WMG nominee, may still fill out the UN DESA-OISC directly. Official DESA application form: <https://bit.ly/2jpGP2Z> Deadline: 22 May 2018

Requirements for nomination for UN DESA funded participation in the 2018 HLPF

- 1) Nominee must have registered and be accredited to attend the 2018 HLPF (<https://bitly.com/HLPF2018>)
- 2) Nominee must possess a valid passport, be based in and directly engaging in processes related to the voluntary national review of one of the developing countries presenting this year:
Bahamas, Benin, Bhutan, Cabo Verde, Colombia, Dominican Republic, Ecuador, Egypt, Guinea, Jamaica, Kiribati, Lao PDR, Lebanon, Mali, Mexico, Namibia, Niger, Paraguay, Republic of Congo, Senegal, Sri Lanka, State of Palestine, Sudan, Togo, Uruguay, Viet Nam
- 3) Nominee must demonstrate her/his active role in processes related to the participation of stakeholders in the implementation and follow up of the 2030 Agenda.
- 4) Nominee must be able to make all necessary visa arrangements (including transit visa, where applicable) to enter the United States. The United Nations is not able to assist with passports or visas;
- 5) Nominee must commit to engage in preparatory work and to follow all the tasks as established in the Terms of Reference for this funding:
 - a. Agree to undertake consultations at the national level prior to the HLPF.
 - b. Agree to actively participate in the HLPF preparatory work of the Major Groups and other Stakeholders, especially on actions related to the engagement with VNR countries.
 - c. Commit to report back to stakeholders at national level after the HLPF.

Funding through the WMG

If you are a member of the WMG who would like travel funding to attend HLPF as an active, working member of the WMG, but are not from a VNR developing country or are not planning or able to apply for the DESA travel funds, you may still apply to the WMG directly via the [WMG application](#). These funds are extremely limited and all selected participants will need to be registered and accredited to the HLPF, have a valid passport, be directly engaging in HLPF-related activities, and sign the WMG ToR committing to engage in preparatory, HLPF and reporting work. **Deadline: 16 May 2018**

III. How can I be part of the planning for Major Groups and other Stakeholders' participation at the HLPF?

1. **Make sure you are part of the Major Groups and other Stakeholders Coordination Mechanism (MGoS CM). If you have not already, sign up to join the MGoS CM by filling in the form [here](#).**

Membership of the MGoS CM is open to all representatives of the nine Major Groups and other relevant stakeholders active in sustainable development. The CM works to ensure broad, open, transparent and inclusive participation in the HLPF; ensure that the rights of access and inclusive participation of MGoS in the HLPF are protected and upheld as mandated by 67/290 and potentially expanded; and facilitate the coordination among, and promote the participation of, all stakeholders that are involved in the HLPF process and want to contribute to it, including organizations and groups that are not part of the CM, to ensure the broadest participation possible.

The MGoS CM is active in the following task teams for the 2018 HLPF:

a. Advocacy

Pre-HLPF:

- Work towards shared priorities & perhaps messaging for HLPF amongst (groups of) MGoS - for both SDGs under review and cross-cutting/systemic topics
- Ministerial Declaration – develop plan for monitoring and engagement, including facilitation of engagement in the actual negotiations
- Keep SG and CM informed of opportunities to engage
- Identify opportunities for capacity-building as necessary for groups new to HLPF scene (e.g. webinars, advocacy toolkit, etc.)
- Work closely with other TGs to ensure complementary strategies
- Facilitate engagement in the Blog series on the HLPF website and explore other communication strategies to increase visibility of key messages from (groups of) MGoS
- Pay attention to and collect information on issues that may have an impact on the review in 2019 of resolution 67/290 on the HLPF
- Organize MGoS Press Conference

At HLPF:

- Track government discussions, advocacy opportunities, etc.
- Manage MGoS Press Conference and any applicable collective messaging

b. MGoS Collective Events (planning pre-HLPF to fine-tune the concepts, agendas and speakers and event and to support coordination at HLPF)

- Organize the MGoS pre-HLPF meeting, to take place on July 8th
- Organize the MGoS Roundtable official session (roundtable with MS) during the HLPF to take place on July 11, 3pm – 6pm
- Organize a collective MGoS side event during the HLPF on the review of HLPF Resolution 67/290, to be co-hosted with UN DESA, date to be determined

c. VNR Engagement and Q&A

Pre-HLPF

Defining a process that allows for remote as well as in person participation in drafting the VNR statements:

- Development of a template that can be shared to collect inputs
- Development of principles/guidance on how to draft the statements, criteria to select speakers, rules on delivering on behalf of... (ensuring that remote interventions are as well considered)
- Liaising with UN Secretariat on the process (e.g. parallel VNRs, questions in advance, number of questions, securing at least one question from MGoS, etc.)
- development of a sign up for SG members to support VNR drafting groups during HLPF
- development of a survey/assessment of what MGoS members think /rate VNR process post-HLPF

At HLPF:

- Organize and facilitate drafting teams for VNR Sessions
- Support speaking arrangements for each of the VNR sessions

Information on how to join each task team will be communicated via the MGoS CM email list and monthly meeting soon!

If you have not already, sign up to join the MGoS CM by filling in the form [here](#).

2. Stay in touch with the WMG for more ways to contribute! And join the relevant listservs. A selection is below, but WMG also has regional and thematic listservs and will have a temporary listserv for HLPF 2018.

- HLPF subgroup - hlpf-wmg-subgroup@googlegroups.com - This is the best one to join especially if you are following the High Level Political Forum (HLPF) moving forward. [Fill out this form to join](#).
- VNR subgroup - VNR_WMIG@googlegroups.com - For folks following the Voluntarily National Review (VNR) process or have experiences with Shadow reporting. [Fill out this form to join](#).
- WMG Advocacy - wmg-advocacy@googlegroups.com - Only open to civil society. [Fill out this survey to join](#).
- Women's Major Group - Women_Major_Group@googlegroups.com - General WMG listserv for information sharing. Moderated to not have discussions. [Fill this form to join](#).