

## **CSD-12 PARTNERSHIPS FAIR: GENERAL INFORMATION AND REQUEST FORM**

### **Introduction**

The CSD-12 Partnership Fair will provide a venue to showcase progress in existing Partnerships for Sustainable Development, launch new partnerships and network with existing and potential partners. The Partnership Fair will give participants an opportunity to create synergies between partnerships, identify new partners and funding sources and learn from each other's experiences.

The Partnership Fair is an official activity of CSD and a summary of its activities will be included in the Report of CSD-12. It will take place at UN Headquarters in New York from 19-30 April 2004 with sessions running on most days from 10:00am to 1:00pm and 3:00pm to 6:00pm. A number of different types of activities will be held as part of the Partnerships Fair:

- Partnership presentations
- Interactive "How to" sessions
- Thematic discussions
- Information desks
- Video screenings

These are explained in more detail below.

Activities relating to registered partnerships should be organised in the context of the Partnership Fair rather than as side events.

### **Who should attend the Partnerships Fair?**

All CSD participants, including representatives of Governments, UN system organizations, other intergovernmental organizations and accredited major groups<sup>1</sup>, are welcome to attend the Partnerships Fair.

All partnerships registered with the CSD Secretariat may submit a request for Partnerships Fair events. Partnerships related to the thematic areas of water, sanitation and human settlements are particularly encouraged to participate. The launching of new partnerships is also encouraged.

In order to gain access to UN premises during CSD-12, partners must ensure that they are accredited to the Commission on Sustainable Development (through a major group, Government or intergovernmental organization). See this page of the DSD website: <http://www.un.org/esa/sustdev/mgroups/mgparticipation.htm> for more information on the accreditation of major groups.

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<sup>1</sup> The Major Groups identified in Agenda 21 are: children & youth, women, farmers, local authorities, the science & technology community, indigenous people, workers, NGOs and business & industry.

## Partnership presentations

Registered partnerships are encouraged to make presentations at CSD-12 to share information on their progress to date and describe how their initiative is helping with implementation of international sustainable development agreements (Agenda 21, the Programme for the Further Implementation of Agenda 21 and the Johannesburg Plan of Implementation). In addition, new partnerships being launched at CSD-12 will be able to present their initiative during these sessions (see "Launching new partnerships" below).

Presentations will provide an opportunity for exchanging lessons learned, raising awareness, networking and attracting new partners or funding. In particular, partnerships related to the CSD-12 themes of water, sanitation and human settlements are encouraged to participate. Given the organisation of work for CSD-12<sup>2</sup>, it is envisaged that these presentations will, as far as possible, be grouped together by theme during the first week of CSD-12 (19-23 April 2004), avoiding overlap with official sessions focussed on the same themes.

Presentations will be held in the Partnerships Fair room (Conference Room 6), located in the first basement of the United Nations Conference Room Building. The Partnerships Fair room has a capacity of 100 people. The following equipment will be available:

- Sound equipment (microphones, headsets)
- Slide Projector
- Foldable Screen
- Overhead Projector
- Laptop-to-Screen Projection Unit

*Notes: Additional equipment requests can be made. Any associated costs will be charged to your organization. WE DO NOT SUPPLY LAPTOP COMPUTERS*

It is anticipated that, subject to demand, partnership presentations will be scheduled in time slots of approximately 45-60 minutes.

If you would like to organize a partnership presentation at CSD-12, please complete the request form below and submit it to the CSD Secretariat by **2 February 2004**.

## Launching a new partnership

If you would like to launch a new partnership initiative at CSD-12, please complete the [CSD Partnership Registration form](#) and submit this with your completed request form. If your proposed partnership is in keeping with [CSD-11 criteria and guidelines](#), the Secretariat will contact you and make the necessary arrangements to schedule a time slot for your presentation.

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<sup>2</sup> See: [http://www.un.org/esa/sustdev/csd/csd12/framework\\_org\\_work.pdf](http://www.un.org/esa/sustdev/csd/csd12/framework_org_work.pdf)

## **Interactive 'How to' sessions**

A number of sessions will be organised by the Secretariat related to establishing and operating effective partnerships; these will cover topics such as securing funding and raising awareness. They will include opportunities to raise questions, highlight challenges and share information.

## **Thematic discussions**

Thematic discussions will be organized on the contribution of partnerships to the implementation of international commitments on water, sanitation and human settlements. The schedule will be announced as early as possible and all those who are active in partnerships contributing to these areas are particularly encouraged to attend.

## **Partnership Fair information desks**

A small number of information desks will be set up during CSD-12 in the so-called 'neck area' (located in the corridor between the Vienna Café and the elevators in the 1<sup>st</sup> basement of the UN Conference Room Building). Those involved with existing or new CSD partnerships will have the opportunity to reserve one of these desks for a specific time up to one full day (depending on demand), during which they can display and distribute information about their partnership to delegates attending CSD-12 and be available to discuss their project with delegates.

If you would like to make a request for one of the information desks, please complete the form below and submit it to the CSD Secretariat by **2 February 2004**.

## **Video screenings**

A TV and video player may be set up in the 'neck area' (located near the Vienna Café in the 1<sup>st</sup> basement of the UN Conference Room Building) for screenings of videos related to specific CSD partnership initiatives. If you wish to use this facility to show a video about your project, please complete the request form below. Depending on demand, it may be possible to screen each video more than once during CSD. Please note that all videos will need to be submitted in advance (together with the request form), **by 2 February 2004**.

## **Display and distribution of informational materials**

Posters can be displayed during partnership presentations and/or at information desks (see above). Partners interested in distributing flyers, publications, etc. relating to their partnership may use a small display area in the Partnerships Fair room.

The CSD Secretariat will NOT accept shipments of any such materials; participants should instead bring small quantities of their materials into the UN building in person. Please note that space will be limited and participants may need to replenish their stocks on a daily basis.

### **Publicising Partnerships Fair activities**

Once the schedule for the Partnership Fair has been drawn up, the Secretariat will publicise all activities on the website. Hard copies of the programme of all meetings and activities will be distributed at the beginning of CSD-12, with daily updates published through the "CSD Today" bulletins available on-site.

### **Submitting requests for activities during the Partnership Fair**

If you would like to organize a presentation, launch a new partnership, reserve an information booth or show a video about your project as part of the CSD-12 Partnerships Fair, please complete the request form attached and send it to the CSD Secretariat together with any supporting material (e.g. new partnership registration form) - contact information listed below. The deadline for submission of requests is 2 February 2004 but early submission of requests is encouraged.

Following receipt of your request, the Secretariat will contact you as soon as possible to confirm the date and time of your activity, subject to the availability of time slots. Please note that, depending on the requests submitted, activities may be clustered by theme during the scheduling process.

**Please complete the request form below and submit it by 2 February 2004**

**by e-mail to: beyondwssd@un.org  
or by fax to: + 1 (212) 963 4260**

# CSD-12 PARTNERSHIPS FAIR ACTIVITIES REQUEST FORM

New York, 19-30 April 2004

(to be submitted by 2 February 2004)

## PART ONE: TO BE COMPLETED BY ALL APPLICANTS

Name of partnership: \_\_\_\_\_

Requesting organisation: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (include country and area code) \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Any costs related to this request (e.g. relating to additional equipment) will be covered by:

\_\_\_\_\_  
(Name of requesting organization)

Signed by : \_\_\_\_\_

*Please print full name and title  
below the signature line*

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## PART TWO: BOOKING REQUEST FOR PARTNERSHIP PRESENTATION

Title of event: \_\_\_\_\_

Type of event: (please select one of these options and provide full details on a separate sheet)

- |                          |  |  |
|--------------------------|--|--|
| <input type="checkbox"/> | Presentation of existing partnership registered in the CSD website |  |
| <input type="checkbox"/> | Launch of new partnership*   |  |

*\*Note: If you plan to launch a new partnership at CSD-12, please submit a copy of the Partnerships Registration form along with this request form.*

Main theme of the partnership:

- |                          |                   |  |
|--------------------------|-------------------|--|
| <input type="checkbox"/> | Water             |  |
| <input type="checkbox"/> | Sanitation        |  |
| <input type="checkbox"/> | Human settlements |  |

Other (please describe): \_\_\_\_\_

Preferred dates and times: (Please indicate more than one option to help with the scheduling process.)

Priority	Date	Morning	Afternoon
First			
Second			
Third			

Notes:

Time slots are expected to be 45-60 minutes long, subject to demand.

Given the organisation of work for CSD-12\*, the Secretariat aims to schedule most partnership presentations relating to water, sanitation and human settlements initiatives in thematic groupings during the first week of CSD-12 (i.e. 19-23 April), avoiding overlap with official sessions focussed on the same themes

\* see: [http://www.un.org/esa/sustdev/csd/csd12/framework\\_org\\_work.pdf](http://www.un.org/esa/sustdev/csd/csd12/framework_org_work.pdf)

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**PART THREE: BOOKING REQUEST FOR INFORMATION DESK**

Name of partnership: \_\_\_\_\_

Main theme of the partnership:

<input type="checkbox"/>	Water	
<input type="checkbox"/>	Sanitation	
<input type="checkbox"/>	Human settlements	

Other (please describe): \_\_\_\_\_

Preferred dates and times: (Please indicate more than one option to help with the scheduling process.) Time slots are expected to be limited, up to one day, depending on demand.

Priority	Date	Morning	Afternoon
First			
Second			
Third			

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**PART FOUR: BOOKING REQUEST FOR A VIDEO PRESENTATION**

Name of partnership: \_\_\_\_\_

Main theme of the partnership:

- Water
- Sanitation
- Human settlements

Other (please describe):  
\_\_\_\_\_

Length of video (mins): \_\_\_\_\_ Format of video (e.g. NTSC, PAL): \_\_\_\_\_

Preferred dates and times: (Please indicate more than one option to help with the scheduling process)

Priority	Date	Morning	Afternoon
First			
Second			
Third			

*Note: all video tapes should be submitted by 2 February 2004 to the following address:*

Partnerships Team  
CSD Secretariat  
Division for Sustainable Development  
UN Department of Economic and Social Affairs  
DC2-2220, Two UN Plaza  
New York, NY 10017  
Fax: (+1-212) 963 0727  
Email: beyondwssd@un.org