



**Economic and Social
Council**

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ENGLISH ONLY

ECONOMIC COMMISSION FOR EUROPE

COMMITTEE ON ENVIRONMENTAL POLICY

Ad Hoc Preparatory Working Group of Senior Officials
"Environment for Europe"
Executive Committee
(Second session, Geneva, 24 February 2006)

**ORGANIZATIONAL ISSUES FOR THE SIXTH MINISTERIAL CONFERENCE
“ENVIRONMENT FOR EUROPE”***

I. PARTICIPATION

1.1 Governmental delegations

1. The Belgrade Conference is open to all 55 member States of the United Nations Economic Commission for Europe (UNECE). Other interested member States of the United Nations may also participate. National delegations should not include more than 10 persons. Governments are invited to include NGOs representatives in their national delegations, as appropriate.

2. Governments have to designate a national focal point that would consolidate all Registration forms from the national delegates before sending them to the UNECE secretariat. The list of nominees should be submitted to the UNECE Secretariat together with their registration forms by 1 July 2007.

1.2 Intergovernmental Organizations

3. Intergovernmental organizations and other international organizations that participate regularly in UNECE activities and in the activities within the process “Environment for Europe” are eligible for participation.

4. Eligible intergovernmental organizations should submit a Registration Form to the UNECE Secretariat by 1 July 2007.

* This document was not formally edited.

1.3 Non-governmental organizations¹

5. About 200 representatives from NGOs could be invited to attend a possible joint session with Ministers in Belgrade and 75 persons would be present at all official sessions. Within these amounts the number of the representatives of NGOs from Serbia and Montenegro would be 40 and 10 respectively. European ECO-Forum will be invited to organize a nomination process and will form a NGO delegation.

6. Delegation of 75 persons (on a rotation basis) to be present at the official sessions will include 65 representatives of international and national NGOs from the UNECE region (of which 54 places will allow for participation of one NGO per UNECE Member State and 11 places will be reserved for international NGOs, NGOs networks and experts that are actively involved in the preparatory process) and another 10 representatives will be from national NGOs of Serbia and Montenegro.

7. Selection and nomination of NGOs would be done according to the following criteria:

- ▶ be an environmental NGO from the ECE region
- ▶ expertise in the subjects of the Agenda of the Belgrade Conference
- ▶ international experience and active involvement in the “Environment for Europe” process
- ▶ representation of the different parts of the ECE region
- ▶ knowledge of at least one of the official languages of ECE

8. The list of NGO delegates has to be submitted to the UNECE Secretariat by 1 July 2007.

1.4 Other Major Groups

9. Major groups² whose activities have direct relevance to the Belgrade Agenda may also participate. Eligible major groups should submit their Registration Forms to the UNECE Secretariat by 1 July 2007.

1.5 Mass-media

10. The representatives of mass-media should submit Accreditation Form to the Belgrade Secretariat directly by 1 September 2007.

11. Information on participation and guidance for registration will be available through the official site of the WGSO before 1 February 2007.

¹ The numbers of the NGOs to be present in all official sessions on a rotation basis is 75 following the request from the European ECO-Forum, a Coalition of Environmental Citizens Organisations in the framework of the “Environment for Europe” process. The request is motivated by a considerable increase in the number of NGOs involved in activities relevant to the “Environment for Europe” process, as a result of the wide awareness-raising activities and thematic cooperation undertaken by the ECO-Forum since the Kiev Ministerial Conference.

² Organisations of women, children and youth, indigenous people; local authorities; workers and trade unions; business and industry; scientific and technological societies; farmers unions as defined by Agenda 21 (United Nations, Rio de Janeiro, 1992).

II. DOCUMENTS

12. Following the approach used in the Kiev Conference, documents for the sixth Ministerial Conference “Environment for Europe” will be divided into three categories.

Category I: Documents for possible action by Ministers (subject for signature, endorsement, approval, adoption, discussion), submitted through and endorsed by the Working Group of Senior Officials

13. The submission of documents Category I to the Belgrade Conference has to be approved by the Fourth Session of the Working Group of Senior Officials (WGSO) on 2-4 May 2007³. Therefore due to the requirements of the Conference Services of United Nations in Geneva (UNOG), the deadlines for their submission to the UNECE Secretariat are as follows:

a) Documents prepared directly under the auspices of the Committee on Environmental Policy, the Working Group of Senior Officials and the Executive Bodies would be translated and reproduced by the Conference Services of UNOG. The deadline for their submission to the UNECE Secretariat is **1 February 2007**. These documents may not exceed a length of 16 pages.

b) Documents prepared by other bodies should be submitted to the UNECE Secretariat in three languages (English, Russian and French) in electronic version for uploading on the official web site of WGSO and reproduction by UNOG by **1 April 2007**.

14. Those organizations that wish to reproduce the documents by themselves should ensure the distribution of sufficient copies of the documents to the members and observers of WGSO by **10 April 2007** (the distribution list will be provided by UNECE upon request).

15. Category I documents approved by the fourth session of the WGSO will be distributed prior to the Conference by UNOG according to the ECE distribution list (national delegations, international delegations, permanent missions and intergovernmental organizations are included) and also according to the provisional list of participants. Those organizations that wish to reproduce the documents by themselves should ensure the distribution of sufficient copies of the documents at least one month before the Conference. Additional reproduction of these documents will be done by the host country, in Belgrade, as required.

16. Category I documents would have ECE/CEP/...symbols. The only exception might be the documents of the Executive Body of the conventions, which could carry their own symbols and the 4th pan-European assessment report (Belgrade assessment). The UNECE Secretariat would issue a uniform cover page by **15 May 2007**, which would then be used in finalizing the documents.

17. The Belgrade Secretariat may wish to translate the documents into the Serbian language.

Category II: Background documents (informational and analytical documents of direct relevance to the Belgrade Agenda), submitted through the Working Group of Senior Officials

³ Drafts of these documents should be available for the comments to the third session of WGSO (October, 2006)

18. The list of these documents will be approved by the fourth session of the WGSO (2-4 May 2007)⁴ on the basis of the recommendation of the sixth session of the Executive Committee (1 May 2007).

19. Translation, reproduction and delivery in a sufficient numbers of copies to Belgrade and to the UNECE Secretariat in Geneva would be the responsibility of the submitting organizations. The documents have to reach their destinations at least three weeks before the Conference.

20. The UNECE Secretariat would assign the relevant symbol to each document and issue a uniform cover page by 15 May 2007, which would then be used in finalizing the documents. The symbols for these documents will be provided in due time.

Category III: Other documents (related to the Belgrade Agenda) submitted directly to the Conference

21. Category III documents would not be assigned any symbol and would not be officially listed. They should be shipped to Belgrade by the delegations themselves and should reach Belgrade at least two weeks before the Conference. Alternatively, delegations should bring them to the meeting's venue upon their arrival (subject to the arrangements made between the host country and delegations).

III. SIDE EVENTS AND EXHIBITION

22. An *Organizer* of a side event may be a government, as well as intergovernmental, international or non-governmental organization or other major group. *Organizers* from the UNECE region should be given preference.

23. Official delegates may not be invited to side events organized during the plenary sessions of the Conference or during official social occasions.

24. The *theme* and *content* of a side event should be a subject of direct relevance to the Belgrade Agenda. The language of the event should be at least one of the official languages of UNECE (English, French or Russian).

25. Completed Registration Forms for side events should be submitted to the Belgrade Secretariat by 1 April 2007. All practical arrangements for side events are subject to the agreement made between the host country and Organiser.

26. The final list of side events should be available for approval by the fourth session of the Working Group of Senior Officials on 2-4 May 2007.

27. Materials for exhibition and side events should be shipped to the venue by the delegations themselves and should reach Belgrade 1 September 2007. Alternatively, delegations

⁴ Provisional list of these documents should be available for the comments to the third session of WGSO (October, 2006)

should bring them to the meeting's venue upon their arrival (subject to the arrangements made between the host country and delegations).

IV. ACCOMMODATION

28. The host country Secretariat is planning to make block hotel booking, but delegations are also welcome to book their hotels directly. The designated national focal point may wish to assume this responsibility. The information on the hotel booking will be available through the official site of the WGSO and the host country Secretariat before 1 February 2007.

V. FURTHER INFORMATION

29. For information on participation, registration and documents:

UNECE Secretariat

Ms. Angela Sochirca
UNECE/EHLM
Palais des Nations, #411
CH-1211 Geneva 10, Switzerland
Phone: +41 22 917 2064
Fax: +41 22 917 0107
E-mail: efe@unece.org

30. For information on press accreditation, meeting venue, local transport, hotel booking, exhibition, side-events and other questions related to local logistics:

Host country Secretariat:

Mr. Mihailo Đukić
Head of Department for International Cooperation
Ministry of Science and Environmental Protection of Serbia
1, Omladinskih brigada St.
11070 Belgrade (Novi Beograd), Serbia and Montenegro
Phone: +381 11 3131 355
Fax: +381 11 3131 356 /11 3131 394
E-mail: mihailo.djukic@ekoserb.sr.gov.yu

31. Address of the Conference venue:

Sava Congress Centre
Milentija Popovica 9
11070 Belgrade
Serbia and Montenegro
Phone: +381 11 3114 322 / 3114 323
Fax: +381 11 3282 711
www.savacentar.com

32. Some useful links to information on local transportation, hotels and maps:

www.Beograd.org.yu