



# Economic and Social Council

Distr.: General  
13 July 2010

Original: English

---

## Economic Commission for Europe

### Committee on Environmental Policy

#### Seventeenth session

Geneva, 2–5 November 2010

Item 6 (g) of the provisional agenda

#### Preparations for the Seventh “Environment for Europe”

Ministerial Conference: Organizational issues

## Organizational Issues for the Seventh “Environment for Europe” Ministerial Conference

### Note by the secretariat in consultation with the Chair

#### *Summary*

Pursuant to a decision by Ministers at the Sixth “Environment for Europe” Ministerial Conference (Belgrade, 2007), the Seventh Ministerial Conference will be held from 21 to 23 September 2011 in Astana (Kazakhstan).

The Reform Plan<sup>1</sup> of the “Environment for Europe” (EfE) process stipulates the parameters for organizing EfE Ministerial Conferences. Following these parameters, the present document summarizes the main organizational issues related to the Conference, such as those concerning participation in the Conference and preparation of documents, side events and exhibitions, as well as a number of other issues.

The present document is being submitted to the Committee on Environmental Policy for approval. A draft of this document was considered by the Extended Bureau in March 2010 and revised to reflect the comments received.

---

<sup>1</sup> The Reform Plan of the “Environment for Europe” process was developed by the United Nations Economic Commission for Europe Committee on Environmental Policy during 2008 and adopted on 29 January 2009 (ECE/CEP/S/152 and corr. 1, annex I); the Plan was subsequently endorsed by the Economic Commission for Europe at its sixty-third session (Geneva, 30 March–1 April 2009).

## I. Participation

### Government delegations

1. The Astana Ministerial Conference is open to all 56 member States of the United Nations Economic Commission for Europe (UNECE). Other interested United Nations Member States may also participate. National delegations should include up to 10 people. Governments are invited to include representatives of non-governmental organizations (NGOs) and of the private sector in their national delegations, as appropriate.
2. Governments should each designate a national focal point who will collect and consolidate all registration forms from national delegates and send them to the UNECE secretariat. The list of nominees should be submitted to the UNECE secretariat by e-mail (efe@unece.org), together with their registration forms as soon as possible but not later than **13 June 2011**.

### Intergovernmental organizations

3. Intergovernmental organizations and other international organizations that participate regularly in UNECE activities and in activities included in the “Environment for Europe” process are eligible to participate. Delegations from these organizations should include up to 10 people. Representatives of these organizations should submit a registration form to the UNECE secretariat (efe@unece.org) by **13 June 2011**.

### Non-governmental organizations<sup>2</sup>

4. Up to 200 representatives of NGOs could be invited to attend a possible joint session with Ministers in Astana, and up to 75 NGO representatives could be present at all other official meetings of the Conference. Of those 200 or 75 NGO participants, 40 or 10, respectively, would be representatives of NGOs from Kazakhstan. European ECO-Forum will be invited to organize a nomination process and will form a delegation representing NGOs.
5. The NGO delegation of 75 persons to be present (on a rotational basis) at the official segments of the Conference will include 65 representatives of international and national NGOs from the UNECE region (of which 56 seats will allow for participation by one NGO per UNECE member State and 9 seats will be reserved for international NGOs, NGO networks and experts actively involved in the preparatory process), and another 10 representatives will be from national NGOs of Kazakhstan.
6. Selection and nomination of NGOs will be done according to the following criteria:
  - (a) It should be an environmental NGO from the UNECE region;
  - (b) It should have expertise in the subjects included in the Conference agenda;
  - (c) It should have international experience and be actively involved in the “Environment for Europe” process;
  - (d) The selection should ensure balanced representation of the different parts of the UNECE region;

---

<sup>2</sup> Following previous practice for Efe Ministerial Conferences, NGO representatives will be granted a maximum of 200 seats in the event of a joint session with Ministers. NGOs are granted a maximum of 75 seats for the other official segments of the Conference, with NGOs attending on a rotational basis in the event of a lack of seats.

(e) Nominees should know at least one of the official UNECE languages.

7. The list of NGO delegates should be submitted to the UNECE secretariat by **13 June 2011**. The UNECE secretariat, in cooperation with the host country, will complete the registration process.

#### **Private sector**

8. Up to 100 representatives of the private sector could be invited to attend a possible joint session with Ministers in Astana, and up to 50 private sector representatives may be present at any given time at all official meetings. Of those 100 or 50 private sector participants, 20 or 5, respectively, would be from the private sector in Kazakhstan. Interested representatives from the private sector should submit a registration form to the UNECE secretariat (efe@unece.org) by **13 June 2011**.

#### **Other major groups**

9. Other major groups<sup>3</sup> whose activities are directly relevant to the Conference agenda may also participate. Eligible major groups should submit their registration forms to the UNECE secretariat (efe@unece.org) by **13 June 2011**.

#### **Mass media**

10. Representatives of the mass media should submit an accreditation form directly to the host country secretariat in Astana by **26 August 2011**.

11. Information on participation and registration will be available through the UNECE website dedicated to the “Environment for Europe” process (<http://www.unece.org/env/efe/welcome.html>) by 1 March 2011.

## **II. Documents**

12. The provisions of this section are based on the EfE Reform Plan, which states that in order to reduce the amount of documents produced for the Conference, only one official document per selected theme would be prepared by the UNECE or another EfE partner, in close cooperation with other EfE partners. The official substantive documentation would thus comprise the pan-European assessment and theme-specific<sup>4</sup> reports. Documents on substantial themes of the Conference should be released six weeks before the Conference (i.e., by 24 August 2011). The Reform Plan also states the interested UNECE member States, EfE partners and other stakeholders could produce other documents featuring their activities and initiatives related to the EfE process, which would be circulated as information documents.

13. Furthermore, the EfE Reform Plan states that Conference outcomes might include: (a) a chair’s summary; (b) statements, initiatives, agreements or pledges by interested ministers and stakeholders on specific subjects and/or for specific subregions; (c) an agreed outcome of two pages on follow-up and further actions strictly limited, in terms of scope, to

<sup>3</sup> Women’s, children’s and youth organizations; indigenous people’s groups; local authorities; workers and trade unions; business and industry; scientific and technological societies; and farmers’ unions as defined by Agenda 21 (United Nations, Rio de Janeiro, 1992).

<sup>4</sup> In accordance with the EfE Reform Plan, the Committee on Environmental Policy has decided on the following two themes for the Astana Ministerial Conference: (a) sustainable management of water and water-related ecosystems; and (b) greening the economy: mainstreaming the environment into economic development.

the themes of the Conference; (d) policy tools, including strategies, action plans with time frames, guidelines, recommendations, best practices and lessons learned that are presented to the Conference by interested countries of the UNECE region and/or organizations taking the lead for these issues, and that were not negotiated within the preparatory process for the Conference; and (e) assessment reports used in the preparation for the Conference or presented to the Conference and which are important for the implementation of the Conference's outcomes.

14. Accordingly, the Conference documents will be divided into: (a) official substantive documents (OSD); and (b) information documents. The outcome documents will be processed either as OSD or as information documents, depending on their nature.

15. During the preparatory process, in order to save paper and make the process of distributing documentation more efficient, the UNECE secretariat will not provide hard copies of meeting documents in the meeting room (exceptions will be made for meeting discussion documents prepared during or shortly before meetings). All relevant documents prepared by or submitted to the UNECE secretariat are posted on the UNECE website. In addition, the official documents of the Committee on Environmental Policy (CEP) are available at the UNECE documents distribution centre (room 337, on the third floor of the Palais des Nations, near the Delegates' Lounge). Therefore, the delegates are kindly asked to bring with them all documents that they need for work during meetings, including reference documents and documents circulated specifically for meetings of the CEP and its Bureau. Participants wishing to distribute papers relevant to meetings are requested to bring the needed number of copies.

**A. Official substantive documents: for possible action by Ministers (e.g., signature, endorsement, approval, adoption or discussion) submitted through and endorsed by the Committee on Environmental Policy<sup>5</sup>**

16. The submission of OSD to the Conference has to be approved by CEP at its special session to be held from 24-27 May 2011. Therefore, taking into account the requirements of the Conference Services Division of the United Nations Office at Geneva (UNOG), the deadlines for submitting these documents to the UNECE secretariat are as follows:

(a) Documents prepared directly under the auspices of CEP and the UNECE Executive Bodies will be translated and reproduced by UNOG Conference Services. The deadline for their submission is **28 February 2011**. These documents may not exceed a length of **8,500 words**.

(b) Documents prepared by other Efe partners should be submitted to the UNECE secretariat in three languages (English, French and Russian) in electronic form by **8 April 2011** for posting on the official CEP website and reproduction by UNOG.

17. Organizations that wish to reproduce the documents themselves should submit the documents to the UNECE secretariat in electronic form in three languages (English, French and Russian), or give the web reference where these documents can be viewed, for posting on the official CEP website by **15 April 2011**.

18. OSD documents approved by the May 2011 special session of CEP and processed by UNOG will be distributed prior to the Conference according to the UNECE distribution

---

<sup>5</sup> According to the Efe Reform Plan, the annotated provisional agenda for the Conference should be approved by CEP at its seventeenth session (2-5 November 2010). Drafts of other official substantive documents should be available for comments at the seventeenth session of CEP.

list (which includes national and international delegations, permanent missions and intergovernmental organizations) and the provisional list of Conference participants. Organizations that wish to reproduce the documents themselves should ensure the distribution of a sufficient number of copies no later than **24 August 2011** (the UNECE secretariat will provide the distribution list upon request). Additional reproduction of these documents will be done by the host country in Astana as required.

19. OSD documents will have ECE/ASTANA.CONF/2011/... symbols. The only exceptions might be the “Europe’s Environment Assessment of Assessments” report and — pending decision by the Committee on Environmental Policy — the second assessment of transboundary waters in the UNECE region, given that water is one of the Conference’s main themes. The UNECE secretariat will issue a uniform cover page (to be used for finalizing the documents) by **20 June 2011**.

20. The Astana Conference secretariat may wish to translate the documents into the Kazakh language.

## **B. Information documents: background, informational and analytical documents of direct relevance to the Conference agenda submitted by the EfE partners and other interested stakeholders**

21. The list of background, informational and analytical documents of direct relevance to the Conference agenda that are submitted by the EfE partners and other interested stakeholders will be made available for information to the special session of CEP in May 2011. The final titles of these documents, as well as a reference to the website where they can be viewed, should be submitted to the UNECE secretariat by **1 April 2011**. Alternatively, the electronic version of these documents can be posted on the official CEP website.

22. Translation and reproduction of these documents and delivery of hard copies in sufficient quantities to Astana will be the responsibility of the submitting organizations. The documents have to reach their destinations no later than **19 September 2011**.

23. For ease of reference, the information documents will have ECE/ASTANA.CONF/2011/INF/... symbols. The UNECE secretariat will assign appropriate symbols to documents and issue a uniform cover page (to be used for finalizing the documents) by **20 June 2011**. The electronic versions (or the web reference where these documents can be viewed) of the information documents can also be posted on the UNECE website dedicated to the Astana Ministerial Conference, size permitting.

## **C. Conference outcomes**

24. CEP should be informed in advance of the Ministerial Conference on any possible: (a) statements, initiatives, agreements, pledges by interested ministers and stakeholders on specific subjects and/or for specific subregions; and (b) policy tools, including strategies, action plans with time frames, guidelines, recommendations, best practices and lessons learned that are intended to be presented to the Conference by interested countries of the UNECE region and/or organizations taking the lead for these issues.<sup>6</sup>

---

<sup>6</sup> Interested EfE actors should inform the Committee at its seventeenth session (2–5 November 2010) of such envisaged documents, as well as make available the electronic version of the final drafts of these documents in three languages (English, French and Russian) for Committee’s information at its

25. An agreed outcome of two pages on follow-up and further actions strictly limited, in terms of scope, to the themes of the Conference, will be prepared by CEP in advance of the Conference.

26. A chair's summary will be produced during the Conference by the UNECE secretariat in close collaboration with the host country secretariat and the relevant Efe partners. The chair's summary will be made available in English at the end of the Conference and the final edited version will be processed in English, French and Russian after the Conference.

### **III. Side events and exhibition**

27. An organizer of a side event may be a Government, an intergovernmental, international or non-governmental organization, the private sector or other major group. Organizers from the UNECE region should be given preference.

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

29. The theme and content of a side event should be a subject of direct relevance to the Conference agenda. Events should be conducted in at least one of the official UNECE languages (English, French or Russian).

30. Completed registration forms for side events should be submitted to the host country secretariat in Astana by **29 April 2011**. All practical arrangements for side events are subject to the agreement made between the host country and the organizer.

31. The final list of side events should be available for information by the May 2011 special session of CEP.

32. Materials for exhibitions and side events should be shipped to the venue by the delegations themselves and should reach Astana by **19 September 2011**. Alternatively, delegations may bring them to the Conference venue upon their arrival (subject to the arrangements made between the host country and delegations).

### **IV. Accommodation**

33. The designated national focal point may wish to assume the responsibility for hotel booking. Information on hotel booking will be available through the official site of the Efe process and the host country secretariat by 31 January 2011.

### **V. Further information**

34. For information on documents, participation and registration:

*UNECE secretariat:*

Ms. Angela Sochirca  
Environmental Affairs Officer

---

special session in May 2011. The electronic versions (or the web reference where these documents can be viewed) of such documents should be submitted to the UNECE secretariat for posting on the official CEP website by **15 April 2011**.

UNECE/EHLM, Palais des Nations, room S.348  
 CH-1211 Geneva 10, Switzerland  
 Phone: +41 22 917 2064  
 Fax: +41 22 917 0107  
 E-mail: efe@unece.org

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

*Host country secretariat:*

Ms. Anar Bulzhanova  
 Head of Division  
 Environmental Conventions and Agreements Division  
 Ministry of Environmental Protection  
 House of Ministries 8, Block A, Orynbor St., 14, entrance 14  
 010000 Astana  
 Kazakhstan  
 Phone: +7 7172 74 00 09; mobile phone: +7 701 999 2352  
 Fax: +7 7172 74 07 77  
 E-mail: anara\_bulzhanova@eco.gov.kz

Ms. Saltanat Mukashova  
 Expert  
 Environmental Conventions and Agreements Division  
 Ministry of Environmental Protection  
 House of Ministries 8, Block A, Orynbor St., 14, entrance 14  
 010000 Astana  
 Kazakhstan  
 Phone: +7 7172 74 08 85; mobile phone: +7 701 277 6942  
 Fax: +7 7172 74 07 77  
 E-mail: saltanat\_mukashova@eco.gov.kz

Ms. Aigul Esseneeva  
 Expert on logistics  
 Regional Environmental Centre for Central Asia (CAREC)  
 Astana, Kazakhstan  
 Phone/Fax: +7 7172 52 23 71; mobile phone: +7 701 544 8743  
 E-mail: ayesseneeva@mail.ru

36. Address of the Conference venue:

Independence Palace  
 Tauelsizdik av. 52  
 Astana, Kazakhstan  
 Phone: +7 7172 70 03 80 / 70 03 95 / 70 03 89  
 Fax: +7 7172 70 03 80  
 Website: <http://www.tauelsizdik.kz/eng/>

37. Useful links to information on local transportation, hotels and maps:

*Maps:* <http://tours-tv.com/en/astana>

*Local transportation:* <http://en.astana.kz/trains-schedule.html.html>

*Hotels:* <http://www.hoteldiplomat.kz>; <http://www.comforthotel.kz>; <http://www.imperia-g.kz>; [www.altyndala.kz](http://www.altyndala.kz); [www.astana.radissonsas.com](http://www.astana.radissonsas.com); [www.grandparkesil.kz](http://www.grandparkesil.kz); [www.astana-park.kz](http://www.astana-park.kz)

## Annex

## Summary of major deadlines

<i>Registration</i>	<i>Deadline for submission</i>
Government delegations ( <i>to the UNECE secretariat</i> )	13 June 2011
Intergovernmental organizations ( <i>to the UNECE secretariat</i> )	13 June 2011
Non-governmental organizations ( <i>European ECO-Forum will submit the list of NGO delegations to the UNECE secretariat</i> )	13 June 2011
Private sector ( <i>to the UNECE secretariat</i> )	13 June 2011
Other major groups ( <i>to the UNECE secretariat</i> )	13 June 2011
Mass media ( <i>to the host country secretariat</i> )	26 August 2011
<i>Official Substantive Documents</i>	<i>Deadlines for submission</i>
Prepared directly under the auspices of the Committee on Environmental Policy (CEP) and UNECE Executive Bodies ( <i>for CEP approval at its special session in May 2011</i> )	28 February 2011
Prepared in English, French and Russian by other bodies ( <i>for reproduction and dissemination, including, posting on the Web for CEP approval at its special session in May 2011</i> )	8 April 2011
Prepared and reproduced in English, French and Russian by other bodies ( <i>for posting on the Web for CEP approval at its special session in May 2011</i> )	15 April 2011
Translation, reproduction and dissemination for the Conference ( <i>through the Web and by post</i> )	24 August 2011
Delivery of sufficient numbers of copies to Astana	19 September 2011
<b>Information documents</b>	
Final title and electronic versions ( <i>for compiling the list of information documents and posting on the Web for CEP's information at its special session in May 2011</i> )	1 April 2011
Translation, reproduction and delivery of sufficient number of copies to Astana	19 September 2011
<i>Side events and exhibition</i>	<i>Deadline for submission</i>
Completed registration forms for side events ( <i>to the host country secretariat</i> )	29 April 2011