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**ECONOMIC COMMISSION FOR EUROPE**

**COMMITTEE ON ENVIRONMENTAL POLICY**

Ad Hoc Preparatory Working Group of Senior Officials  
“Environment for Europe”

Second meeting  
Geneva, 29–30 June 2006  
Item 3 of the provisional agenda

**ORGANIZATIONAL ISSUES FOR THE BELGRADE CONFERENCE\***

Prepared by the secretariat in consultation with the Chairperson\*\*

**I. PARTICIPATION**

**Government 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 include up to 10 people. Governments are invited to include representatives of non-governmental organizations (NGOs) 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 together with their registration forms by **1 July 2007**.

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\* The sixth Ministerial Conference “Environment for Europe”, to be held in Belgrade, Serbia and Montenegro, on 10–12 October 2007.

\*\* This document was submitted on the above date because of processing delays.

### **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. Representatives of these organizations should submit a registration form to the UNECE secretariat by **1 July 2007**.

### **Non-governmental organizations<sup>1</sup>**

4. About 200 representatives of NGOs could be invited to attend a possible joint session with Ministers in Belgrade, and 75 people would be present at any given time at all official sessions. The total of 200 and 75 would include, respectively, 40 and 10 representatives of NGOs from Serbia and Montenegro. European ECO-Forum will be invited to organize a nomination process and will form a delegation representing NGOs.

5. The delegation of 75 persons to be present (on a rotational basis) at the official sessions will include 65 representatives of international and national NGOs from the UNECE region (of which 54 seats will allow for participation by one NGO per UNECE Member State and 11 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 Serbia and Montenegro.

6. Selection and nomination of NGOs would 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.
- 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 **1 July 2007**. The UNECE secretariat in cooperation with the host country will complete the registration process.

### **Other major groups**

8. Major groups<sup>2</sup> *whose activities have direct relevance to the Conference agenda* may also participate. Eligible major groups should submit their registration forms to the UNECE secretariat by **1 July 2007**.

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<sup>1</sup> The maximum number of NGOs to be present at any given official session (with NGOs attending on a rotational basis) is 75, in response to a request from European ECO-Forum, a coalition of environmental citizens' Organizations operating within 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 process, as a result of the extensive awareness-raising activities and thematic cooperation undertaken by European ECO-Forum since the fifth Ministerial Conference in Kiev.

<sup>2</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; farmers' unions as defined by Agenda 21 (United Nations, Rio de Janeiro, 1992).

## Mass media

9. Representatives of mass media should submit an accreditation form directly to the Belgrade secretariat by **1 September 2007**.
10. Information on participation and registration will be available through the official site of the Working Group of Senior Officials (WGSO) by 1 February 2007.

## II. DOCUMENTS

11. Following the approach used in the Kiev Conference,<sup>3</sup> documents for the Belgrade Conference will be divided into three categories.

### **Category I: Documents for possible action by Ministers (signature, endorsement, approval, adoption, discussion) submitted through and endorsed by the WGSO**

12. The submission of Category I documents to the Conference has to be approved by the fourth session of the WGSO on 5–7 June 2007.<sup>4</sup> Therefore, due to 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 the Committee on Environmental Policy (CEP), the WGSO and the UNECE Executive Bodies will be translated and reproduced by the Conference Services Division of UNOG. The deadline for their submission to the UNECE secretariat is **1 March 2007**. These documents may not exceed a length of **8,500 words**.
- b) Documents prepared by other bodies should be submitted to the UNECE secretariat in three languages (English, Russian and French) in electronic form by **1 May 2007** for posting on the official website of the WGSO and reproduction by UNOG.

13. Organizations that wish to reproduce the documents themselves should submit the documents in electronic form to the UNECE secretariat in three languages (English, Russian and French) for posting on the official website of the WGSO by **10 May 2007**. These organizations should also ensure the distribution of sufficient numbers of copies to the members and observers of the WGSO by **10 May 2007**. (The UNECE secretariat will provide the distribution list upon request.)

14. Category I documents approved by the fourth session of the WGSO will be distributed prior to the Conference by UNOG according to the UNECE distribution list (which includes national and international delegations, permanent missions and intergovernmental organizations) and the provisional list of participants. Organizations that wish to reproduce the documents themselves should ensure the distribution of a sufficient number of copies no later than **10 September 2007**. Additional reproduction of these documents will be done by the host country in Belgrade as required.

15. Category I documents will have ECE/... symbols. The only exceptions might be the documents of the Executive Bodies of the Conventions, which could carry their own symbols,

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<sup>3</sup> The fifth Ministerial Conference “Environment for Europe”, held in Kiev, Ukraine, in May 2003.

<sup>4</sup> Drafts of these documents should be available for comments at the third session of the WGSO (October 2006).

and the fourth pan-European assessment report (the Belgrade Assessment). The UNECE secretariat would issue a uniform cover page (to be used for finalizing the documents) by **20 June 2007**.

16. 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 Conference agenda) submitted through the WGSO**

17. The list of these documents will be approved by the fourth session of the WGSO (5–7 June 2007)<sup>5</sup> on the basis of a recommendation by the sixth session of the Executive Committee (4 June 2007). The final titles of these documents, as well as executive summaries with key messages,<sup>6</sup> should be submitted to the UNECE secretariat by **1 March 2007**.

18. Translation and reproduction of the documents and delivery of hard copies in sufficient quantities to Belgrade and to the UNECE secretariat in Geneva will be the responsibility of the submitting organizations. The documents have to reach their destinations no later than **14 September 2007**.

19. 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 2007**. The symbols will be provided in due course.

**Category III: Other documents (related to the Conference agenda) submitted directly to the Conference**

20. Category III documents will not be assigned any symbol and will not be officially listed but can be posted on the Conference website as appropriate. They should be shipped to Belgrade by the delegations themselves and should reach Belgrade at least two weeks before the Conference. Alternatively, delegations can bring them to the venue of the Conference upon their arrival (subject to the arrangements made between the host country and delegations).

### **III. SIDE EVENTS AND EXHIBITION**

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

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

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

24. Completed registration forms for side events should be submitted to the Belgrade secretariat by **1 May 2007**. All practical arrangements for side events are subject to the agreement made between the host country and the organizer.

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<sup>5</sup> A provisional list of these documents should be available for comments at the third session of the WGSO (October 2006).

<sup>6</sup> Subject to decision by the WGSO.

25. The final list of side events should be available for approval by the fourth session of the WGSO on **5–7 June 2007**.

26. Materials for exhibitions and side events should be shipped to the venue by the delegations themselves and should reach Belgrade by **1 September 2007**. 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**

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

#### **V. FURTHER INFORMATION**

28. For information on participation, registration and documents:

***UNECE secretariat:***

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

29. 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, 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](mailto:mihailo.djukic@ekoserb.sr.gov.yu)

30. 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](http://www.savacentar.com)

31. Useful links to information on local transportation, hotels and maps:  
[www.Beograd.org.yu](http://www.Beograd.org.yu)

**Annex****Summary of major deadlines**

<b>Registration</b>	<b>Deadline for submission</b>
Government delegations ( <i>to the UNECE secretariat</i> )	1 July 2007
Intergovernmental organizations ( <i>to the UNECE secretariat</i> )	1 July 2007
Non-governmental organizations ( <i>European ECO-Forum will submit the list of NGO delegations to the UNECE secretariat</i> )	1 July 2007
Other major groups ( <i>to the UNECE secretariat</i> )	1 July 2007
Mass media ( <i>to the host country secretariat</i> )	1 September 2007

<b>Category I Documents</b>	<b>Deadlines for submission to the UNECE secretariat</b>
Prepared directly under the auspices of the CEP, the WGSO and UNECE Executive Bodies	1 March 2007
Prepared in English, French and Russian by other bodies ( <i>for reproduction and dissemination, including, posting on the Web</i> )	1 May 2007
Prepared and reproduced in English, French and Russian by other bodies ( <i>for posting on the Web</i> )	10 May 2007
<b>Category II Documents</b>	
Final title and executive summary with key messages* ( <i>for compiling the list of Category II documents for WGSO approval and preparation of the synthesis report*</i> )	1 March 2007
Translation, reproduction and delivery of sufficient numbers of copies to Belgrade and to UNECE secretariat in Geneva	14 September 2007

<b>Side events and exhibition</b>	<b>Deadline for submission to the host country secretariat</b>
Completed registration forms for side events	1 May 2007

\* Subject to decision by the WGSO.