



ANNEX 2

THE THIRD INTERNATIONAL CONFERENCE ON SMALL ISLAND DEVELOPING STATES, SAMOA, 2014

INFORMATION ON THE THIRD INTERNATIONAL CONFERENCE

1 – 4 September 2014

DATES AND VENUE OF THE CONFERENCE:

1. The Third International Conference on Small Island Developing States (SIDS) will be held from 1 to 4 September 2014 at the Faleata Sports Complex in Apia, Independent State of Samoa to be preceded by pre-Conference activities from 28 to 31 August 2014, also in Apia Samoa.
2. The Faleata Sports Complex is situated about 10 kilometers from the center of Apia. It is comprised of the following six buildings:
 - Upolu Plenary Hall
 - Savaii Partnerships Hall
 - Nu'utele Accreditation Centre
 - Manono Media Centre (including space for side events)
 - Namu'a Food Court
 - Apolima Secretariat
3. The Faleata Golf course, which is adjacent to the Conference site, will serve as the venue for pre-conference activities from 28–31 August 2014 and parallel events from 1–4 September 2014.

PROGRAMME:

4. A provisional agenda, organization of work and rules of procedure will be issued.



Plenary Meetings:

5. Morning plenary meetings will be held from 10:00am to 1:00pm and afternoon plenary meetings from 3:00pm to 6:00pm. All plenary meetings will be held in the Upolu Plenary Hall.
6. The opening plenary meeting, to be held on Monday, 1 September from 10:00am to 1:00pm, will feature statements by the President of the Conference, the President of the General Assembly, the Secretary-General of the United Nations, the Chair of the Alliance of Small Island States and the Secretary-General of the Conference. The plenary meeting will also hear statements from other political groups in accordance with the practice of the General Assembly.
7. The closing plenary meeting, to be held in the afternoon of Thursday, 4 September 2014 is expected to conclude with reporting on multi-stakeholder partnership dialogues, to be followed by the adoption of the Outcome Document and the report of the Conference.

Multi-stakeholder Partnerships Dialogues:

8. Six multi-stakeholder partnership dialogues under the following clusters will be held from 1-4 September in parallel with the plenary meetings in the Savaii Partnerships Hall.

DAY	DATE	TIME	CLUSTER
Monday	1 Sept 2014	3.00–6.00 p.m	Climate change & Disaster Risk management
Tuesday	2 Sept 2014	10.00–1.00 p.m	Oceans, Seas & Biodiversity
vV	2 Sept	3.00– 6.00 p.m	Water & Sanitation, Food security & Water Management
Wednesday	3 Sept 2014	10.00-1.00 p.m	Sustainable economic development
vV	3 Sept 2014	3.00-6.00 p.m.	Sustainable energy
Thursday	4 Sept 2014	10.00-1.00 p.m	Social development etc., Health, NCDs, Youth & Women

The **S.M.A.R.T** criteria (*SIDS-specific, Measurable & Monitorable, Achievable and Accountable, Resource-based & Results-focused, Timelines for Implementation & Transparency by all parties*) will be applied to help pre-select partnerships to participate in the Partnerships dialogues. More information on the partnerships dialogues is also available on the Conference website at (<http://www.sids2014.org/index.php?menu=1507>).

Side events:

9. Side events will be held during the Conference from 1 to 4 September 2014, inside the Faleata Sports Complex. More information on organizing side events, including criteria and guidelines, can be accessed on the Conference website at ☺ <http://www.sids2014.org/index.php?menu=1534>). The deadline for submitting requests for side events is 31 May 2014.



Parallel events:

10. Parallel events related to the Conference will be organized from 1 to 4 September 2014, outside the Faleata Sports Complex in select locations in Apia. More information on organizing parallel events is available on the Conference website at ☺ <http://www.sids2014.org/index.php?menu=1546>). The deadline for submitting requests for parallel events is 30 June 2014.

Exhibitions:

11. To reinforce that the conference is about all SIDS, the host government has proposed the establishment of a SIDS Village, a “**SIDS Home in My Home**” (SHIMH). This will be organized inside the Faleata Sports Complex during the Conference. In addition to being an area where SIDS would be the focus, it would also be the space where the different SIDS regions can be identified. SIDS and the different regions will determine for themselves how they would want to be self-identify. To join in the SIDS spirit and be part of this initiative, the deadline for registration/booking space at the SIDS Village is 1 July 2014.

More details on the SHIMH will be made available shortly on Samoa’s official website for the Conference (www.sidssamoa2014.ws) and the Conference website (www.sids2014.org).

Meetings of major groups and other civil society organizations:

12. During the Conference from 1 to 4 September 2014, there will be daily morning meetings of major groups and other civil society organizations organized in the Conference Rooms, First Floor of the Manono Media Centre. Further details of these meetings will be made available on the Conference website at (www.sids2014.org).

PRE-CONFERENCE ACTIVITIES (28 – 31 August 2014, Faleata Golf course):

Private Sector Forum:

13. A Private Sector Partnerships Forum will be organized by UN-Office of the High Representative for LDCs, LLDCs and SIDS (UN-OHRLLS) in collaboration with the Government of the Independent State of Samoa and the Samoa Chamber of Commerce on 30 to 31 August 2014 to provide a platform where genuine and durable partnerships to support the sustainable development of SIDS can be showcased and announced. The Forum will also facilitate networking and interaction between senior business and government leaders to enhance private sector partnerships for SIDS and the sharing of information and best practices within SIDS regarding policies, programs and practices geared towards strengthening business and industry in the pursuit of sustainable development. The Forum will focus on key areas: (1) Agriculture, (2) Connectivity (through ICTs and Transport), (3) Disaster Risk Reduction, (4)



Fisheries and Marine Resources, (5) Renewable Energy, and (6) Sustainable Tourism. More information on the Forum including the venue and registration is available at <http://unohrlls.org/private-sector-partnerships-forum-2014-sids-conference>.

Youth Forum

14. A Youth Forum will be jointly organized by the Government of Samoa, UNESCO and UNDP on 28 August 2014 at the Faleata Golf course. Further information on his event will be posted on the Conference website (www.sids2014.org) shortly.

Major Groups and Other Stakeholders Forum:

15. A Major Groups and Other Stakeholders Forum will be held on 29 August 2014 at the Faleata Golf course. The forum will be organized by DESA in collaboration with the major groups and representatives of the three SIDS regions. Further information will be made available on the Conference website (www.sids2014.org).

Renewable Energy Forum:

16. A Renewable Energy Forum will be held on 30 August 2014 at the Golf course. The Governments of New Zealand, United Arab Emirates, IRENA and the Sustainable Energy for All (se4all) had been invited to lead this Forum. All SIDS and their development partners are welcome to attend the Forum to look at what possible partnerships could be particularly for SIDS or to discuss how to build on existing partnerships. Renewable energy is one of the six key thematic areas for the Multistakeholder Partnership Dialogues and will be the targeted focus of one partnerships dialogue session. Further information will be made available on the Conference website (www.sids2014.org) shortly.

PARTICIPATION, ACCREDITATION AND REGISTRATION:

17. Governmental and Non-governmental stakeholders must be accredited to the United Nations in order to participate in the Conference. The following participants may attend or be represented: States members of the United Nations or members of Specialized Agencies, Inter-Governmental Organizations, Associate Members of the Regional Commissions, United Nations System, Major Groups and other Stakeholders and Media.

18. Access to the conference site and conference rooms will be granted upon presentation of a **valid United Nations Conference pass issued by the United Nations**. Participants holding a Conference pass are subject to screening at the Nu'utele Accreditation Centre. VIP groups including Heads of States or Governments, Vice-Presidents, Crown Princes/Princesses, Deputy Prime Ministers and Cabinet Ministers, as well as their spouses will be exempted from screening.



19. The on-site accreditation and issuance of Conference passes to all accredited participants will begin on Wednesday, 27 August 2014 at the Nu'utele Accreditation Centre inside the Faleata Sports Complex in Apia.

A. **States Members:**

Accreditation of official delegations of States Members is handled by the United Nations Protocol and Liaison Service. Delegations are required to submit a letter with an official stamp and signed by an authorizing official, **no later than Wednesday, 20 August 2014** providing a list of official delegation with names, functional titles and affiliations, through their Permanent Missions or Liaison Offices to the United Nations Protocol and Liaison Service in New York:

United Nations Protocol and Liaison Service
Mr. YOON Yeocheol, Chief of Protocol
Attn: Ms. Wai Tak Chua
Fax: +1(212) 963-1921
<http://www.un.int/protocol>

A copy should be also sent to:

General Assembly and ECOSOC Affairs
Division/DGACM
Mr. Kenji Nakano
Attn: Mr. Paolo Dua
Email: duap@un.org

Submission of the letter with the list of official delegation should be followed by on-line registration via <http://iAccredit.un.org>. This website will be open for online registration on **1 July 2014**.

Upon verification of the information on the lists of delegations, the Protocol and Liaison Service will authorize pass applications submitted online. **It is to be noted that no approval of conference pass will be granted prior to receipt of the official lists of delegations or letters of nomination.** Delegations are kindly reminded to send in their official lists before the **deadline on Wednesday, 20 August 2014.**

In order for a conference pass to be issued, the following registration procedure must be completed by logging onto <http://iAccredit.un.org>:

Step 1: Register and confirm your account by clicking the link in confirmation email.

Step 2: Log onto the website and create your personal and business profiles.



Step 3: Upload your photograph.

Step 4: Submit your profile for the conference.

Step 5: Upon verification, an approval email will be sent to the email address registered.

Step 6: Present the approval email either on a hard copy or on a mobile device/tablet together with a passport or a government photo ID for badging at the Accreditation Centre in Apia.

- ❖ Accreditation for media personnel including photographers and video/cameramen of the official delegations or the VIP will be handled by the Media Accreditation and Liaison Unit (Tel: +1(212) 963-6934 and email: malu@un.org) [please see section G below] Missions and Liaison Offices are kindly reminded not to include media personnel in their official lists of delegations.
- ❖ Members of security details of VIP groups will be handled by the United Nations Security and Safety Unit.
- ❖ Missions and Liaison Offices are also reminded not to include in the list of delegation representatives of NGOs who are not members of the official government delegations to the conference.

B. Intergovernmental Organizations:

Representatives of Intergovernmental Organizations are required to follow the same accreditation procedure as that for States Members by submitting a letter with a list of delegation to the Protocol and Liaison Service and registering on line.

23. Associate Members of the Regional Commissions:

Representatives of Associate members of the regional commissions (American Samoa, Anguilla, Aruba, Bermuda, British Virgin Islands, Cayman Islands, Commonwealth of the Northern Mariana Islands, Curacao, French Polynesia, Guadeloupe, Guam, Martinique, Montserrat, New Caledonia, Puerto Rico, Turks and Caicos Islands, and United States Virgin Islands) are required to follow the same accreditation procedure as that for States Members by submitting a letter with a list of delegation to the UN Protocol and Liaison Service and registering online.

23. Specialized Agencies and related Organizations:

Representatives of Specialized Agencies and related organizations (ILO, FAO, UNESCO, ICAO, WHO, World Bank, IMF, UPU, ITU, WMO, IMO, WIPO, IFAD, UNIDO, UN-WTO, IAEA, CTBTO, ICC, OPCW and WTO) are required to follow the same accreditation procedures as that for



States Members by submitting a letter with a list of delegation to the Protocol and Liaison and registering online.

E UN Funds and Programs and other entities:

UN funds and programs and other entities (UN, UNOG, UNHCHR, UNOV, UNODC, UNON, UN-HABITAT, ECA, ECE, ECLAC, ESCAP, ESCWA, UNCTAD, UNDP, UNEP, UNHCR, UNRWA, UNICEF, UNFPA, WFP, UN-WOMEN, UNFCCC, UNCCD, CBC, UNU, ITC, UNAIDS, UNITAR) should communicate the composition of their delegations to the Conference Secretary-General **by 14 August 2014**. Correspondence should be addressed to the attention of Ms. Federica Pietracci at her email: pietracci@un.org

F Non-Governmental Organizations and other Major Groups:

Pre-registration:

NGOs and other major groups that are eligible for pre-registration are those that are:

- ❖ In consultative status with the Economic and Social Council;
- ❖ Accredited to previous conferences on the sustainable development of the Small Island Developing States, held in Barbados and Mauritius.

NGOS and other major groups and other accredited organizations can pre-register their representatives for the Conference through the Conference website at www.sids2014.org. When the pre-registration is completed, each nominated representative will receive a confirmation letter via email.

Once pre-registration is closed, on site registration by representatives of non-accredited NGOs or major groups will not be accepted. **All representatives that intend to attend the Conference must be pre-registered before the deadline of 1 August 2014.**

Additionally, if a representative of an accredited organization is not able to attend the Conference, he or she cannot be replaced by another representative of the same organization.

Pre-registered participants must come to Accreditation Centre with a copy of the confirmation letter and valid photo identification (passport, driver's license) for identification purposes.

Application for Accreditation:

Non-governmental organizations and other major groups who are currently not eligible for pre-registration (see above) but who wish to attend and contribute to the Conference may apply to the Secretariat for that purposes, in accordance with guidelines available on the



Conference website at www.sids2014.org. **The deadline for submitting accreditation applications is 12 May 2014.**

G. Media

Media accreditation is strictly reserved for members of the press, print, photo, radio, TV, film, news agencies, and online media who represent a bona fide media organization. No double accreditation is allowed (e.g. as press and delegate, or as press and NGO). Deadline to apply for early accreditation is 19 August, 2014. On-site accreditation starts on 27 August 2014. Detailed information on how to request accreditation will be posted in July 2014 on the following website: <http://www.un.org/en/media/accreditation/>.

Credentials

The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Office of Legal Affairs if possible not less than one week before the date fixed for the opening of the Conference and no later than the opening of the Conference. All credentials should also be copied to the Protocol and Liaison Service in New York (fax: 1 212 963 1921) before 20 August 2014 and to the Protocol Accreditation Unit in Apia (fax number to be provided later) from 21 August 2014. The credentials shall be issued by the Head of State or Government or by the Minister for Foreign Affairs, or in the case of the European Union, by the President of the European Council or the President of the European Commission.

Visa Requirement, Travel and Hotel Accommodation

23. Visas will be granted free of charge to all participants upon arrival, provided that:

- ❖ You have a valid return or onward ticket;
- ❖ Your passport remains valid six (6) months from intended departure date from Samoa.

Please also check the entry or transit permit requirements for transit countries at their nearest Embassy or Consulate. Transit countries immediate to Samoa are New Zealand (Auckland), Australia (Sydney, Brisbane), Fiji (Nadi), and USA (Los Angeles, Hawaii and American Samoa).

Airlines

21 The following Airlines provide services for Samoa:

- ❖ Air New Zealand – out of Auckland, New Zealand



- ❖ Virgin Samoa – out of Brisbane or Sydney, Australia
- ❖ Fiji Airways – out of Nadi in Fiji and Honolulu, USA
- ❖ Inter Island Airways and Samoa Airway – between American Samoa and Independent State of Samoa.

22 Transportation will be provided to all Conference participants daily between airports and hotels and the Conference venue.

23 A centralized accommodation booking system is available at www.sidssamoa2014.ws. A “Booking Process” document is attached as a useful guide for booking accommodation on-line.

Pacific Jewel (cruise liner) is flexible with its 5-night minimum stay for

- Heads of Government
- Heads of International Organization;
- Ministers.

All other delegates including Officials, UN staff, Media and NGOs will need to comply with the minimum stay requirements of five nights.

Deadline for online registration for hotels is **30 June 2014** for people to be assured of their preferred booking. After this date, whatever hotel rooms left are for late-comers. It could be the most expensive, most far away in terms of travel distance etc.