

Holding a successful event at the Africa Pavilion during COP29

Guidance note

Introduction

This note prepared by the Technical and Logistic Teams of the Hosts of the Africa Pavilion at COP29 (African Development Bank, African Union Development Agency, African Union Commission, United Nations Economic Commission for Africa) contains useful information and tips for organizers of events at the Africa Pavilion at COP29 in Baku, Azerbaijan. The Hosts' Technical Team is in charge of the selection of the events, while the Logistic Team is in charge of the organization and communication aspects. Both teams are responsible for reporting.

The main objectives of the Africa Pavilion at COP29 are to (i) contribute to advancing the African agenda of the African Group of Negotiators and (ii) provide a podium for Regional Member States to spotlight African countries' needs and priorities, major achievements in climate action in Africa, and new climate initiatives on the African continent.

While the Hosts of the Africa Pavilion at COP29 are still in the process of contracting the space and service providers, we would like to allow Regional Member States to already propose events for the Africa Pavilion **by 7 October 2024**. As only a limited number of event slots are available, the events corresponding best to the objectives of the Africa Pavilion, the COP29 Thematic Days and those building on the best practices regarding the event content would be selected. All event proponents will be notified about whether they have been selected **on 14 October 2024**. More information on the logistics and services will be shared with the selected event organizers.

Content of the events

Based on experiences from previous COPs, successful and well-attended events at the Africa Pavilion focus on one or more of the following:

- The COP29 Presidency priorities for the [thematic day](#) on which the event takes place. A list of the thematic days is also in [Appendix 1](#).
- Key issues from the intergovernmental negotiations in light of the African agenda.
- Announcements of new initiatives or partnerships of Regional Member States or African private sector entities, NGOs, and other organizations with high ambition and transformative potential, including those seeking funding or international cooperation for implementation.
- Announcements of major successes for climate action or deliverables to implementing the Paris Agreement.
- High-level forums.
- Award ceremonies.
- Events held by more than one country or held in collaboration with organizations prominently active in supporting climate action.

Events with an interactive component, online streaming, and translation in the main official languages in Africa, as well as events promoted in advance and at the COP to the target group and events issuing a press release, have generally a broader reach and higher effectiveness. Following the UNFCCC [Gender Action Plan](#)'s priority to achieve and sustain the full, equal, and meaningful participation of women in the UNFCCC process, the Hosts encourage Regional Member States to (i) ensure gender balance among the speakers, (ii) address empowerment of women, youth and vulnerable groups in

the presentations and plenary discussions, (iii) monitor the gender balance at the event and report on these points via the reporting template in [Appendix 2](#).

Logistics for event organizers

As an event organizer, you are expected to communicate well in advance to the Logistic Team of the Africa pavilion the following information about your event:

- A concept note for the event, including run of show, using the templates provided by the Logistic Team in [Appendix 3](#).
- A PowerPoint slide will be used to promote the event using the template provided by the logistic team, which will be communicated to the event organizers before COP29.
- Any multimedia to project on the screen during the event.
- Email contacts of virtual speakers, if any.
- If a press release is issued afterward, kindly share a link to be included in the Africa Pavilion report.
- Afterwards, the Logistic and Technical Teams would appreciate receiving a brief summary of the event, pictures, and any postmortem comments to assist with assessing the effectiveness and outreach of the Africa Pavilion at COP29 and improving it for the next COPs before the end of COP29 via the template in [Appendix 2](#).

Experiences from previous COPs show that speakers may cancel for various reasons at the last minute. Therefore, it is recommended to plan for backup speakers in advance.

In case your organization is hindered from holding the event, kindly communicate to the Logistic Team as soon as possible in advance.

Appendices:

Appendix 1: Azerbaijan COP29 Presidency Thematic Days

Appendix 2: Reporting template for events held in the Africa Pavilion

Appendix 3: Concept note template for proposed events at the Africa Pavilion at COP29

Appendix 1: Azerbaijan COP29 Presidency Thematic Days

The 29th Conference of the Parties on Climate Change (COP 29) will be held in Baku, Azerbaijan, from November 11 to 22, 2024. Below is the thematic program per day:

- November 11: COP29 Opening
- November 12: World Leaders Climate Action Summit
- November 13: World Leaders Climate Action Summit
- November 14: Finance, Investment and Trade
- November 15: Energy / Peace, Relief, and Recovery
- November 16: Science, Technology and Innovation / Digitalisation
- *November 17: Rest Day and No Thematic Programming*
- November 18: Human Capital / Children and Youth / Health / Education
- November 19: Food, Agriculture and Water
- November 20: Urbanisation / Transport / Tourism
- November 21: Nature and Biodiversity / Indigenous People / Gender Equality / Oceans and Coastal Zones
- November 22: Final Negotiations

Appendix 2: Reporting template for events held in the Africa Pavilion

To evaluate the overall performance and outreach of the Africa Pavilion and improve it for the next COPs, kindly send before the end of COP29 the below information to the Hosts per e-mail at: s.borrini@afdb.org; l.naydenova@afdb.org; paulos.uneca@un.org; siakiloe@africa-union.org

Title event:

Date and time of the event:

Lead organizer:

Main language(s) for the event:

Final speakers, specifying men and women:

Total number of attendees in the audience:

Number of female attendees in the audience:

Issues related to the empowerment of women, youth, and vulnerable groups addressed in the presentations/discussion:

Key outcomes of the event:

Main quotes from speakers:

Summary of the event’s contribution to the objectives of the Africa Pavilion (see guidance note):

Overall satisfaction of the event: poor/sufficient/good/excellent

Overall satisfaction of the assistance by the Hosts of the Africa Pavilion: poor/sufficient/good/excellent

Postmortem comments regarding the organization, logistic and technical services at Cop29:

Recommendations that would help to improve the Africa Pavilion in the future:

*If a press release is prepared for this event, please provide a link when published (can also ex-post):

*Up to 3 high-resolution pictures of the event would be appreciated

Appendix 3: Concept note templates for proposed events at the Africa Pavilion at COP29

Concept note template for side event requests for the Africa Pavilion at COP29

Events at COP29

The 29th session of the Conference of the Parties (COP 29) to the UNFCCC Baku Mon, Nov 11, 2024 – Fri, Nov 22, 2024

Side Event Request Form

Name of requesting organisation: United Nations Economic Commission for Africa (ECA)

Contact person: _____

Address: Menelik II Ave., Addis Ababa, Ethiopia

Telephone: _____ E-mail: _____

Title of the Side Event (Please attach a detailed description, including all organising partners, thematic focus, speakers, and potential contribution to the COP29, a concept note template is provided by the Hosts below)

Delivering Sustainable Finance with the Sustainable Debt Coalition

Preferred date / time (You can indicate more than one option)

Priority	Date		Time	
	First week	Second week	Morning	Afternoon/Evening
High	14 November 2024		Yes	

Alignment with COP 29 Thematic Days: (indicate) Finance, Investment and Trade

Equipment and services (please note – A/V system is provided)

Projector for Power Point presentation	Yes	Catering (expense covered by organiser)	No
Hybrid facilities (virtual panellist)	Yes	Interpretation	Yes

The costs related to the use of Catering services will be covered by: N/A

(Name of the Organisation)

Signed by: _____

(Please print name or use electronic signature)

Please indicate below the name and contact details of the side event organiser:

Communication Lead, Sustainable Debt Coalition, Nicolas Nahimana, guy.nahimana@un.org

Associate to the Minister’s Advisor for Foreign Affairs, Ministry of Finance, Egypt, Deena Wahba, deena.wahba@mof.gov.eg

COP29

Side event concept note template

Concept notes shall not exceed 2 pages and be prepared based on the following outline:

Nature of the event: High-level event

Title of event: Delivering Sustainable Finance with the Sustainable Debt Coalition

Venue: Africa Pavilion, Baku, Azerbaijan

Date: 14 November 2024, Time: 09:30—11:00

Organizers: Finance Ministry of Egypt and United Nations Economic Commission for Africa

Lead Partner:

- Finance Ministry, Egypt
- United Nations Economic Commission for Africa
- United Nations Office of the Special Advisor on Africa (OSAA)

Background and Context

Developing countries in all regions face significant challenges in achieving inclusive and sustainable economic growth, particularly in the face of ongoing global economic challenges. In their 2022 report, Songwe et al. estimate that over USD 1 trillion is required to support the climate finance needs of emerging and developing countries, excluding China, annually by 2030.¹ Furthermore, according to its Sustainable Development Goals Report 2024, the United Nations estimated the cost of achieving the SDGs to be **USD 4 trillion annually**.

Constrained global growth and tight monetary policy have acted alongside global and regional economic shocks to inflate financing costs. This restricts governments from investing in sustainable development, especially climate action. According to World Bank statistics, **57 percent of African governments allocate more funds to debt servicing than healthcare, and 17 percent allocate more to debt servicing than education**. At the same time, growing exposure to climate risks in developing countries increases the cost of finance, as the likelihood of climate disasters adds more pressure on the fiscal space available to governments. Increasing climate change requires more emergency response and recovery funds, reducing the capacity to service debts.

The Sustainable Debt Coalition (the Coalition) was launched at COP27 as a space for like-minded countries to consider and advance applicable solutions at the intersection of debt, development, and climate change. Since its announcement, **more than 20 states** have joined or expressed interest in joining the Coalition. It has supported the advancement of instruments and initiatives, including climate-resilient debt clauses, sustainability-linked bonds, debt-for-climate swaps, and the sustainable budgeting approach endorsed by some grouping of creditors and sovereign states.

Objectives of the event

These event aims to:

- Highlight the progress and share the direction of the Sustainable Debt Coalition
- Provide countries with concrete solutions to access concessional sustainable finance instruments
- Accelerate the momentum to develop the Coalition further and plan its inaugural convention in early 2025.

Alignment with COP 29 Priorities

This event's outcomes support several COP29 Presidency priorities, particularly Finance and the New Collective Quantified Goal on Climate Finance (NCQG) under 'enabling action.' This item emphasizes the needs of developing countries and the urgency required to scale up mitigation and adaptation

¹ Songwe, V., Stern, N. & Bhattacharya, A. Finance for Climate Action: Scaling up Investment for 571 Climate and Development. 572 https://repository.uneca.org/bitstream/handle/10855/49154/b12021660.pdf?sequence=1&isAllo573_wed=y (2022).

finance. The event seeks to support developing countries accessing green finance to achieve their climate action priorities and the Sustainable Development Goals.

Draft Programme

Panel gender balance (female—31% & male—69%)

Opening remarks:

- UN Under-Secretary-General and Executive Secretary of the Economic Commission for Africa, **Claver Gatete**
- Minister of Finance of the Arab Republic of Egypt, **Ahmed Kouchouk**

Panel I: Discussion on accessing sustainable finance and reducing borrowing costs

Moderator: Deputy Executive Secretary and Chief Economist, Economic Commission for Africa, Hanan Morsy

Speakers:

- Mr. **Fernando Haddad**, Minister of Finance, Brazil.
- Ms. **Rachel Reeves**, Chancellor of the Exchequer, United Kingdom.
- Mr. **Matia Kasaija**, Minister of Finance, Planning and Economic Development, Uganda.
- Dr. **Benjamin Diokno**, Secretary of Finance, Philippines.
- Mr. **Juan Carlos Vega**, Minister of Finance, Ecuador.

Panel II: Exploring innovative sustainable solutions in a world of fiscal constraints

Moderator: Deputy Executive Secretary and Chief Economist, Economic Commission for Africa, Hanan Morsy

Speakers:

- Dr. **Nigel Clarke**, Minister of Finance and the Public Service, Jamaica.
- Ms. **Riikka Purra**, Minister of Finance, Finland.
- Ms. **Azucena Arbeleche**, Minister of Economy and Finance of Uruguay.
- Mr. **Nicolai Wammen**, Minister for Finance, Denmark
- Ms. **Mutesi Rusagara**, Minister of State in charge of Public Investment and Resource mobilization, Ministry of Finance of Rwanda
- Mr. **Samir Sharifov**, Minister of Finance, Azerbaijan

Questions to be addressed during the panel discussion:

Question to all panelists: *We know that there are many ongoing challenges regarding debt positions, debt management, and development needs. But there have also been emerging success stories. With two minutes to speak each, what have you found to be the most encouraging progress for the reform of the global debt architecture."*

--- **Coffee and tea break:** No

Key messages

- There is an urgent need for cooperation between debtor and creditor nations to address the rising debt level and its sizeable effects on development and climate.
- There is scope and momentum to scale early wins quickly.
- The Sustainable Debt Coalition aims to provide concessional finance solutions, reduce debt burdens, and advance climate and SDG goals.
- The Coalition will advocate for affordable green financing, support debtor nations in global forums, and work with creditors to expand fiscal space for green investments.

Links to background documentation:

Please add the links here to complete:

1. The [Concept Note](#) of the Sustainable Debt Coalition

2. The [Declaration](#) on the Sustainable Debt Coalition

Contact event organizers:

1. Communication Lead, Sustainable Debt Coalition, **Nicolas Nahimana**, guy.nahimana@un.org
2. Associate to the Minister's Advisor for Foreign Affairs, Ministry of Finance, Egypt, **Deena Wahba**, deena.wahba@mof.gov.eg