



United Nations
Economic Commission for Africa

Seventh session of the Africa Regional Forum on Sustainable Development

Information note for participants

Brazzaville (online)

1-4 March 2021



A.21-00197

Format

The seventh session of the Africa Regional Forum on Sustainable Development will be held from 1 to 4 March 2021. The Forum will be opened at the Grand Hotel Kintele, in Brazzaville, after which the Forum will continue online over the four-day period. Please find below general information on meeting arrangements that may be helpful for your participation in the Forum.

Additional information regarding the 2021 session of the Africa Regional Forum on Sustainable Development can be found on the ECA web page dedicated to the Forum (<http://www.uneca.org/arfsd2021>).

Overview

The theme of the session is “*Building forward better: towards a resilient and green Africa to achieve the 2030 Agenda and Agenda 2063*”.

Pre-events will take place on **25 and 26 February 2021**, while the Forum will officially commence on 1 March with a high-level panel discussion, and end on 4 March. Side events will be held online on **25 and 26 February and 1 March**.

For more information, please refer to the draft programme of work (ECA/RFSD/2021/3), which is available on the Forum website (<https://www.uneca.org/arfsd2021>).

Accreditation

Government delegations are kindly requested to submit to the Economic Commission for Africa (ECA) their letters of nomination, duly signed by the appropriate authorities of their respective Governments, at their earliest convenience but no later than 24 February 2021. The letters, which must indicate the names, titles and contact details of the representatives nominated to attend the Forum, can be submitted online using the link provided in the invitations sent by ECA.

Questions regarding the accreditation procedure should be directed to:

Mr. Jean-Paul Adam

Director

Technology, Climate Change and Natural Resources Management Division (TCND)

Economic Commission for Africa

Email: jean-paul.adam@un.org

Registration

All participants must register online via the link provided in the invitation letters. They are encouraged to do so well in advance, but no later than Wednesday, 24 February 2021, to accelerate the accreditation process. The online system will also facilitate the encoding of participant information and preparations for virtual participation as either a speaker or viewer. All participants who have successfully registered online will receive a confirmation email containing a link to the designated online platform (either Zoom, YouTube or FaceBook) for virtual participation.

Further details regarding the online accreditation process and meeting connection links for the pre-events, side-events and Forum segments will be communicated in due course.

Badges

In-person attendance at the opening ceremony will be limited to **local participants**. For security reasons, said participants will be required to show a valid Forum badge to gain access to the ceremony venue. Forum badges, which must be worn at all times while on site, will be issued at the registration counter located in front of the main entrance. The loss of a badge should be reported immediately to the registration counter.

COVID-19 safety information

The opening ceremony of the Forum will be attended by only local participants, who are required to follow the COVID-19 safety regulations that have been put in place by the host Government.

Procedures for media accreditation

All media entities will require accreditation by the host Government and the Forum secretariat.

All invited media representatives will need to register online at <http://www.uneca.org/arfsd2021>. Once your registration is approved by the organizing team, you will receive an official invitation letter via email.

Invited media representatives will be required to submit (to denekews.uneca@un.org) a letter of assignment, along with one form of valid identification (for example, a press card, work identification, driver's licence or passport) as proof of media affiliation.

A media centre will be set up at the Forum venue to facilitate media coverage. More information on this will be communicated directly to the registered media entities.

On-site registration

Congo-based media representatives can apply for registration on-site. You will need to present your letter of assignment and passport at the designated media desk, which will be located at the site for accreditation, starting 1 March 2021. Please contact denekews.uneca@un.org closer to that date for more information on the exact location.

Technical guidance

The Forum will be held online. All participants will receive Zoom connection links for various Forum sessions via email. Those with speaking roles (i.e., chairs, panellists, moderators, etc.) will have the ability to activate their microphones and show their video, while all other participants will be able to follow the proceedings and post comments and questions in the chat box. Questions posted in the chat boxes will be relayed to the chair and moderator of the segment. It is recommended that participants use either a laptop or a desktop computer to connect to the Forum. Although smart devices may be used, the options for viewing may be limited and sub-optimal.

Once participants click on the Zoom link provided, they will get step-by-step instructions on how to join. Please note that, for each day of the event, a different event link will be provided. It is recommended to start the login process an hour before the beginning of the segment so as to allow sufficient time to address technical difficulties should they arise.

For those who receive Zoom links, during the login process, in the field labelled “First Name”, please type the name of your institution followed by “ / “(forward slash) symbol. In the field labelled “Last Name”, please type please your title (Mr./Ms.) and your full name. This will facilitate the identification of all participants and their affiliations during the meeting.

Example

For Ms. Xxxxx Yyyyy, who works at ECA, and whose registered email address is zzzzz@un.org:

- In the field “First Name”, please type “ECA / ”
- In the field “Last Name”, please type “Ms. Xxxxx Yyyyy”
- In the field “Email,” please type “zzzzz@un.org”

On the screen, she will be seen by other participants as “ECA / Ms. Xxxxx Yyyyy”

There will be two types of participation in the event: “PANELLIST” and “ATTENDEE”. The technical setup of the meeting will be controlled by the “HOST”, who is a technical expert from the broadcasting support services of the United Nations.

Instructions for panellists

- The event link for the day will be activated an hour before the start of the day’s first segment. Sign in 30 minutes to one hour early before the segment that you plan to attend, to ensure that you are ready when the segment starts.
- Find a quiet space in a room free from distractions, with no or minimal background noise.
- Mute the sound on your mobile phone.
- Panellists will have the option to mute/unmute their microphone and turn on/off their video.

- Panellists (speakers) for a given segment should keep their video function on throughout the entire segment to maintain visual engagement with other participants.
- Mute your microphone when you are not speaking to eliminate background noise during the segment.
- Other pre-determined speakers who are granted “panellist” status during the question-and-answer period should turn on their video and microphone functions only during that portion, as indicated below.

During the question-and-answer period

- For pre-determined speakers: If given the floor, please turn on your video and microphone before speaking. Please identify yourselves by stating your name and organization.
- Before taking the floor, find a quiet space in a room free from distractions, with no or minimal background noise, and mute the sound on your mobile phone.
- Keep your questions or remarks focused and concise so that others will also have an opportunity to speak.

Instructions for attendees

- The event link for the day will be activated an hour before the start of the day’s first segment. Sign in 30 minutes to one hour early before the segment that you plan to attend, to ensure that you are ready when the segment starts.
- You will join the virtual meeting space with your microphone and video turned off by default (you will not be able to change this during the segment).
- During the question-and-answer period, you will be able to pose a question by clicking on the chat button and typing your question in the chat box. Please also type in your name and institution. Please ensure to select “ALL PANELLISTS” on the drop-down menu when sending a question. The moderator will read the questions aloud and direct it to the appropriate panellist for a response. However, if you would like to address your question to a particular panellist, kindly indicate so in the chat box.
- Kindly note that the organizer and the moderators will try to address as many questions as possible on a first-come-first-served basis. However, it may not be possible for all questions to be addressed owing to time constraints.
- Please respect other people’s views during the segment, even if you do not agree with them. Also, kindly keep all interactions cordial and professional, including when asking questions through the chat function.

Event links

- The event link for the day will be activated one (1) hour before the start time of the first segment of the day. Please try to login as early as possible once the event link is active to ensure that you have sufficient time to resolve any technical difficulties and are able to connect to the segments on time.
- If you have a problem with the connection, send an email to eca-arfsd7@un.org with reference to your means of connection (i.e., Zoom, Youtube or Facebook), the event number, along with your phone number. A broadcast technician will contact you in short order to provide assistance.

Languages

The working languages of the Forum are English and French.

Documents

The Forum is a paper-smart event, during which only electronic versions of Forum documents will be made available to participants. Those who are attending the opening ceremony in person are advised to bring their own devices (e.g., laptop computer, tablet, smartphone) to download and view the documents. A wi-fi Internet connection will be provided at the venue.

All Forum documents will be available via the ECA paper-smart portal (papersmart.uneca.org) and on the webpage dedicated to Forum documents (<https://www.uneca.org/seventh-session-africa-regional-forum-sustainable-development/documents>).

Facilities and services

Accommodation for persons with disabilities

In the spirit of inclusion that it embodied in the Sustainable Development Goals, the organizers will take measures to make the Forum accessible to persons with disabilities. If you require special assistance, please contact xxxxx yyyyy (.....@un.org) to determine how we can best support you.

Internet

Given the paper-smart approach of the Forum, local participants will be encouraged to use electronic devices as much as possible, and every effort will be made to reduce the number of documents printed. To help to achieve these objectives, high-density wireless connectivity will be made available at the Forum venue, which will allow at least 1,200 devices to connect to the dedicated Internet server simultaneously.

General information about Brazzaville

Brazzaville is the capital of the Congo. The city is located on the Congo River, just opposite Kinshasa, capital of the Democratic Republic of the Congo. Just outside the city lie the Congo Rapids. The cylindrical Nabemba Tower is situated at the city's centre and overlooks

the Congo River. The marble Pierre Savorgnan de Brazza Memorial contains the remains of the city's founder. Nearby is the Modernist Basilique Sainte-Anne.

The Congo is located in the central-western part of Africa along the equator. It has a short (170 km) coastline along the southern Atlantic Ocean and a land area of approximately 342,000 km². The country has a population of about 4 million people.

Time zone

The time zone of the Congo is GMT+1.

Security advisory

For those attending the opening ceremony in person, please ensure that you:

- Wear your conference badge visibly and show it to any authorized person who asks to see it.
- Do not leave bags and parcels unattended, as they may be confiscated or destroyed.
- Do not bring unauthorized persons (including children) into the conference centre.
- Look after your valuables.
- Check that you have all your documents and personal items before you leave conference hall and meeting rooms.
- Inform the representatives of the United Nations Security and Safety Service or the nearest security officer if you lose anything valuable.

Emergency contact information

United Nations Department of Safety and Security

Mr. Roxy-Désiré Pango Mashimango

Security Advisor, Representative for the Congo and Gabon

Tel: +242 05 775 78 78 | Mob: +242 06 904 77 78

pango.mashimango@un.org

Economic Commission for Africa

Mr. Jaki Azmi

Deputy Chief

Security and Safety Service

azmij@un.org

Tel:+251911508209 / +242 069770311 (United Nations Security Control Centre)

Local emergency contacts

Radio room: 05 587 62 04 / 06 510 22 16 / 06 875 00 83

Security advisor: 05 775 78 78 / 06 904 77 78

Local security associate: 05 556 94 94 / 06 663 94 94 / 06 875 00 80

Police / Fire Service: 117 / 118 (05 583 74 64)

UN Doctor: 05 753 31 40 / 06 875 00 64

Stress counsellor: 06 661 00 06

UN detachment: 06 663 99 52 / 06 875 00 84 / 06 663 27 80
