A Sustainable Paper Smart Conference
Conferences, meetings and other events are standard business practice within the United Nations for the simple reason that they are often the most time efficient and effective way of sharing thinking, identifying solutions and reaching agreements.

They can leave a significant environmental footprint through consuming energy and water, generating waste, polluting the air and water, and use of paper.

There are numerous risks associated with climate change in holding conferences, meetings and other events.

There are many on-going initiatives at global, regional, sub-regional and national levels to develop strategies to address the challenges of climate change.

ECA, following the steps of other UN Conference Centers is now a part of these initiatives and change from paper-based conferences to paper smart conferences.

This will also look at the efficient use of energy, as well as improvement in other areas in conference services, in order to reduce its carbon footprint, reduce harvesting of trees and generally, reduce the pollution of the environment.
All participants are strongly encouraged to bring their own laptops or iPads with them, to reduce the environmental impact generated by the use of paper.

Limited smart tablets and docks will be available in conference rooms 1 and 2 for use by member State heads of delegations.

Participants are encouraged to rely on digital versions of conference documents that can be downloaded from the website:

papersmart.uneca.org

This link provides access to all pre-session and in-session documents and statements.

**ISPS PORTAL:** Web-based access to all unrestricted, official documents and statements related to meetings is available in all official languages

**URL:** [https://papersmart.uneca.org/meeting](https://papersmart.uneca.org/meeting)

found in the main conference website under documents

Official documents and statements can be viewed and downloaded on a variety of mobile devices, tablets.
Accessing the Paper Smart Portal

1. Go to the website https://papersmart.uneca.org/meeting (which you will also find in the main conference website)

2. Click on “recent meetings” or “current meetings” where the conference name and date will appear

3. Meeting documents will be viewed ready for download, print on demand or share

4. Select the print-on-demand icon located next to the document that you want to have printed.

5. Complete the request form by choosing specifications like the language, quantity and pages required as well as any other details e.g your country/delegation

Kindly allow 20 /30 minutes to receive the requested documents.
The PaperSmart Model is based on the following four pillars:

### PaperSmart Portal
- **Available in all three (3) official languages**, the portal provides secure web-based access to documents, statements and meeting-related information.

### Print-on-demand
- Provides participants with the **ability to request hard copies** of documents on demand.

### e-Publishing
- Enables **convenient access to meeting-related information**, documents and statements on smartphones and tablets.

### Media
- Where available, documents are distributed on flash drives for convenient offline access.

### BENEFITS OF USING PAPERSMART

| **Sustainability** | Full multilingual delivery  
|                    | Global availability of statements of participants in real time  
|                    | Direct financial savings for permanent missions and Secretariat clients  
|                    | Reduction of waste through the use of print-on-demand services.  
| **Efficiency**     | Facilitates engagement in meetings from capitals  
|                    | One tool for all meetings  
|                    | Prepares the United Nations to respond to global digital trends.  
| **Accessibility**  | Accessibility of meeting-related information through AA level WCAG 2.0 compliant portal  
|                    | Screen-reader accessible documents marked with Accessibility logo  
|                    | Assistive tools and technology available to participants in meetings at UNHQ  
|                    | Braille prints available at meetings serviced by the PaperSmart model  
|                    | Sign Language Interpretation and CART (Real-time Captioning) available at meetings, where possible.  
| **Knowledge Management** | Facilitates easy review of agenda items, related documents and other information  
|                        | Global 24/7 access to meeting-related information.  

**Knowledge Management**
Email blasts and Daily Bulletin will be paperless.

Touch-to-collect technology is deployed in order to facilitate the reduction of paper publications. This will enable participants to collect documents and publications electronically, and to exchange digital business cards with each other, facilitating the reduction of conventional paper business cards, near-field communication technology that exchanges information between two devices using Wi-Fi.

To facilitate access, QR codes for selected official documents will be displayed on totems close to the documents counter and elsewhere.

The daily programme for the conference will be available in electronic format only. A PDF version will be posted each morning on the CoM 2021 website (To be available on the online information note to participants).
Participants are advised to print and photocopy only when necessary prior to and during the conference. Printing and photocopying should be double-sided and in black and white with font size kept to a legible minimum.

Requests for hard copies of documents but should only be made when strictly necessary and on an exceptional basis (maximum 5 copies per document per delegation).

A print-on-demand facilities (POD) will remain available near the conference hall or at the Print shop. (see information note to participants)

Participants requiring these facilities are requested to fill a request form in the portal and send it to the email provided.

Participants are encouraged to use these applications.

Digital totems and monitors placed in different locations in the UNCC, are used to display information on the events.

Many smartphone applications support sharing digital business cards, scanning and storing personal information received from others will be made available.

Participants are encouraged to use reusable structures (e.g., stands and furniture), such as modular exhibition stands that are easy to assemble, disassemble, and reuse.

Thank you for actively participating in the waste management initiative and support waste avoidance and waste separation as much as possible.