

Arrangements for the World Humanitarian Summit 2016 Convened by the Secretary-General

23-24 May 2016 in Istanbul, Turkey

I. Introduction

1. The Secretary-General will hold the first-ever World Humanitarian Summit on 23-24 May in Istanbul, Turkey. The Summit will be held at the highest level and will bring the global community together to reaffirm our solidarity with people affected by crises, and our collective commitment to humanity. In Istanbul, global and local leaders from government, business, and civil society, among others, will announce concrete actions and commitments to ending conflict, alleviating suffering and reducing risk. The Summit will also serve as a platform to exchange experiences and showcase innovations and best practices.
2. The present note provides an update on the organizational aspects of the World Humanitarian Summit. Information on substantive matters related to the Summit can be found on the World Humanitarian Summit website: www.worldhumanitariansummit.org.
3. The Summit will result in a **Chair's Summary**, a **Commitments to Action** document with the intention of capturing the announcements emerging from the Summit. A **Report of the Secretary-General** on the outcomes of the Summit will also be produced following the Summit, in accordance with A/Res/70/106.

II. Schedule, Sessions, Documentation and Interpretation

4. The Summit will take place at the Istanbul Congress Center (ICC) and side events will be held in the adjacent Lutfi Kirdar Convention & Exhibition Center (LKCC) in Istanbul.
5. On the basis of two days, the World Humanitarian Summit will be held as follows:
 - Monday, 23 May 2016: from 9.00 a.m. to 9.00 p.m.
 - Tuesday, 24 May 2016: from 9.00 a.m. to 6:00 p.m.
6. The provisional agenda for the Summit will be as follows:
Day Zero – 22 May 2016
 - Opening of the World Humanitarian Summit Exhibition Fair
 - Welcome Reception

Day One – 23 May 2016

- Opening Ceremony and Plenary
- Member States and Other Stakeholders' Announcement Plenary
- High-Level Leaders' Roundtables (*roundtables will run in parallel with the plenary session*)
- Special Sessions (*sessions will run in parallel with the plenary session*)

Day Two – 24 May 2016

- Plenary Session
- Member States and Other Stakeholders' Announcement Plenary
- High-Level Leaders' Roundtables (*roundtables will run in parallel with the plenary session*)
- Special Sessions (*sessions will run in parallel with the plenary session*)
- Closing Plenary and Ceremony

In addition, the following events will take place in parallel with the main Summit programme:

- **Side Events:** To be held over the two days of the Summit in the LKCC.
 - **World Humanitarian Summit Exhibition Fair and Innovation Marketplace:** To commence as of 22 May and over the two days of the Summit in the ICC.
7. Efforts will be made to ensure geographic and gender balance in addition to the diversity of stakeholders at the highest level at all Summit proceedings and sessions.

Opening Ceremony and Plenary

8. The World Humanitarian Summit will open with an opening plenary and ceremony, which will be held on 23 May 2016 in the ICC Auditorium. The opening ceremony and plenary will provide content and framing for the Summit. This session will feature opening statements and underscore the need for commitment for collective action. More information will be communicated in due course.

Member States and Other Stakeholders' Announcement Plenary

9. The Member States and Other Stakeholders' Announcement Plenary will be for statements to be made by stakeholders to announce ambitious and action-oriented commitments aimed at furthering the priority action areas set out in the Report of the Secretary-General. The Announcement Plenary will continue over the course of the two days of the Summit and will be open to Heads of States or Governments and their representatives. It will also be open to other stakeholders, including high-level representatives of observers of the General Assembly, private sector, and civil society

organizations. For participating States and observers of the General Assembly, inscription on the list of speakers shall be on a first-come, first-served basis and in accordance with customary protocol, whereby precedence is given to Heads of State or Government, followed by other heads of delegation. For other stakeholders, speakers will be selected from among registered participants by the World Humanitarian Summit secretariat. Speakers list will be determined on a first-come, first-served basis, whereby precedence is given to heads of organizations, business and key stakeholders at the highest level of participation.

10. To ensure that all speakers have the opportunity to address the Announcement Plenary, interventions must be concise and not exceed (3) three minutes. Statements made by Heads of State and Governments and high-level representatives of other stakeholders will be made available on the World Humanitarian Summit website at the conclusion of the Summit. Further details on the speakers list will be shared in due course.

High-Level Leaders' Roundtables

11. The Summit will feature a number of High-Level Leaders' Roundtables. These sessions will run in parallel on both days. The High-Level Leaders' Roundtables will be interactive and multi-stakeholder in nature and will aim to rally support and commitments in support of the priority action areas outlined in the Secretary-General's Report.
12. Arrangements for speakers and registration for participation at these sessions will be communicated in due course. Pre-registration to attend these sessions will be required.
13. Commitments to action announced during each session will be reflected in the Chair's Summary and included in the Report of the Secretary-General to be released after the Summit.

Special Sessions

14. The Summit will also feature a number of Special Sessions organized at a high level around a number of thematic areas. The Special Sessions will be interactive and multi-stakeholder in nature and will seek commitments around a number of themes, including **financing, urban issues, and innovation**. Further details on the topics for the Special Sessions will be made available in **February 2016**.
15. Arrangements for speakers and registration for participation at these sessions will be communicated in due course. Pre-registration to attend these sessions will be required.

16. Commitments to action and outcomes of each session will be reflected in the Chair's Summary and included in the Report of the Secretary-General to be released after the Summit.

Receptions, Luncheons, and Special Dinners

17. The Secretary-General will host a Luncheon with Heads of State or Government, and other guests. The luncheon will be by invitation only. A number of other special events, including receptions, dinners and performances, will also be organized. Information on these events will be communicated in due course.

Plenary Session - Opening of Day Two

18. A plenary session that will take place in the ICC Auditorium on 24 May 2016 and will mark the beginning of the second day of the Summit. The plenary will provide a high-level overview of the outcomes of Day One and will inform discussions on Day Two of the Summit.

Closing Plenary and Ceremony

19. The World Humanitarian Summit will end with a closing plenary and ceremony on 24 May 2016 in the ICC Auditorium. This session will feature concluding statements and will present the key commitments made at the Summit and outline the way forward beyond the Summit. The closing ceremony will mark the end of the proceedings.

Other Key Features of the Summit

(a) Side Events

20. A number of side events will be available to different stakeholders to organize briefings, seminars, workshops and panel discussions, in parallel to the World Humanitarian Summit main proceedings.
21. All applications for side events must be received online. Full application details and guidelines for organizing side events are available on the Summit website (www.worldhumanitariansummit.org). The deadline for receiving applications for side events is **12 February 2016**, and notification of acceptance will be communicated by **end -February 2016**. A comprehensive review process will be conducted to ensure diverse representation and geographical balance, with priority given to events with multi-stakeholder co-organization. Organizers are encouraged to ensure regional and gender balance within programming of events. For further information on side events, please contact sideevents@whsummit.org.

(b) *World Humanitarian Summit Exhibition Fair and Innovation Marketplace*

i. *Exhibition Fair*

22. The World Humanitarian Summit Exhibition Fair, held in the ICC, is dedicated to showcasing the work, products, and programmes of governments, organizations, agencies, companies, and other institutions in support of humanitarian action.

23. All Exhibition Fair applications must be received online. Full application details and guidelines for exhibiting in the Exhibition Fair are available on the Summit website (www.worldhumanitariansummit.org). A comprehensive review process will be applied for the selection of exhibitors. For further information on the Exhibition Fair, please contact expo@whsummit.org.

ii. *Innovation Marketplace*

24. The Innovation Marketplace will feature innovations and innovators that demonstrate practical applications of innovations, and new or improved products, services and processes that contribute to effective humanitarian action. A special emphasis on small innovations with high-impact from under-represented communities.

25. All Innovation Marketplace applications must be received online. Full application details and guidelines for exhibiting in the Innovation Marketplace are available on the Summit website (www.worldhumanitariansummit.org). A comprehensive review process will be applied for the selection of innovations. For further information on the Innovation Marketplace, please contact innovate@whsummit.org.

(c) *Commitments Platform*

26. Announcements of Commitments will be gathered online through an interactive Commitments Platform. The platform will allow governments, humanitarian organizations, businesses and regional, sub-regional and sub-national stakeholders, among others, to register commitments to action or to join existing initiatives in support of the priority action areas outlined in the Secretary-General's Report. More information on the Commitments Platform and how to register commitments will be available in due course. For further information on the commitments platform, please contact commitment@whsummit.org.

Statements, Documentation and Interpretation

27. The Secretary-General of the United Nations is committed to making the World Humanitarian Summit carbon neutral. Accordingly, paperless services will be

available, and all participants are encouraged to avoid distributing printed material. All statements by participants and other material can be made available electronically on the World Humanitarian Summit website: www.worldhumanitariansummit.org.

28. Interventions made in any of the (6) official languages of the United Nations, as well as in Turkish, will be interpreted into the official languages of the United Nations. Speakers may also make an intervention in a language other than the official languages, requiring the delegation in question to provide an interpreter to work from the non-official into an official language. Detailed arrangements for non-official language interpretation must be made in advanced through the World Humanitarian Summit secretariat.
29. In accordance with the practice followed at previous United Nations conferences, the official documentation of the Summit will include documents issued before, during and after the Summit. Documents will be made available in all (6) six official languages of the United Nations. A limited number of documents will be made available during the Summit proceedings. In accordance with the practice followed at previous United Nations conferences, the Report of the Secretary-General following the Summit will include outcomes of the Summit in accordance with General Assembly resolution A/RES/70/106. Summaries of the proceedings will be captured in a Chair's Summary and a Commitments to Action Report.

III. Protocol Accreditation and Access Management

30. Accreditation of official delegations and members of parties of Heads of State and Government, Crown Princes and Princesses and Vice-Presidents will be carried out by the United Nations Protocol and Liaison Service. Accreditation will open the **end of March** through **mid-May**. Detailed information on Member State and Government accreditation will be communicated to permanent missions/observers and offices in New York through a Note Verbale in due course. All information on accreditation will be posted on the protocol website <https://www.un.int/protocol/>.
31. Accreditation of other stakeholders, including affected communities, civil society, the private sector, will be carried out by the United Nations Non-Governmental Liaison Service (UN-NGLS) via an online registration and accreditation process. For further information on stakeholder accreditation, please contact participate@whsummit.org.
32. During the Summit, access to the ICC Auditorium as well as to selected Summit spaces will be restricted. Access will require a regular Summit pass in addition to a secondary special events pass. Further details on access to various parts of the venue will be made available in due course.

IV. Participants

33. The Summit will be convened on the initiative and under the chairmanship of the Secretary-General of the United Nations. Participation will be open to the following:

a. *Member States, Observers and Others*

The Summit will be open to participation by all Member States of the United Nations or members of specialized agencies or of the International Atomic Energy Agency, as well as intergovernmental and other entities having received a standing invitation from the General Assembly to participate as observers in the sessions and the work of all international conferences convened under its auspices. Participation will be expected at the highest level. Letters of invitation were dispatched in early-January 2016.

b. *Organizations of the United Nations System*

Specialized Agencies and Related Organizations, United Nations funds and programmes, members of the Inter-Agency Standing Committee, the regional commissions and their associate members, the international and regional financial institutions and other stakeholders, are invited to actively participate at the Summit. Participation will be expected at the highest level. Letters of invitation were dispatched in early-January 2016.

c. *Other Stakeholders*

Non-governmental organizations and other stakeholders, including those that are in consultative status with the Economic and Social Council, are invited to apply to participate in the deliberations of the Summit. In addition, the Summit will be open to representatives of non-governmental organizations and other stakeholders, including affected communities, youth, religious leaders, and the private sector, that are not in consultative status with the Economic and Social Council. All stakeholders will be selected based on a competitive nomination and application process. Letters of invitation for nominated participants will be dispatched early-February 2016.

Sponsorship of Participants

34. The World Humanitarian Summit secretariat will make arrangements to facilitate the balanced representation of participants from developing countries at the Summit. In this regard international and bilateral donors and other Member States and entities in a position to do so are invited to consider supporting the attendance of participants from developing countries, inter alia, through contributions to the World Humanitarian Summit secretariat. For more information on how to contribute, please contact at sponsor@whsummit.org.

V. Media Arrangement and Services

35. Press materials will be prepared by the Department of Public Information of the United Nations Secretariat for journalists covering the Summit. In addition, there will be a daily press briefing and regular press releases will be issued on the results of plenary sessions, High-Level Leaders' Roundtables, and other events. All relevant documentation will be made available electronically on the Summit's website (www.worldhumanitariansummit.org).

Webcast and Web Coverage

36. The opening and closing of the Summit, as well as the Member States and Other Stakeholders' Announcement Plenary, High-Level Leaders' Roundtable, and selected side events, as well as press conferences, will be broadcast on United Nations Television and on the Internet through webcasting at <http://webtv.un.org>. A programme of special media briefings and press conferences will be announced in due course.

Press Accreditation

37. Press accreditation will be managed by the United Nations' Media Liaison and Accreditation Unit. All press must pre-register and receive accreditation to access the venue. Applications for press accreditation will commence in **end of March 2016**. Detailed information on press accreditation will be available at <http://www.un.org/en/media/accreditation/WHS.shtm>. For more information on press accreditation, please contact malu@un.org.

VI. Arrangements for bilateral meetings

38. A number of spaces and booths will be available for bilateral meetings among Member States and other stakeholders.
39. For bilateral meetings among States at the Head of State or Government or ministerial level, will be available for use by participating States. Requests for bilateral meetings should be e-mailed to emeetsm@un.org with subject line "BILATS". Final confirmation of all room assignments will be given the day before the meeting. To prevent double booking, only the delegation initiating the bilateral meeting should submit the request. Reservations will be accepted for meetings of 20-minute duration. It is essential that all requests specify the date and time of each meeting, and include the name and level of the other delegation participating in the bilateral meeting. Every effort will be made to keep consecutive appointments of the same delegation in the same room. Service hours will be from 08:00 a.m. to 08:00 p.m. from 23 to 24 May 2016.

Additional information on arrangements will be provided in Issue 2 of the Organizational Arrangements document to be issued in February 2016.