

# Guidelines and application form for focus session proposals

## First High-Level Meeting of the Global Partnership for Effective Development Co- operation

Mexico City, 15-16 April 2014

This document is a compendium of the focus session guidelines and application form that was distributed by email to the Global Partnership network on Saturday 1 February 2014. The same information is also available on the Global Partnership website <http://effectivecooperation.org/hlm2014/>.

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## **Introduction**

At the first High-Level Meeting of the Global Partnership for Effective Development Co-operation, the Co-Chairs and the Government of Mexico would like to hold a limited number of focus sessions alongside the main plenary sessions.

The Mexican Government, as the host country of the meeting, will facilitate an interactive and inclusive discussion of different perspectives on effective development cooperation by providing a number of spaces for various focus sessions on both days of the meeting. The intention is to widen discussion, share examples of both successes and failures related to “how” we deliver development together, and to consider how the development community might act jointly to address post-2015 development challenges from a multi-stakeholder perspective.

### **Who can propose a focus session?**

- The invitation is open to all stakeholders worldwide who are interested in contributing to the global conversation on how to make development co-operation more effective. There is no need to be a formal member either of the Steering Committee or of the Global Partnership at large to apply.
- Multi-stakeholder and cross-regional submissions are encouraged in order to ensure a broad spectrum of views.

### **Which topics can be covered by focus sessions?**

#### ***Focus session proposals should address:***

- a) one or more of the four Global Partnership principles on effective co-operation (ownership, results, inclusive partnerships, and transparency and mutual accountability). Focus sessions should deepen the discussion on these principles, for example by presenting specific related outcomes achieved so far, analysing concrete challenges or sharing lessons learned; or
- b) concrete issues related to one or more of the Global Partnership forward-looking substantive themes<sup>1</sup>.

Alternatively, proposals should bring to the table a new perspective, set of evidence (with positive or negative implications), or an idea on how to accelerate the implementation of Busan commitments, which has not yet been covered in depth in any other global, multi-stakeholder forum.

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<sup>1</sup> These are: domestic resource mobilisation and development co-operation; the role of Middle Income Countries in development co-operation; South-South co-operation, knowledge sharing and triangular co-operation; and the role of business in development co-operation.

All focus sessions proposals should aim to identify relevant linkages between their intended topic and the post-2015 development agenda.

### ***What facilities will be available?***

Focus sessions will take place during both days of the High-Level Meeting at Centro Banamex Convention Centre. Rooms will be provided; they will have a maximum capacity of 200 seats arranged in theatre/auditorium format.

Printing and copying facilities will be available on site but it is highly recommended that promoters prepare printed materials in advance and minimise the use of paper, so as to make the first High-Level Meeting an environmentally friendly conference.

### ***How can my organisation/country organise a focus session?***

The exact format for focus sessions will be at the discretion of the organisers/promoters (e.g. workshops, round tables, panel discussions, TED-style talks, etc.), subject to the following conditions:

- **Each focus session should plan a series of expected outcomes that can contribute to the topics mentioned above;**
- Each focus session should be 1 hour 15 minutes maximum;
- The default layout will be traditional theatre (auditorium) seating, with a stage for panelists and a projector plugged in to a PC (provided). The expected language for focus sessions will be English, though organisers may choose to provide interpretation/sign language at their own expense. Any additional resources required will also need to be covered by the organisers of the focus session.
- Proposals that do not have full funding will not be approved. Please confirm that you have sufficient funding for your event when you submit your proposal.

Given the focus on inclusiveness for the first High-Level Meeting, priority consideration will be given to proposals that reflect the inclusive nature of the Global Partnership and ensure that the event is jointly organised by a variety of stakeholders and/or will benefit from discussion by more than one type of stakeholder – e.g. from governments, non-governmental organisations, business, youth, etc.

Applicants are also strongly encouraged to consider recording and live-streaming their focus session (each room will have facilities for both of these). The use of interpretation (beyond English, which will be the default language), social media interaction, and sign language is also encouraged. However, the cost of these will have to be met by the organisers of the event.

It is also important to note that focus session promoters will be responsible for inviting special guests and speakers who have not already been invited to the High-Level Meeting and for covering any additional costs (such as travel costs for additional speakers, filming, and any other special equipment or material) for the event.

### ***How can my organisation/country submit a proposal for a focus session?***

Applications from all organisations, countries or individuals are welcome. **Joint proposals submitted by two or more actors, as well as multi-stakeholder coordination and interaction in planning for focus sessions, are highly encouraged.**

Proposals should be submitted by completing the Focus Session Application Form (*annexed below*) and e-mailing it to [HLMFocusSessions@effectivecooperation.org](mailto:HLMFocusSessions@effectivecooperation.org). Only applications submitted to the above address will be considered.

### ***Deadline for submission of proposals***

**All proposals must be submitted before 21 February 2014.**

### ***Next steps***

Once the call for focus sessions has been closed, around 20 of the highest-quality proposals related to the criteria set out above will be selected by the Mexican Government, in consultation with the Global Partnership Co-Chairs and the Joint Support Team, to take place during the meeting.

The organisers will contact all applicants to inform them of the result of their application.

The list of selected focus sessions will then be published on the High-Level Meeting section of the Global Partnership's website in the second half of March 2014.

*The organisers of the meeting will contact all successful focus session applicants before then in order to discuss further logistical and substantive information about their focus session.*

### ***Additional questions?***

E-mail [HLMFocusSessions@effectivecooperation.org](mailto:HLMFocusSessions@effectivecooperation.org)

# First High-Level Meeting of the Global Partnership for Effective Development Co-operation

## Focus session application form

To be submitted by **Friday, 21 February 2014** to [HLMFocusSessions@effectivecooperation.org](mailto:HLMFocusSessions@effectivecooperation.org)

### Contact Information

Country / Organisation / Institution / Company (*if this is a joint proposal, please specify **all parties involved***):

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Contact person(s):

- 

E-mail:

- 

Telephone Number:

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### Event Information

Event Name:

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Short description (*a full description can be sent in an attachment*):

- 

Expected attendance (*approximate numbers*):

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Expected duration of the focus session:

- 

Names of panelists/guest speakers:

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**Expected outcomes or deliverables (principles, commitments, actions, monitoring, incentives, etc.):**

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### Additional Comments:

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*Before submitting your proposal, please confirm that you have full funding to cover the cost of your event (a room with a maximum capacity of 200, seating, a PC and a projector will be provided by the host Government).*

**Please feel free to submit with this application any additional material you feel necessary to [HLMFocusSessions@effectivecooperation.org](mailto:HLMFocusSessions@effectivecooperation.org)**