**Participation and Role of UNDP Delegates at Major International Conferences and Events**

1. The following guidelines are based on UNDP’s experience and lessons learned in attending major 2015 international events including the COP21 in Paris, and the World Conference on Disaster Risk Reduction in Sendai City. With the exception of D. all guidance applies to staff members attending major international events in their official capacity.
2. The guidelines will facilitate the coordination of UNDP’s contribution to major international conferences and to also meet deadlines set by organizers.
3. Requests for participation in international conferences by colleagues from Country Offices (including RRs, CDs, DRRs, DCDs and National Officers) should be submitted to the respective regional bureaux at least 4 weeks ahead of the conference.
4. All such requests, together with a justification for participation should be reviewed for endorsement by the respective regional bureaus.
5. The list of all nominees from each region will then be submitted by the respective bureaus to ExO for final approval at least 3 weeks before the date of the event.
6. Items (a), (b) and (c) above are applicable to requests to participate in UNDP Delegation (A) or in National Government Delegations (B)

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| Action area | Recommended guidance  |
| 1. **Composition and Selection of Corporate UNDP Delegation to Major International Events**
 | * Delegations will be kept to limited numbers, whilst ensuring an appropriate and effective corporate presence at the international event/conference.
* The preparation of the UNDP corporate delegation will be coordinated by the Bureau with lead responsibility for the international event/conference, based on nominations received from across the organization.
* All bureaus will submit a list of nominations for the delegation as outlined above.
* All decisions on the delegation, including size and composition and final approval will be made by the Executive Office.

***Ahead of Event**** All approved members of the delegation will be expected to attend all delegation. meetings ahead of the event/conference
* All UNDP delegation members will be expected to take an active role and contribute to the overall UNDP corporate presence for the event/conference.
* Regional bureau representatives will be responsible for leading and planning the UNDP regional presence at the event/conference and regularly ensuring this is both informing and aligning with the overall UNDP corporate presence.
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| 1. **Participation of UNDP Country Office Representatives on National Government Delegations to International Conferences or Events**
 | * Technical level staff from Country Offices can participate on their respective national government delegations provided that there has been an official, written request by the national government to UNDP for:
	+ - Technical support and guidance to the national government delegations
		- Support for specific side events on UNDP partnerships with the national government
* The UNDP Country Office must share any plans to participate in national government delegations with the respective Regional Bureau for approval, in advance of the conference. Any speeches or presentations Country Office staff is expected to give must be included in the request for approval.Upon approval, the Regional Bureau will inform the coordinating Bureau.
* Resident Coordinators, Country Directors and DCDs/DRRs and any other CO staff members who wish to participate in national Government delegations must request approval by the respective Regional Bureaus and the Executive Office, in accordance with the steps (a, b, & c) outlined in page 1.
* If approved, UNDP Country office staff participating on national government delegations must:
	+ - Clearly indicate to the national government delegation, event organizers, and other event attendees that they are attending as official representatives of UNDP, e.g. by wearing a UNDP name tag and/ or by making an official declaration to the event organizers prior to attending.
		- Under no circumstances speak or be seen to speak on behalf of the national government (for example: giving a formal intervention on behalf of the government in a session or sitting behind the mic of the national government). If a UNDP staff member is required or requested to speak as part of a national government delegation, he or she must clearly state at the beginning of any statements made that he or she is a UNDP staff member and is not speaking on behalf of the national government. Ensure there is consistency in messaging with UNDP corporate messaging for any national side events that will be supported by UNDP.
		- Secure Country Office funding for their attendance, unless the costs of the attendance are covered by the international conference/event organizers for all attendees.
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| 1. **Roles and Responsibilities of all UNDP staff on any delegations at International Conferences and Events**
 | * All members of the UNDP delegation are expected to support the overall corporate presence, as well as their specific responsibilities and portfolios.
* Regional Bureau representatives are expected to:
* Provide advice on relevant regional issues and knowledge of the regional portfolio to inform UNDP engagement at the conference/event
* Liaise with regularly with country office representatives on national government delegations
* Support and attend any bilateral meetings between UNDP senior management and government representatives from countries in the respective regions
* Support any partnership discussions that relate to the respective region
* Speak at regional focused side events on behalf of UNDP
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| 1. **Attending in personal capacity**
 | * Attending an event in personal capacity is not covered by the above guidelines. If for any reason, staff members see the need to attend an event in their personal capacity, this would amount to an “outside activity” for which approval must be sought from UNDP’s Ethics Office. In addition, the respective Regional Bureau and the coordinating Bureau must be informed such a participation. For more information on outside activities, please consult the Ethics Office’s intranet pages.
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