



A proposal for piloting a more efficient Side Event Request process for CFS 46

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Background

The number of Side Events at the annual CFS Plenary Session has increased over the years and some stakeholders feel that there are too many. Likewise the number of requests submitted has increased meaning that many excellent side event requests cannot be allocated a slot.

At CFS 45 there were five Side Events running in parallel each morning before the session, at lunchtime and in the evening. On two occasions there were six in parallel and there was one launch event in the afternoon. Average attendance throughout the week is shown below:

	Mon 15 Oct	Tue 16 Oct	Wed 17 Oct	Thu 18 Oct	Fri 19 Oct
No of Side Events	11	5	17	15	15
Total Attendees	639	276	1,073	738	544
Average Attendance	58	55	63	49	36

Under the current procedure the Bureau clears Criteria, Guidance and Conditions for Side Events. Most of the submitted requests meet them.

The current Side Event Request form is very detailed and requires a great deal of planning before submission. This includes making detailed decisions such as panelists and the roll out.

There are often many Side Event requests on similar themes. In the past two years some Side Event organizers were asked to work together and merge their side events requests that were on similar themes. However, many were unwilling to merge as they had already made their detailed plans before submitting the form and did not wish to go back to the drawing board.

Introducing a new step: Expression of interest

The proposal is to pilot the introduction of a new step before the detailed Side Event Request form is submitted. Potential side event organizers are asked to express their interest in organizing a Side Event at the CFS Session on a particular theme or topic. This will be much lighter than the current form. Those who make similar submissions will be put in touch with each other and asked to collaborate on the actual Side Event Request.

The aim of this proposal is to pilot a process that will reduce the number of similar requests, increase collaboration between stakeholders and reduce the number of Side Events that cannot be allocated a slot.

Outline of proposed steps and timeline

Step 1: Expression of Interest

Timing: February - mid April 2019

CFS stakeholders are asked to submit in an online survey format an Expression of Interest in being a Side Event organizer at CFS 46. See Annex A for the proposed online form.

The Secretariat compiles and analyses all the responses. In conjunction with an RBA Technical Task Team formed to advise the Chair, the responses are grouped together according to their theme.

Stakeholders who submit requests on similar themes are put in touch with each other to prepare the actual request.

Step 2: Submission of Requests

Timing: May –June 2019

Collaborating stakeholders will be asked to submit their request using the [original form as used at CFS 45](#). They will be screened by the Secretariat for their adherence to the Criteria, Guidance and Conditions and by the RBA Technical Task Team for their technical merit.

The resulting information will then be passed to the Chair who will make the final decision as per the Criteria, Guidance and Conditions. With the reduced number of requests, there should be fewer Side Events that cannot be allocated a slot.

Step 3: Side Event Organizers are informed of the result of their request

Timing: end July 2019

The groups of organizers who submitted Side Requests are informed of the result of their request and, if successful, allocated a slot.

Annex A

Draft online form to be sent to CFS stakeholders.

Expression of interest to be a Side Event Organizer at CFS 46

Contact Email:

Enter the following details of the Side Event you would like to organize:

1 What is the proposed working title?

2 What is the proposed working sub-title?

3 Describe the objective of the Side Event (200 words max):

4 Which organizations and their constituencies does this expression of interest include:

Country/Organization	Constituency

5 What is the expected outcome of the side event?

6 Which CFS policy guidelines or recommendations, if any, will this Side Event cover?

7 Any other relevant information: