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DEVELOPMENT CO-OPERATION DIRECTORATE
Development Assistance Committee

Working Party on Aid Effectiveness

ROAD TO BUSAN

Fourth High Level Forum on Aid Effectiveness (29 November to 1 December 2011)

7-8 July 2011

This document is an updated version of the Roadmap (DCD/DAC/EFF(2010)2/REV2) and contains a correction on page 8, the contribution by the Government of Korea is approximately USD 7 million instead of USD 2 million as stated in the previous version.

Divya Mathew, tel: +33 (0)1 45 24 16 42, e-mail: divya.mathew@oecd.org

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ROAD TO BUSAN

THE FOURTH HIGH LEVEL FORUM ON AID EFFECTIVENESS (HLF-4) 29 NOVEMBER - 1 DECEMBER 2011

1. HLF-4 – PURPOSE

1. The Fourth High Level Forum on Aid Effectiveness (HLF-4) will be a milestone for international development, reflecting the collective effort by donors, partner countries and all development stakeholders to implement the international framework to improve the quality of aid: the Paris Declaration (2005) and the Accra Agenda for Action (2008). It will also mark a turning point in the global dialogue on development as it aims to reach a new consensus on aid and development.

2. HLF-4 – IDENTIFIED THEMES AND EVENT STRUCTURE

2. Discussions and consultations so far have called for HLF-4 to focus on a few key messages and themes which will make the event politically attractive and could promote follow-up action. Based on the *Menu of Options*¹ and extensive informal consultations to date, the main themes for HLF-4 have been identified as:

- Results and accountability;
- Aid transparency and predictability, reduced fragmentation
- Ownership, effective states and the role of parliament/civil society;
- Situations of conflict, fragility and risks;
- Middle income countries / south-south cooperation;
- Leveraging aid for other sources of development finance (including public-private partnerships);
- Future development governance systems and frameworks.

3. The format of the three-day event (November 29-December 1) will reflect HLF-4's main purposes and is as follows:

- Day 1 will focus on “**Evidence from Paris and Accra**”, reviewing evidence and lessons learned from countries, donors and other development stakeholders in implementing the Paris and Accra commitments. The objective is to identify good practices and highlight ‘unfinished business’ in areas that require further action and reaffirmation. The sessions would consist of evidence-based in-depth discussions. The conclusions of this day could propose short, focused recommendations to inform the high-level sessions the following days.

¹ Based on submissions of one-page proposals on possible themes for HLF-4 received by 2011 January and themes emerging from earlier discussions within the WP-EFF throughout 2010, the Secretariat prepared a preliminary mapping of these proposals against potential topics for Busan. This map, referred to as the *Menu of Options*, consists of 12 main thematic areas with 40 sub-topics. This document was made available to all WP-EFF members and circulated as background material for the March 2011 ExCom meeting (for reference, please find the document on the WP-EFF portal). This menu was then used as a basis to elaborate the main themes proposed above.

- Day 2 will begin with an official **Opening Plenary**. Key-note speakers will set the scene with a candid review of the progress made and lessons learned since Paris, whilst acknowledging the fundamental changes in the development landscape since 2005. It will also set the stage for a forward-looking and innovative agenda by discussing trends in aid and development finance and highlighting emerging challenges and opportunities in order to forge a new consensus on aid and development effectiveness. In addition, the opening plenary will provide an opportunity to report back on recommendations and conclusions from aid effectiveness sessions and the Parliamentary Forum that will take place on Day 1.
 - Days 2 and 3 will comprise of **high-level (ministerial) sessions** with a focus on “**looking forward and future actions.**” These sessions could include panel discussions, or roundtable-style high-level debates, held either in a plenary, or in separate, parallel sessions. One of the objectives of the high-level sessions is to discuss, where necessary, outstanding issues to be resolved so that these can be reflected in the HLF-4 Outcome Document. More importantly, the high-level sessions should propose and endorse “building blocks” for post-Busan action and implementation. “Building blocks” can include for example, finding practical ways to implement principles contained in the outcome document; showcasing initiatives around a few key themes and conclusions; and engaging stakeholders to join in implementing concrete initiatives. Ministers will present these building blocks as an active corollary of the outcome document.
 - Day 3 will end with a **Closing Plenary** that will review and consolidate the conclusions from the high-level sessions. It will propose a new consensus on aid and development by endorsing the HLF-4 Outcome Document.
4. Additional components include:
- **On-site negotiation of the HLF-4 Outcome Document:** The format and linkages with the high-level sessions will be defined in due course.
 - A **Parliamentary Forum**, on Day 1, will provide a platform for parliamentarians to exchange their views on, and experiences with, implementing the aid effectiveness agenda.
 - A **Knowledge and Innovation Space (KIS)** will be a space for organisations and countries to showcase and share their ideas, experience, knowledge, good practice, and innovation on HLF-4 themes in an interactive and innovative way. It will be similar to the Marketplace facility at HLF-3. For further details, please refer to Annex 2.
 - A **Program of Side Events**. Side events will be accommodated at the Bexco Convention Center. Sponsors for these events will be responsible for their preparation and organization. For further details, please refer to Annex 3.
 - A **Youth Forum** on Day 3 will be organized by Korea that aims to raise awareness on development cooperation amongst the youth. Korea will share further information as details are finalized.

5. HLF-4 Event Structure

	Evidence from Paris and Accra	Day 2	Day 3
Morning Sessions	Paris Declaration Review: “Progress Since Paris: What lessons have we learned?” <i>Review evidence from PD Monitoring & Evaluation</i>	Opening Ceremony & Plenary <i>High-level speeches to set the scene</i>	High-Level Sessions: “Catalysing development: How to maximize impact on development?” <i>Parallel sessions</i>
	“Lessons learned from Paris and Accra” <i>What has worked, not worked and what do we need to do next?</i> <i>Parallel sessions</i>	High-Level Session: “Unfinished business and remaining challenges” <i>Plenary session on next steps on aid effectiveness.</i>	Closing Plenary: Towards a New Consensus on Aid and Development “What Actions do we take towards 2015 and beyond?” <i>Endorsement of Outcome Document</i> Closing Ceremony
Afternoon Sessions	“From Aid Effectiveness to Development Effectiveness” <i>What lessons have we learned “beyond aid?”</i> <i>Parallel sessions</i>	High-Level Sessions: “Embracing diversity and opportunities in an evolving development landscape” <i>Parallel sessions</i>	
	Wrap-up: Recommendations		
Other	Parliamentary Forum		Youth Forum
On-going	Negotiation of Outcome Document Knowledge and Innovation Space (KIS) & Program of Side Events		

3. EVIDENCE AND INPUTS FOR HLF-4 – MAIN REPORTS

6. Discussions and decisions at HLF-4 will be based on evidence. Evidence of progress made in implementing the Paris and Accra commitments and messages on the remaining challenges, and future priorities for aid and development effectiveness will be consolidated into the **three main official ‘Evidence for HLF-4’ documents**:

- **“Progress Since Paris”** – This report, coordinated by the DAC Secretariat, captures results from the 2011 Survey on Monitoring the Paris Declaration (carried out in 89 developing countries), conducted jointly with the survey on Fragile States principles (in 14 countries/territories). The survey findings are complemented with qualitative and quantitative evidence from clusters and work-streams, as well as from external sources including the DAC subsidiary networks². The first

² WP-EFF clusters, work-streams, DAC networks and external partners were invited to submit evidence to the DAC Secretariat by 31 March 2011.

draft will be presented at the July WP-EFF meetings and the final report will be available in September 2011.

- ***Phase II of the Evaluation of the Paris Declaration*** – This report captures evidence on the outcomes and impact of increased aid effectiveness. The independent evaluation has been validated through the International Reference Group. The final report was recently made available and has been circulated for the July WP-EFF meeting.
- ***Key Findings and Recommendations*** – This report is a single, brief volume which highlights key issues identified through the bodies of evidence, targeted at a political audience as well as the wider public. A first draft of the “Key Findings and Recommendation” Report, drafted by the DAC Secretariat, will be presented and discussed at the July WP-EFF plenary meeting.

4. PREPARATION PROCESS AND MILESTONES

7. The WP-EFF will lead the consultation process for HLF-4, assuring a global reach and respecting the multi-stakeholder nature of the process. Constituencies are encouraged to coordinate their own processes in tandem with the milestones for preparing HLF-4 and negotiating its outcomes.

The Working Party on Aid Effectiveness

8. The Working Party on Aid Effectiveness, which includes developing, middle income and donor countries, multilateral organisations and civil institutions, will be the principal forum for the HLF-4 preparations. Two plenary meetings are planned for the rest of 2011 marking the main milestones to HLF-4. The dates are:

- 7-8 July 2011, Paris
- 5-6 October 2011, Paris

9. The Executive Committee (ExCom) will meet at regular intervals over the course of 2011, including:

- 9 July 2011, Paris
- 7 October 2011, Paris

10. A core group on logistics, chaired by Korea, will meet as required to guide arrangements for HLF-4. Members include AsDB, UNDP, Ghana, World Bank and OECD.

11. All WP-EFF clusters and work-stream leaders have either completed or are close to completing their work plans with a view to provide evidence for the “Progress since Paris” report; elaborating inputs to the HLF-4 outcome document; and preparing proposals for the HLF-4 events. Various **other work-streams** – including DAC subsidiary bodies and other formal or informal working groups and platforms – are also contributing towards these objectives.

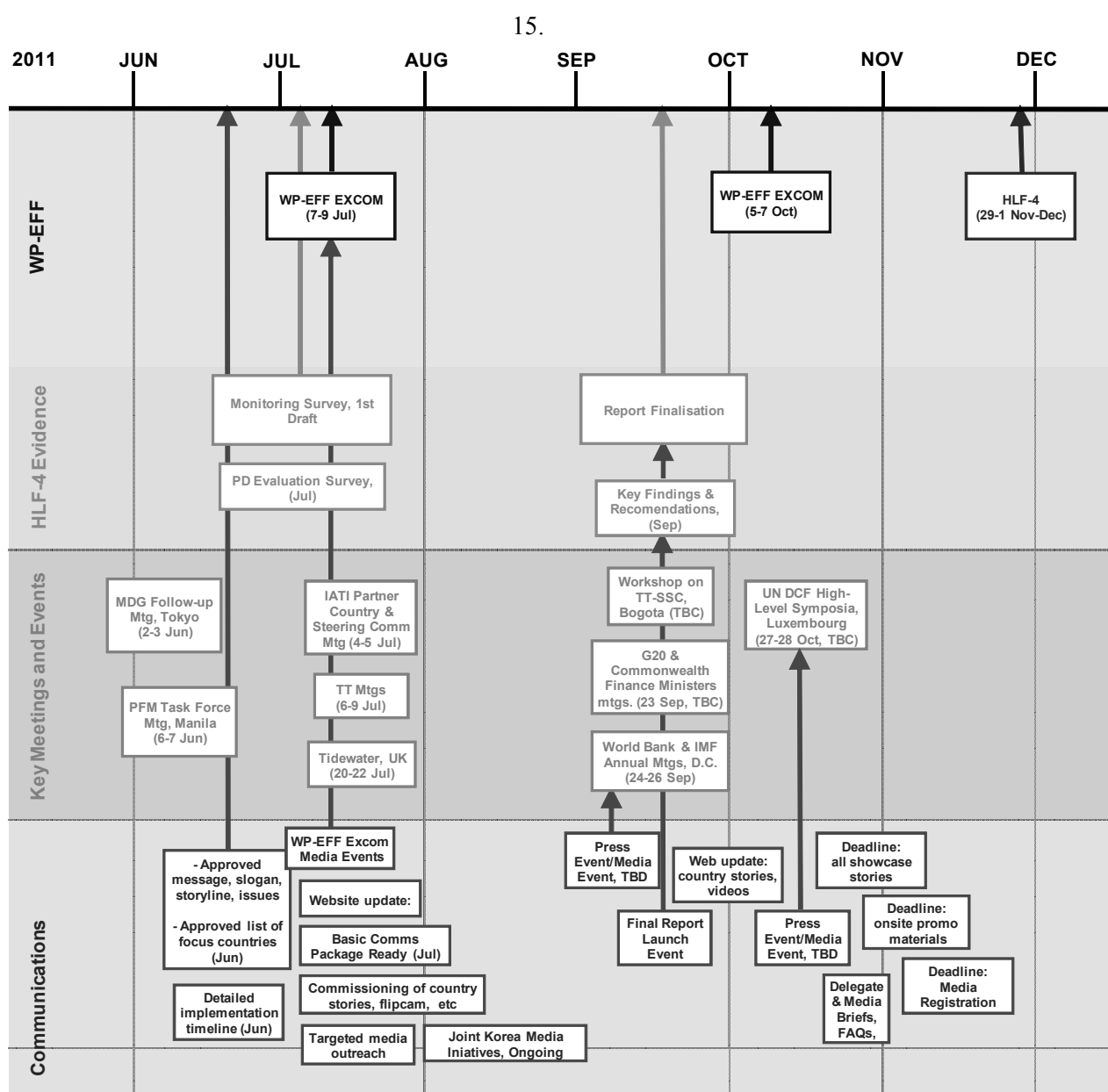
HLF-4 Communications

12. Communicating about HLF-4, as well as illustrating the importance of aid effectiveness will be a priority in the lead-up to HLF-4. A revised HLF-4 communication strategy was presented at the March WP-EFF Executive Committee meetings, and was subsequently endorsed by the co-chairs after integrating ExCom’s comments. The time-line for implementing HLF-4 communications can be found in Figure 1 below.

13. A dedicated HLF-4 website (www.busanhlf4.org) was launched in spring 2011. It provides information on HLF-4 topics, news, and logistics. Much of the website has already been translated into French, Spanish and Korean languages. In addition, a HLF-4 Advisory Group, with broad representation, has been created to guide the overall functioning of the HLF-4 website. The site is managed by UNDP's Asia-Pacific Regional Centre in partnership with Korea and OECD.

14. Korea, as host country, is also raising awareness of HLF-4 through its own communication work. An English language leaflet, 'The Story of Busan: Aid Effectiveness and Beyond' has been circulated as part of the official HLF-4 invitation letter. In addition, Korea has created a short video in English around the main purpose and preparatory process of the HLF-4. This video will be translated into French, Spanish and Korean and will be shared with WP-EFF members.

Figure 1. HLF-4 Communications Implementation Time-line



5. CONSULTATION AND NEGOTIATION PROCESS

Partner Country Consultations

15. The Partner Country Caucus which meets under the aegis of the WP-EFF has the role of identifying and prioritising issues for decision at Busan. Groupings of countries, such as the g7+ fragile states groups as well as partners in south-south cooperation, are also pursuing their own stakeholder-specific consultative processes.

16. Many WP-EFF members have also supported the establishment of a “Partner Country Contact Group” to bring together high-level partner country representatives. The main objective of the Partner Country Contact Group (PCCG) is to co-ordinate a common position amongst partner countries based on a candid assessment of progress and challenges at the country-level derived from evidence, such as the monitoring survey as well as the Independent Evaluation of the Paris Declaration. Of the 37 WP-EFF partner country members invited to join the PCCG, 15 have actually participated so far. A drafting team of eight countries (Colombia, Egypt, Ghana, Honduras, Mali, Pacific Island Forum Secretariat, Timor-Leste and Vietnam) delivered a **Partner Country Position Paper in June 2011**. This paper has been a crucial input for the first draft of the HLF-4 Outcome Document. Members of the PCCG are expected to engage with their senior (ministerial) politicians to raise the political profile of HLF-4.

Linkages with Political Processes

17. Securing high-level political engagement of donors and other stakeholders is key to the success of Busan. Consultations for Busan are thus taking advantage of opportunities to raise political momentum through various international processes, including those led by the OECD/DAC and its subsidiary networks, and other political or stakeholder groupings (Multilateral Development Banks, UN agencies, G8/G20, Global Programmes etc). For further details, refer to Annex 1.

Other Consultations

18. Civil society, private sector, parliamentarians and local authorities also held consultations with their constituencies and are encouraged to propose inputs for HLF-4.

Process for HLF-4 Outcome Document

19. The HLF-4 Outcome Document is expected to be short and politically-oriented, and to be endorsed by participants at HLF-4. The details of the process and the tentative milestones are described below.

Milestones	Timing	Description
1. First Draft	July 2011	A first draft informed by the results of the 2011 monitoring survey, PD Evaluation and other evidence and inputs from various work streams, including from relevant events. The draft is discussed at the WP-EFF meetings in July.
2. Second draft	October 2011	A second draft will be tabled at the October WP-EFF meetings based on July discussions, written comments received after the July meetings and consultations undertaken through a transparent process.
3. Final draft	First week of November 2011	A final draft will be circulated at the ministerial level during the first week of November following discussions at the October WP-EFF meetings, and taking into account comments received following the meeting and further consultations undertaken through a transparent process.
4. HLF-4	29 November – 1 December 2011	The outcome document will be finalised during the HLF-4 itself so as to ensure that the outcomes of the discussions will be taken into account.

6. BUDGET

20. Every effort is being made to assure cost effectiveness in the preparation and staging of HLF-4. The estimated costs of HLF-4, which will depend on the number of participants, will comprise the following elements:

- Organisation and staging of the event will be covered by the Government of Korea (approximately USD 7 million).
- Funding for travels of 600 participants from partner countries (up to 5 people from 100 countries, including civil society, parliamentarians and/or local authorities, and 100 people managed centrally): The Asian Development Bank has set up a specific trust fund for this purpose (HLF-4 Trust Fund). In May, a revised estimated budget amounted to USD 3.3 million (excluding accommodation, which will be covered by Korea)³. As of June 22, 2011, approximately USD 900,000 has been committed by various donors for the HLF-4 Trust Fund (see table below for details).

Status of Donors' Pledges to HLF-4 Trust Fund (as of 22 June 2011)		
	Confirmed Commitments	USD equivalent*
Australia	AUD200,000	USD 213,300
AfDB	USD 100,000	USD 100,000
Belgium	EUR 200,000	USD 291,612
Global Funds	USD 60,000	USD 60,000
Ireland	EUR100,000	USD 145,806
Luxembourg	EUR19,000	USD 27,703
Germany	EUR 50,000	USD 72,903
Total confirmed		USD 911,324
Total transferred		USD 375,650

* At the exchange rate of 1.45 USD=1 Euro

³ Efforts are being made to further reduce the estimated budget.

- Funding for HLF-4 communications: A revised budget presented at the March Executive Committee meetings amounted to 290,000 Euros. As of June 22, 2011, the United States is considering to contribute USD 200,000. Funding for communications will be managed by the DAC Secretariat.

21. In addition to these costs, there is a need to replenish the existing UNDP trust fund (approximately USD 300,000 required) in order to allow WP-EFF members from LICs to participate in the two WP-EFF meetings planned for the rest of 2011. As of June 22, 2011, the United Kingdom has pledged 50,000 pounds. There is still a need and call for funding for the UNDP trust fund.

ANNEX 1: ROADMAP TO BUSAN

	Working Party & Executive Committee	Consultations	International Events	Evidence for HLF-4	HLF-4 Outcome Document
June		28 -30 June Second CSO Open Forum General Assembly, Siam Reap, Cambodia	15-16 June International Dialogue Meeting on Peace and State Building, Monrovia, Liberia		
July	7-8 July (Plenary) 9 July (ExCom) <ul style="list-style-type: none"> • Discuss first draft of HLF4 Outcome Document • Review Evidence for HLF4 • Review HLF-4 preparations 	11-13 July Pacific Regional Event on Aid Effectiveness Nadi, Fiji	14-15 July EU Informal Council meeting, Sopot, Poland 20-22 July DAC Tidewater Meeting, London, UK	<ul style="list-style-type: none"> • Official HLF-4 Reports • Draft Progress Since Paris report • Final Report of Phase II PD Evaluation • Draft Synthesis Report: Key Findings and Recommendations 	First Draft
August					
September		12-13 Sept Asia-Pacific Climate Change Financing and Development Effectiveness dialogue, (facilitated by CDDE and partners), Bangkok 14 Sept Asia-Pacific Consultations on HLF-4 (facilitated by CDDE and partners), Bangkok	23 Sept (TBC) Commonwealth Finance Ministers Meeting, 24-26 Sept WB-IMF Fall Meetings, Washington 23 Sept Meeting of G20 Finance and Development Ministers, Washington	Official HLF-4 Reports <ul style="list-style-type: none"> • Progress Since Paris report finalised • Synthesis Report: Key Findings and Recommendations finalized 	

October	5-6 Oct (Plenary) 7 Oct (ExCom) <ul style="list-style-type: none"> • Discuss second draft of HLF-4 Outcome Document • Review HLF-4 preparations 		18-19 Oct UN DCF High Level Symposia, Luxembourg		Second Draft
November			G20 Summit (France)		Final Draft
29 November – 1 December 2011 Fourth High Level Forum on Aid Effectiveness, Busan, Korea					

ANNEX 2: KNOWLEDGE AND INNOVATION SPACE (KIS)

Draft Concept Note

[To be discussed and endorsed at the Core Group Meeting on Logistics, 4 July 2011]

OVERVIEW

The Knowledge and Innovation Space (KIS) will be a space for organisations and countries to showcase and share their ideas, experience, knowledge, good practice and innovation, in an interactive and innovative way.

This note proposes a structure, content, and format for the KIS and proposes to create a KIS Core Team under the HLF4-Core Group on logistics to coordinate all aspects of the KIS.

1. OBJECTIVES

The key objective of the KIS is to provide an open space to promote, facilitate, and support information sharing, cross-fertilisation of knowledge and approaches, and mutual learning amongst the Forum participants. This space will give all stakeholders including partner countries, donor organisations, non-DAC donors, multilateral and regional institutions, parliamentarians, private sector organisations, civil society and other non-governmental organisations an opportunity to showcase – in a modern and neutral manner - their experience, knowledge, results and innovation on implementing various aspects of the Paris and Accra agendas.

2. LOCATION

To maximise the chance of exposure, the KIS should be located in a high-traffic area (i.e. convention hall lobby level 2 and level 3).

3. DURATION

The KIS will be open throughout the three days. An allocated slot should be given on Day 1 for the official opening of the KIS by a high-level participant. A ministerial walk through could be organised.

4. TYPES OF DISPLAYS (FIXED AND INTERACTIVE)

4.1 FIXED - Digital poster or ePosters.

Six flat screen TVs will be installed throughout the area. The KIS would offer all stakeholders the possibility to display one or two digital posters including space for additional written materials (publications, promotional materials etc).

Each ePoster would serve to highlight one example or area of best practice in aid effectiveness at the country/organisational level. Simplicity and design is key. Content guidelines and information on technical specification will be available in July 2011.

4.2 INTERACTIVE - Areas for informal presentations/mini-debates

Organisations/countries will be given the opportunity to apply for a 45 minute slot to verbally present their poster or hold a mini-debate around their posters' theme. It is proposed to have up to 6

presentations / mini-debates per day (three in the morning 9:30, 10:30 and 11:30 and three in the afternoon 14:30, 15:30 and 16:30) throughout the three days – 18 sessions in total.

An open area within KIS will be set up with facilities such as a projector for presentations, speaker's podium, white boards, and informal seating for between 30-50 people. The schedule of presentations will be posted near this area and could be annexed to the Knowledge and Innovation Space Guidebook and/or annexed to the HLF-4 agenda.

The organisations/countries holding KIS events should be ready to cover the cost of preparing the content of the interactive presentations (visual materials, publications, clips, speakers). The Korean organisers will provide basic facilities (audio equipment, screens, PPT facilities, etc).

4.3. INTERACTIVE - Learning Centre

A separate space (class room set-up) will be offered to organisations/countries to provide training sessions on new/innovative development tools.

Approximately four one hour sessions could be organised each day. One area will be set up with facilities such as video projector for presentations, speaker's podium and class room set-up for 30-50 people. The schedule of events should be posted outside of the Learning Centre and could be annexed to the Knowledge and Innovation Space Guidebook and/or annexed to the HLF-4 agenda. Wireless access needs to be provided in this area.

5. APPLICATIONS

Interested organisations/countries will be invited to submit their proposals for ePosters, presentations slots and the learning centre by completing the KIS application form available on the HLF-4 website from July. The KIS team, in conjunction with the HLF-4 core group on logistics will select the proposals which have enough interesting/relevant substance. Korea will provide the technical and logistical support to those submitting proposals.

6. COORDINATION – KIS CORE TEAM

A KIS Core Team has been created to guide all aspects of the KIS. It is suggested to have one focal point within the KIS core team who is the main coordinator for both the logistics and content of the overall space, this person can delegate tasks as appropriate.

The KIS core team will be made up of representatives from the OECD (Mr. Marc Tocatlian [focal point], Ms. Gimin Kang) and Korea (Ms. Su-jin CHO, Ms. JaeEun LEE).

For the duration of the KIS, it may be useful to appoint a team of two or three “KIS Marshals”, people available to help participants with technical needs, digital poster displays and presentation management, video clips, etc.

7. KIS ELECTRONIC GUIDEBOOK

The value of the KIS can be greatly extended through the preparation of a “Guidebook”. The content of the book could include a description of each participating organisation/country, as well as a picture of each digital poster. It would give those not able to attend the HLF an opportunity to see the submissions.

8. INCENTIVES

The HLF might consider presenting a small award for the People's Choice for digital posters that best highlights a certain component of aid effectiveness. Such awards could be presented at the Ministerial segment of the HLF.

9. FUNDING

The budget for the KIS needs to be estimated based on the level of ambition and available resources. As a reference, the HLF-3 Market Place (preparation, set-up and management, including consultant support, set up, printing / shipping Marketplace Guidebook) cost USD 185,506.

Korea will be responsible for:

- Providing TV screens for displaying ePosters.
- Providing standard equipment for interactive presentations (audio equipment, seating etc.).

Additional funds may be required for:

- Preparing the KIS Guidebook (in several languages - English, French, Korean and Spanish).
- Potential consultancy to gather content of KIS ePosters.
- Additional equipment for interactive presentations.

As the KIS has high visibility and prominence, it should be possible to locate private funding to offset the additional costs.

In addition to the KIS Guidebook which will capture all digital posters being displayed, there may be the possibility for additional follow-up. Members of the Core Team should consider what will happen next following the KIS and potential follow-up activities should be encouraged.

10. TIMELINES/WORK PLAN

The proposed steps for KIS preparation (not including on-the-ground set-up) are as follows:

- Establishment of KIS core team (completed May 2011).
- Endorsement of the KIS concept note at the WP-EFF Executive Committee (July 2011).
- KIS team video conferences (monthly).
- Identifying KIS focal points for each participating country and organisation.
- Issuing guidance / deadlines on submitting entries for digital posters, as well as applying for interactive presentations (July 2011).
- Digital poster/Interactive Session content review (this process will have to be explored further; it depends on the amount of flexibility given to digital poster display).
- Development of KIS Guidebook.

ANNEX 3: SIDE EVENTS

Draft Concept Note

[To be discussed and endorsed at the Core Group Meeting on Logistics, July 4 2011]

OVERVIEW

Side events will be accommodated at Bexco Convention Center in conjunction with HLF-4. These sessions will allow participants to present/discuss different themes related to aid in the broader development context, and thereby contributing to the overall success of HLF-4.

This note presents a suggested structure, content, and format for the side events and proposes that the OECD takes the lead with the overall coordination of the side events.

1. OBJECTIVES

Themes of the side events may cover a wide range of topics and would be the responsibility of their promoters. It is an opportunity to deal with issues which:

- Have been part of the Paris and Accra agendas, and can be enriched by recent knowledge or approaches and/or bring together various perspectives (e.g. the health sector, education, agriculture and rural development, aid for trade, gender perspective, etc...)
- Have not yet been directly related with the Paris and Accra agenda (humanitarian aid, disaster prevention, non ODA public flows for development, international climate finance...), but can usefully contribute to the debate. In this light, any proposal that can explore and debate innovative directions will be welcome.

In all cases, this can be an opportunity to provide ideas on ways to improve aid effectiveness ex ante (diagnostic and design), ex post (evaluation), and process (e.g. implementation of management for results) in close coordination with partner countries and could constitute additional ‘building blocks’ for post-Busan implementation.

Although participants are welcome to bring their creativity and innovative ideas into the event, it is important to keep in mind that the **overall objective should be to identify ways to implement the Paris, Accra and possibly Busan principles**. The side events will be all the more useful and complementary to the high-level sessions as they could constitute “building blocks” proposed to implement the general principles agreed upon.

2. LOCATION

The side events will be held within the premises of the HLF-4 (i.e. convention hall level 1 and 2, when not used by the main sessions) in rooms from 100 to 200 seats, with the choice of two set-ups:

- Traditional theatre style layout.
- Round tables layout (10 to 15 round tables with chairs for 8 to 10 people each).

3. DURATION

The side events will take place throughout the three days. Though flexible, the suggested duration is two hours.

4. SUGGESTED FORMAT AND FACILITIES

To encourage an open and interactive discussion, side events may be in the form of workshops, round tables, or expert panel discussions, all followed by open discussions.

In terms of facilities, the following equipments will be provided:

- A projector (4x3m) connected to a PC for presentations/ demonstrations.
- A multi-zone CD-DVD reader connected to room sound (could use the PC CD-DVD reader).
- A stage with a podium for speakers and table with chairs for panelists.

5. APPLICATIONS and SELECTION

Interested participants will be invited to submit their proposals for presentations by completing the side events application form available on the HLF-4 website from July.

The side event application form should ask for topic, expected attendance and planned outputs, and include boxes to tick about:

- Duration: for instance standard 2 hours in parallel with other events, or shorter slots at lunch time
- Setting : traditional or roundtables

The OECD Secretariat will review proposals and get back to proposers by September/October 2011. Some groupings may be proposed if very similar proposals are submitted.

Korea will provide the technical and logistical support to those submitting proposals.