



**The CBFP celebrates its 20th anniversary and holds the 19th Meeting of Parties (CBFP MoP 19)**

**5-8 July 2022, tbc, in Libreville, Gabon**

**Continued implementation of the *Declaration of Commitment of COMIFAC Member States to the Central African forests and Call for Equitable Financing and the COP 26 Joint Declaration of Congo Basin Donors: Towards sustainable development with a “Fair Deal” for the Congo Basin Forests, their inhabitants, forests and biodiversities.***

### **Call for Proposals of Side Events at CBFP MOP 19**

The Facilitation of the Federal Republic of Germany is pleased to launch a call for proposals for side events during the **19th Meeting of Parties (MoP 19) in Libreville, Gabon, from 5-8 July 2022, tbc.**

Side events are open and communicative spaces. In line with the themes of the CBFP MOP 19, the side events will form a hub for joint programming, creating synergies, and sharing experiences, results and perspectives among CBFP partners. Side events will serve as the principal platform for launching initiatives, programs and projects. They will provide a space for exchanging ideas and networking with the diverse range of MoP 19 participants from the policy, scientific and practitioner communities, including the eleven COMIFAC member states, Side events are designed to showcase the political, diplomatic, practical, scientific and innovation experience of the partnership and its members.

This portrayal of the CBFP on the occasion of its 20th anniversary as showcased by the side events reflects the international community’s growing recognition of the Congo Basin forests’ importance for global biodiversity and environmental health, its considerable role in the fight against climate change and the contribution of its peatlands, which are not only a major global reserve of soil carbon but also a significant world reserve of endemic biodiversity and mineral resources.

The side events should highlight the linkages between topics such as the fight against climate change, biodiversity conservation, transhumance, sustainable management, forest restoration and sustainable development in the central African sub-region. In the context of the development priorities of the Congo Basin, they should provide frames to the discussions and outcomes of the MoP 19 main program. In this manner, side events should take into consideration the necessities and steps to implementing the COMIFAC Declaration and the proposed "Fair Deal" for the Congo Basin forests between the international community and Congo Basin countries as stated in the *Declaration of Commitment of the COMIFAC Member States to the Central African forests and call for equitable financing* and the *COP26 Congo Basin Joint Donor Statement*, respectively.

### **CBFP MoP 19 Side Events - Logistics**

In terms of side events, the CBFP MoP 19 venue is expected to host about four (4) high level political events (Ministerial Sessions), close to forty (40) thematic events that should last 60-90 minutes and/or all day and include collaborative workshops, podium discussions, college meetings and bi-/multilateral meetings. Furthermore, meeting and collaborative spaces devoted to networking, joint programming and dialogue will be available, as well as an interactive exhibition space for Congo Basin partners and the launch of partner initiatives, projects and programs.

In addition, the German CBFP Facilitation is calling for proposals for film exhibitions, poster or video/slide presentations or networking sessions or any other relevant activity to be conducted during the time slots reserved for side events.

If you are interested, please complete the registration form at the end of this document.

### **Time slot availability for CBFP MOP 19 side events**

- **Day -1, Day -2 and Day -3** : All day or any time you wish. (The organization costs for these events shall be borne by the organizers)
- **Day 1 (5 July 2022)**: from 7:30-8:15 a.m.; 1:00-2:00p.m.; 5:30-7:00p.m.; 7:30-9:00 p.m.
- **Day 2 (6 July 2022)**: from 7:30-8:15 a.m.; 1:00-2:00p.m.; 2:30-3:30p.m.; 4:00-5:30p.m.; 6:00-7:30p.m. and 8:00-9:30 p.m.
- **Day 3 (7 July 2022)**: from 7:30-8:30 a.m.; 1:00-2:00p.m.; 2:30-3:30p.m.; 4:00-5:30p.m.; 6:00-7:30p.m. and 8:00-9:30 p.m.
- **Day 4 (8 July 2022)**: from 7:30-8:30 a.m.; 1:00-2:00p.m.; 2:30-3:30p.m.; 6:00-7:30p.m. and 8:00-9:30 p.m.
- **Day 5; Day 6**: all day (The organization costs for these events shall be borne by the organizers)

### **Responding to the call for proposals**

The CBFP Facilitation of the Federal Republic of Germany is calling for proposals to host **60-90 minute during, or one- or two-day side events before or after** the MoP 19 at the venue of CBFP MoP19.

The side events are designed to provide opportunities to identify and address critically important themes, issues that are key to the implementation of the COMIFAC and Glasgow Declaration and also to provide a space for sharing information, innovative results, priorities, pressing practical issues relating to the protection and conservation of the Congo Basin forests, and for launching initiatives, projects and programs. The reflections bring together the public sector and forest stakeholders in the Congo Basin to foster comparative, interdisciplinary, inter-institutional and cross-sectoral exchanges and synergies and sharing to enhance the partners' contributions.

There is no set format required, but guidelines are provided below. Submissions should be sent before **20 May 2022, to the following address: [side.event@pfbc-cbfp.org](mailto:side.event@pfbc-cbfp.org)**

Proposals will be reviewed by the CBFP Facilitation of the Federal Republic of Germany, always with the aim of ensuring balanced coverage of the thematic areas.

Selected applicants will be contacted before **31 May 2022.**

### **Selection criteria**

Proposals should include the following information:

- Duration of the event and preferred date/time
- Brief description of goal and objective
- General concept (format)
- Overview of the theme
- Tentative list of speaker (s), where applicable
- Scenario/ticker, including a list of logistical needs, such as audio and visual technology required, seating capacity, preferred room configuration, translation needs, meeting attendance format (in person only or hybrid)

The following criteria will go into the selection of side events:

- Relevance to Central Africa
- Relevance to CBFP MOP 19 (i.e., relevance to Stream topics, CBFP MOP 19 themes)
- Well-structured proposal with a specific number (4 or 5) of inter-related topics/key issues to be addressed or projects/interventions to be discussed
- Clear goals and outcomes
- Potential for the event's findings to be taken up by the media.
- Speakers identified and availability confirmed
- Speakers from diverse backgrounds/representing a variety of stakeholders - e.g., Central African countries, donors, private sector, INGOs and civil society, scientists,...
- Backup arrangements in the event of unavailability of a speaker(s)
- Collaboration between institutions/organizations (events organized by more than two partners)
- Side events are clearly aligned with the themes of CBFP MOP 19

### **Terms and conditions**

The CBFP organizing committee will make every effort to accommodate requests for times and days, but offers no guarantees and reserves the right to change the schedule of events.

Organizers and their speakers/participants in side events must register to attend the CBFP MoP 19 and shall be responsible for securing their access to the MoP 19. The organizing committee has no authority or means of sponsoring participants and speakers at side events.

The organizers and/or their participants and speakers shall bear their own expenses for participation in the CBFP MoP 19. Please see the link below for information on registration for the CBFP MoP 19.

Organizers of selected events are required to report to the CBFP MoP 19 secretariat office and meet with the side event logistics officers no later than 3 hours prior to the start of the side event to:

1. Help prepare and collect engraved or blank nameplates for the speakers; and
2. Provide copies of their speakers' PowerPoint presentations on a USB flash drive. Presentations may also be sent ahead of time by email to the following address: [side.event@pfb-cbfp.org](mailto:side.event@pfb-cbfp.org)

Organizers must ensure that all their speakers and presenters are informed of the venue and start time. If speakers become unavailable, the organizers will be responsible for providing substitute speakers.

Organizers may distribute handouts and other material related to their side event in the side event room immediately prior to and during the event, but must clear the handouts from the side event room once the event ends to make way for the next event. Organizers may distribute handouts and materials on the tables outside the room on the day of their event.

Papers and material left on tables outside the side event rooms may be cleared at the end of each day.

The room reserved for the CBFP MoP 19 side events comes equipped with a podium, tables, chairs and lectern, a few fixed and mobile microphones and PowerPoint presentation devices. Other furniture and technical equipment, or translation services shall be made available **at the organizer's expense** by advance order.

The CBFP Organizing Committee may make video and/or audio recordings and/or take pictures or allow third parties to make video and/or audio recordings and/or take pictures of the proceedings and make the recordings available to the public.

### **Charges for organizers of side events**

The organization of a side event shall be free of charge if it is held within a designated time slot **between day 1 and day 4**. All events held on days **outside of** the CBF MoP 19 schedule will be held **entirely at the expense of the side event organizer**.

Furthermore, side events lasting more than 1h30min that are held during the MOP will be at the expense of the organizer, not the German CBF Facilitation.

Successful applicants may opt to provide and pay for refreshments, a buffet, translation and interpretation services during their events. If you are interested in this option, please fill out the appropriate section of the application form.

The cost of catering, translation and interpretation services shall be borne by the organizer. For events lasting more than 1h30min, the organizer shall bear the entire cost of the event.

*We look forward to receiving your high-quality proposals.*

*The Organizing Committee*

**Registration Form for Side Event at 19th CBFP Meeting of Parties (MOP)**

**Date:**                      **Proposed time:**                      **Desired seating capacity:**

**1- Information on the organizer(s):**

Main organizer:	
Contact person/e-mail:	
Country / Organization	
Co-organizer :	
Partners:	

**2- Event Information:**

Event Title:	
Theme:	
Background:	
Objective:	
Thematic focus, format of the event- What type of activities will be conducted: Workshop, Round table, vernissage, launch of initiatives and/or projects, bi-tri-lateral/multi-partite meetings, exhibitions - Film - Video...	
Expected Results	
Target audience & number of participants	
Draft agenda and speakers	

**3- Needs identification**

Desired day and time - Please indicate more than one option	
Duration of the event (maximum 1h30min per event = 90min)	

Desired seating capacity:	
Logistic needs in terms of equipment, video projector, screen, sound system, etc... to be specified	
Simultaneous Translation / Interpretation needs	
Catering needs	

## VII. Side Event agenda template

### Session Theme:

X min.	<b>Introductory note</b> Speakers' names, title, organization
	<b>Presentation</b>
X min.	Title of Presentation 1: Speakers' names, title, organization
X min.	Title of Presentation 2: Speakers' names, title, organization
X min.	<b>Panel Discussion</b> Moderator: Panelist: <ul style="list-style-type: none"> <li>• Name, title, organization</li> <li>•</li> </ul>
X min.	<b>Discussions with the audience</b>

Please send this form to [side.event@pfbc-cbfp.org](mailto:side.event@pfbc-cbfp.org) and cc before 20 mai 2022

*Central African Congo Basin forests as nature-based solutions to the shared challenges of climate change, biodiversity and sustainable development in Central Africa.*

*Safeguarding and restoring Central African forest landscapes in the Congo Basin can speed up progress on the shared challenges of climate change, biodiversity and sustainable development in Central Africa.*

**Celebrating 20 years of CBFP - Together we have moved forward - Transformative change is up to you!**