



United Nations
Office for South-South Cooperation

22nd Session of the High-level Committee on South-South Cooperation

27-30 May 2025

UN HQ

Guidelines for Side Events

Background

The [22nd session of the High-level Committee on South-South Cooperation](#) will be convened 27-30 May 2025 to review progress made in implementing the Buenos Aires Plan of Action for Promoting and Implementing Technical Cooperation among Developing Countries, the New Directions Strategy for South-South cooperation, the Nairobi outcome document of the High-level United Nations Conference on South-South Cooperation and the Buenos Aires outcome document of the second High-level United Nations Conference on South-South Cooperation (BAPA+40).

The Thematic Discussion of the 22nd session, decided by the Bureau of the High-level Committee, in consultation with Member States, will focus on “*Accelerating the 2030 Agenda for Sustainable Development: South-South Cooperation as a Driver for Transformation*”. The discussion will focus on the role of Science, technology, and innovation, including the transformative potential of Artificial Intelligence (AI), in addressing global development challenges and accelerating SDG achievements. AI-driven innovations from healthcare to education, from climate action to food systems, have the potential to build inclusive, green, sustainable economies and societies. It will provide a platform for Member States, UN entities and other partners to exchange innovative good practices, policies, and strategies to overcome STI-related challenges and promote partnerships to scale innovative solutions. A key focus will be on leveraging South-South and triangular cooperation to bridge digital and technological divides and ensure that STI, including AI, serves as a driver of equitable and sustainable development.

In connection with the 22nd session, a limited number of side-events can be organized by Member States, the UN system, Intergovernmental Organizations and accredited non-governmental stakeholders. Side-events will be an opportunity to share knowledge and successful practices to accelerate the implementation of the SDGs through the catalytic role of South-South and triangular cooperation, identify new and emerging issues, exchange regional, national and local experiences and practices, and showcase commitments to South-South and triangular cooperation in achieving the 2023 Agenda.

Eligibility

Member States, Intergovernmental Organizations (IGOs), UN entities, and non-governmental organizations affiliated to the United Nations (as observers) can apply to organize a side-event. All non-State parties are encouraged to partners with government entities to organise a side event.

Format

- Side-event sessions should be planned for a duration of maximum 90 minutes.
- Side-events can only be held from 27-30 May 2025. Side-events should not coincide with the scheduled sessions of the HLC. Options for convening side-events are from 8:00am-9:30am or from 1:00pm-2:30pm. This approach would maximize participation and engagement without disrupting the formal proceedings of the HLC.
- Side-events can be organized either in-person inside the UNHQ premises or in a virtual format.
- Participation in in-person side events inside the UNHQ premises is **strictly restricted to registered and approved participants of the 22nd session of the High-level Committee on SSC**.
- In-person side events inside the UNHQ premises can only be held in English. Interpretation services will not be available for side events.
- Organizers are encouraged to make the side-events as interactive as possible, including by allocating sufficient time for dialogue with participants.
- Charging a fee for participation in side events is strictly prohibited.

Criteria for the selection of side events

In view of the large number of requests anticipated and taking into consideration the limited space and time allocated for the side-events, **only five (5) side-events will be selected and will be based on first-come, first-served basis**. The following principles will be applied by the Secretariat (UNOSSC) when conducting the selection:

- Side-events proposed should be closely connected to issues of stakeholder inclusion and collaboration to drive forward solutions through South-South and triangular cooperation. In addition, they should clearly indicate their contributions in accelerating the SDGs.
- Priority will be given to side-events that announce commitments, actions and partnerships to advance South-South and triangular cooperation initiatives.
- Proposals that demonstrate a multi-stakeholder, gender-balanced and interregional and regional approaches will also be given priority. This includes incorporating these elements into both the planning and programme of the event.
- Priority will also be given to events that are organized by Member States and those organized in partnership by several organizations. All interested parties are strongly encouraged to partner with others to organize a side event and thereby increasing the chances of being selected. Only one organization should submit the application for any jointly organized side event.

Responsibilities of side event organizers

- Side-event organizers are responsible for covering all costs associated with their sessions, including booking a conference room at UNHQ. Their responsibilities also encompass inviting and arranging travel for speakers—including visa and security clearance—monitoring registration status, overseeing the event flow, ensuring strict time management, moderating discussions, and taking notes.

- Organizers of side-events hosted inside the UN HQ should NOT plan any physical, technical, or structural changes to the Conference Rooms.
- Side-event organizers are responsible for promoting their events through their respective online and social media channels. The Secretariat will not produce fliers and distribute notices. However, support will be provided by the Secretariat in promoting the side-events through UNOSSC social media channels.
- Side-event organizers are required to submit a short summary of key recommendations and messages (maximum one page) to the Secretariat **by 1 June 2025**. The Secretariat reserves the right to not post materials on UNOSSC social media channels that are deemed inappropriate.

Application process

- Side-events applications should be submitted for consideration to the Secretariat at southsouth@unOSSC.org
- Deadline for application is **6pm, 1 April 2025 (EST, New York Time)**.
- Applications should be limited to ONE per entity.
- Application of joint side event should be submitted by ONE entity only.
- UN Member States should apply through their Permanent Missions in New York.

Selection process

- The Secretariat will work with the HLC Bureau to select the side-events, based on the above-mentioned criteria. Organizers of approved applications will be notified by email in mid-April 2025. Only organizers whose side events have been approved will be contacted by the Secretariat.
- Considering the high number of requests for events to be held in person at the UNHQ, the Secretariat may request that proposals addressing similar themes be merged.
- Following the selection of the proposals, the Secretariat will assign a timeslot for each approved in-person event inside of the UN HQ. Organizer of the side-event is responsible for securing a room booking for the event and ensuring all logistical arrangements.
- Side events programme will be posted on UNOSSC [website](#).