TERMS OF REFERENCE for the organization of Side-events

I. GENERAL PROVISIONS

1. **Organizers:** The Conference is open for the organization of Side-events. Side-events may be organized by all interested parties: UN agencies, international, national government and non-governmental organizations, financial institutions, academia, private sector, civil society organizations and others.

2. **Subject:** Subject of the Side-events should comply with the overarching themes of the 5 interactive dialogues of the UN 2023 Water Conference and/or be related to water management, using and conservation, including water usage by various sectors and impacts of modern challenges.

3. **Timeframes:** Provided time slot to conduct Side-events is 2 hours on June 12 from 14:00 to 16:00.

4. **Contacts:** Interested parties that wish to organize a Side-event during the conference should send a filled application (application is circulated along with this ToR) to the Secretariat by e-mail: secretariat@dushanbewaterprocess.org with a copy to the coordinator of Side-events Mr. Boyzoda Sanoii: extr@dushanbewaterprocess.org. All other queries related to Side-events can be directed to these e-mails, as well as to the following phone numbers: +992 91 913 54 86.

II. THE SECRETARIAT OF THE CONFERENCE

5. **The Secretariat** shall render the following assistance to interested parties in the organization of Side-events:
   - Provide space to conduct Side-events in the aforementioned timeframes;
   - Assist participants of Side-events in obtaining VISAs;
   - Arrange pick-up and drop-off services to the participants of the Side-events between the airport and their hotels;
   - Arrange transportation to the participants of Side-events between their hotels and the conference venue;
   - Invite participants of Side-events to the reception organized by the Government of Tajikistan.

III. ORGANIZERS OF THE SIDE-EVENTS

6. **Organizers of the Side-events** are responsible for arranging the following:
   - Develop the program of their respective Side-events in compliance with priority themes of the conference within indicated timeframes;
   - Invite and ensure participation of key speakers and other participants of their Side-events;
   - Arrange simultaneous translation of the Side-event for participants, including interpreters and the required translation equipment;
- Arrange equipment for PowerPoint presentations;
- Summarize the results of the Side-event and provide a brief report to the Secretariat;
- Cover all other expenses related to arranging the Side-events, apart from the assistance provided by the Secretariat mentioned in point 5 of this guideline.