



# WATER ACTION DECADE

2018 - 2028

## 2nd HIGH-LEVEL INTERNATIONAL CONFERENCE ON THE INTERNATIONAL DECADE FOR ACTION "WATER FOR SUSTAINABLE DEVELOPMENT", 2018-2028

6-9 June 2022, Dushanbe, Tajikistan

### 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 priority themes of the 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 are 1.5 hours on June 7-8 from 13:00 to 14:30.
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](mailto:secretariat@dushanbewaterprocess.org) with a copy to the coordinator of Side-events Mr. Boyzoda Sanoi: [extr@dushanbewaterprocess.org](mailto: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.