



Instructions on the submission of a detailed proposal to host the United Nations World Data Forum

On behalf of the United Nations Statistical Commission and the High-level Group for Partnership, Coordination and Capacity-Building for statistics for the 2030 Agenda for Sustainable Development (HLG-PCCB), the United Nations' Department of Economic and Social Affairs (UNDESA) wishes to thank you for expressing interest to host the next United Nations World Data Forum (hereafter the "Forum"), tentatively scheduled to take place in late 2022 or early 2023.

Prospective hosts are requested to prepare a detailed proposal for hosting the next Forum. This document provides further information you should consider when preparing a full and detailed proposal to host the Forum. The deadline to submit this proposal is **Monday, 31 August 2020**. The proposal document requirements are;

- Written in English
- No more than 7,500 words (font: Arial, 12 point)
- The document should be provided in softcopy, and submitted to:

Mr. Stefan Schweinfest
Director, United Nations Statistics Division
United Nations, Department of Economic and Social Affairs
2 UN Plaza, Room DC2-1670
Email: dataforum@un.org

A final decision will be taken and announced by the HLG-PCCB and prospective host may be asked to make a presentation on their proposal.

Objectives

Any detailed proposal should seek to support the following objectives of the UN World Data Forum:

- Explore innovative ways to apply data and statistics
- Engage with data producers from all data communities and data users to discuss opportunities, challenges and other technical issues
- Engage with users from governments, civil society, business, and the scientific and academic communities to discuss the latest information innovations and their potential application to the production and communication of sustainable development data
- Launch new initiatives and solutions that will deliver better data for all
- Engage in a constructive dialogue with policy makers, international partners, and private donors to identify ways to secure resources for data and statistics production and utilization

List of questions and criteria to select the host for the Forum

While the Forum's programme will be developed by the Programme Committee under the leadership of the HLG-PCCB and with overall support of the Statistics Division of UNDESA, the National Statistical System of the host country, under the leadership of its Chief National Statistician, is expected to have the responsibility to coordinate and carry out the in-country logistical and organizational arrangements of the Forum. As such a detailed proposal will contain information to answer the leading questions/ statements, demonstrate the listed requirements and offer any information on desirable or optional criteria. The HLG-PCCB will take the ultimate decision on deciding the host and will use this information together with the criteria listed to assess the relative strength of any proposal.

Commitment of the host country

1. Is the country's National Statistical Office/Authority able to fully commit to lead the organization of the event? Please, describe their role.
2. What other Government agencies would be involved in organizing the event and what would be their respective role?

Criteria	Requirement	Desirable	Optional
Planning and organization led by the National Statistical Office/ Authority	X		
The National Statistical System (NSS) will be formally involved in the planning	X		
Other policy and decision makers in Government will be formally involved in planning		X	
Other parts of the data ecosystem (academia / professional associations, civil society, private sector etc.) will be consulted on the Forum		X	

Media and Outreach

3. How would your Government ensure international media coverage and create a communication campaign?
4. Please describe any communication team that could be assembled to support the Forum.
5. Would your Government engage one or more professional moderators (hired locally or internationally)?

Criteria	Requirement	Desirable	Optional
Open to the media accredited by the United Nations at its discretion after consultation with the host	X		
Local and Government media engaged to promote and publicize the Forum, working with full cooperation with the United Nations media	X		
No commercial logos can be displayed in the meeting premises, unless authorized by the Forum Secretariat in consultation with the United Nations Office of Legal Affairs	X		
Opening / closing ceremony (1 extra day) to publicise the city and cultural experience and themes desired by the host			X
Planning of a pre-programme of events in the build-up to the Forum			X
Support to the hiring and use of professional moderators for the High-Level sessions		X	
Ability to attract sponsorship and raise funds		X	

Logistical issues

6. State the venue and the 3 consecutive days, within the period October 2022 to June 2023, on which the Forum could be hosted. Please provide at least two options for the dates.
7. What are the maximum number of participants that could be accommodated at the venue? Include photographs of the venue and the layout and capacity of rooms as specified in the table below.
8. How many local professional staff would be dedicated to the Forum? Would a professional event organizer be hired?
9. Please provide a brief description of the necessary visa procedures, including costs and timing of issuing visas to all UN member states.
10. Indicate whether safe and open entry to the country can be provided to all participants as acceptable, based on United Nations regulations.
11. Please provide a brief description of the security at the venue and surroundings and the ability to cover additional costs based on the assessment by the UN Department of Safety and Security.

12. Please provide a description of the type of hotel accommodations available within a short distance from the venue, including the range of prices and indicate whether all hotels available are fully accessible. Would the government be able to ensure negotiated/discounted hotel rates for participants?

13. Would transportation between the hotels and the venue be available? Would it be provided by the government?

14. Please, indicate any other services that the government would be able to provide (meals, coffee/tea breaks, etc.).

Criteria	Requirement	Desirable	Optional
To be held over 3 full days dedicated to the substantive sessions of the programme.	X		
Venue: with a capacity range of between 1,000 and 1,500 participants	X		
One plenary room (1000+ capacity) with audiovisual equipment	X		
Foyer space next to main conference room (1,000+ capacity)	X		
7 to 9 rooms (100 to 300 capacity) for parallel sessions / side events with audiovisual equipment	X		
3 to 4 small office rooms (10 to 30 capacity) for bilateral meetings and the secretariat / security	X		
20 to 25 exhibit spaces located at high-traffic area in the venue	X		
MediaZone		X	
Conference services at the venue: such as registration badges, Wi-Fi access, medical facilities.	X		
Catering: Provision of snacks and lunch or facilities to purchase this within venue or within ¼ mile.	X		
Refreshments: provision of hot/ cold drinks during breaks		X	
Accommodation: availability of hotels (1000+ room capacity) with modern facilities at an acceptable rate ¹ within 1 mile or less of the venue.	X		

¹ See "Room as % of Daily Substance Allowance (DSA)" rates on <https://icsc.un.org/>.

Criteria	Requirement	Desirable	Optional
Visas and entry permits: granted free of charge to all participants as per UN regulations, as speedily as possible and within a reasonable period before the Forum	X		
Transport: safe and convenient travel between the hotels/ accommodation, the venue and airport, fully accessible based on guidelines provided.	X		
Security: ensure the effective functioning of the Conference and safety of participants in an atmosphere of security and tranquility free from interference of any kind.	X		
Planning support: event organizer company			X

Accessibility and inclusion

15. Please indicate whether the venue, hotels and transport have disability access and the availability of additional services for deaf and hard of hearing participants and wheelchair users during the Forum.

16. Please describe any additional considerations as indicated in the table below.

Criteria	Requirement	Desirable	Optional
Disability access – equal access to facilities, including accommodation and transport to/from venue, and participation in all aspects of the Forum	X		
Data community representation – participation allowed of all stakeholders of the Forum like UN Member States, international agencies, private sector, civil society, academia / professional organizations, donor/ philanthropic body	X		
Gender balance – among session speakers, presenters and participants in national opening/closing or other national sessions	X		

Sustainability commitment

17. Please, describe how you ensure that the organization of the event fulfills sustainability criteria

18. State and describe any other sustainability considerations as listed in the table below.

Criteria	Requirement	Desirable	Optional
Carbon neutrality – offset options for air travel, conservation of energy, use of green energy		X	
Catering – local organic produce, reduced food waste, reusable or environmentally friendly tableware		X	
Commercial responsibility – eco-friendly approach to business, fair treatment of workers, small business compete		X	
Economic benefits – contribution to local economy, short-term jobs, ...		X	
Local and convenient transport – options like train, bike, on foot		X	
Waste management – reusable, recyclable or environmentally friendly displays, exhibits and any other material specific to Forum-use with limited printed material		X	

Impact on the national and regional statistical system

19. What would be the impact of hosting the forum on the National Statistical System and other data initiatives in the country? And on the development of statistical and data activities in the region?

20. How will the Forum assist the National Statistical Office to engage and cooperate with other data communities (i.e. users) in the country or region?

Criteria	Requirement	Desirable	Optional
Enables the development of the National Statistical System and other data initiatives in the country	X		
Increases the visibility of statistical and data activities in the region	X		
Strengthens cooperation with other data communities (i.e. users) in the country or region		X	