



The CBFP holds the 20th Meeting of Parties (CBFP MoP 20)

3-6 June 2024, in Kinshasa, Democratic Republic of the Congo

"Accelerating the protection and sustainable management of the forest ecosystems of Central Africa".

Call for Proposals of Side Events at CBFP MOP 20

The CBFP Co-Facilitation of the French and Gabonese Republics is pleased to launch a call for proposals to host side events during the **20th Meeting of the Parties (MOP20) in Kinshasa, Democratic Republic of Congo, from 3-6 June 2024.**

In line with the themes of MOP20 of the CBFP, the side events provide opportunities for information exchange, dialogue, cooperation and the creation of synergies between CBFP partners. These parallel events provide an opportunity to showcase the political, diplomatic and practical experience, as well as the research and innovation, of CBFP members.

The parallel events may, but are not limited to, highlighting the six "thematic sessions" of MOP20, namely:

- Thematic workshop 1: Developing the network of protected areas in Central Africa to achieve the Kunming-Montreal objectives (30x30)
- Thematic workshop 2: Ensuring effective and sustainable land use planning
- Thematic workshop 3: Implementing sustainable value chains in Central Africa
- Thematic workshop 4: Accelerating the development of innovative financing mechanisms
- Thematic workshop 5: Combating environmental crime
- Workshop 6: Promoting scientific cooperation in Central Africa

CBFP MoP 20 Side Events - Organisation

The proposed duration of the side events is 60 minutes.

Parallel events may take the form of collaborative workshops, podiums, collegial meetings, bi-multilateral meetings, meeting and networking spaces, joint programming, dialogues and interactive exhibition spaces for Congo Basin partners.

In addition to the parallel events, the Franco-Gabonese co-facilitation of the CBFP is also inviting proposals for poster exhibitions, films, short films, slides or any other relevant activity during the time slots available.

Time slot availability for CBFP MOP 20 side events (3-6 June)

- Day 1 (3 June 2024): from 13:30-14:30; 17:30-18:30; 18:30-19:30
- Day 2 (4 June 2024) : from 13:30-14:30; 17:30-18:30; 18:30-19:30
- Day 3 (5 June 2024) : 1.30pm-2.30pm; 5.30pm-6.30pm; 6.30pm-7.30pm
- Day 4 (6 June 2024) : from 13:30-14:30; 14:30-15:30; 16:00-17:00; 17:30-18:30; 18:30-19:30

Availability outside MOP 20 (31 May to 2 June 2024 and 7 and 8 June)

The partners are free to organise side-events before and after the meeting of the parties, which may appear in the programme, but which will be entirely at the organiser's expense (rooms, interpreting, equipment, etc.), including the identification of rooms.

Responding to the call for proposals

To apply, please complete the online registration form.

Proposals must be freely prepared. Guidelines are given below and the deadline for submissions is 19 April 2024.

Proposals will be examined by the Franco-Gabonese co-facilitation of the CBFP, seeking a balance between thematic areas.

Applicants for selected proposals will be contacted by 30 April 2024.

Selection criteria

All proposals must include the following information

- Duration of the event and preferred date/time slot
- Brief description of the objective
- General concept (format)
- Thematic summary
- Provisional list of speakers, if applicable
- Event scenario/info, including a list of logistical requirements, such as audio and visual technology required, room capacity, preferred room configuration, translation requirements, mode (in-person only or hybrid).

The following criteria will be taken into account in the selection process:

- Relevance to Central Africa
- Relevance to CBFP MOP20 (i.e. in relation to the topics of the MOP20 thematic workshops)
- Speakers from a variety of sources / representatives of a variety of stakeholders - e.g. Central African countries, donors, private sector, INGOs and civil society, scientist, etc.
- Well-structured proposal with a number (4 or 5) of interrelated topics/key issues to be

addressed

- Clear objectives and outcomes
- Potential for publication of event results in the media
- Speakers identified and availability confirmed
- Back-up arrangements in the event of unavailability of speaker(s)
- Collaboration between institutions/organisations (events organised by more than two partners)

Terms and conditions

The CBFP organising committee will endeavour to accommodate requests for timetables but reserves the right to modify the calendar of events up to the time of the conference.

Organisers and their speakers and participants in parallel events must register at MOP 20 of the CBFP. The organising committee will not be able to take charge of the participants and speakers of the parallel events. Registration details for MOP 20 will be available on the CBFP website.

During the Meeting of the Parties, the organisers of the selected events are required to report to the CBFP MOP 20 Secretariat office and meet with the logistics officers responsible for organising the side events no later than 4 hours before the start of the side event in order to:

1. Facilitate the preparation and collection of prepared or blank name plates for speakers;
2. Provide copies of their speakers' PowerPoint presentations on a USB key. Presentations can also be sent by email at **least 48 hours in advance to: side.event@pfbc-cbfp.org**

Organisers must ensure that all their speakers and presenters are informed of the venue and start time of the event. In the event that speakers are no longer available, organisers are responsible for finding alternative speakers.

The room for the CBFP MOP 20 side events will be equipped with a podium, tables, chairs and lectern, fixed and mobile microphones and PowerPoint presentation devices. A translation service, at the organiser's expense, will be available if ordered in advance.

Organisers may distribute documents and other related materials during their event, ensuring that the room is left empty and clean at the end of their session. Organisers may distribute documents and materials on tables outside the Parallel Events room on the day of their event.

Costs for parallel event organisers

Catering, translation and interpretation costs are the responsibility of the organiser and must be indicated on the application form.

We look forward to receiving your proposals.

The Organizing Committee