

A Sustainable Paper Smart Conference



United Nations
Economic Commission for Africa



Efficient use
of energy



Reduce use
of paper



Reduce carbon
footprint



Elimination of use of
plastic water bottles

REDUCE THE POLLUTION
OF THE ENVIRONMENT

Conferences, meetings and other events are standard business practice within the United Nations

for the simple reason that they are often the most time efficient and effective way of sharing thinking, identifying solutions and reaching agreements.



They can leave a **significant environmental footprint** through consuming energy and water, generating waste, polluting the air and water, and use of paper.



There are numerous **risks associated with climate change** in holding conferences, meetings and other events.



There are many **on-going initiatives** at global, regional, sub-regional and national levels to develop strategies to address the challenges of climate change.



ECA, following the steps of other UN Conference Centers is now a part of these initiatives and **change from paper-based conferences to paper smart conferences**.



This will also look at the **efficient use of energy, as well as improvement in other areas in conference services**, in order to reduce its carbon footprint, reduce harvesting of trees and generally, reduce the pollution of the environment.

from Paper Based to **Paper Smart**



ACCESSIBILITY

The Paper Smart model, through its integration of assistive technologies, makes information and documents accessible to persons with disabilities.



EFFICIENCY

Making information about the meetings of the United Nations ECA available in various digital formats, facilitating consultations, and sharing of information without being physically present in the meeting room.





All participants are strongly encouraged to bring their own laptops or iPads with them, to reduce the environmental impact generated by the use of paper.



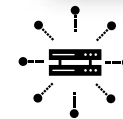
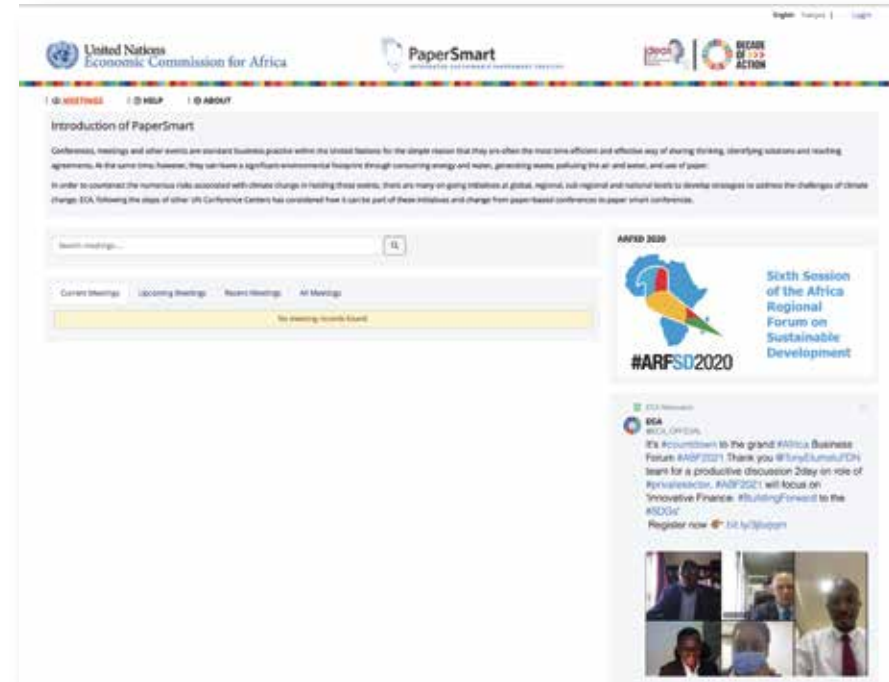
Limited smart tablets and docks will be available in conference rooms 1 and 2 for use by member State heads of delegations.

Participants are encouraged to rely on digital versions of conference documents that can be downloaded from the website:



papersmart.uneca.org

This link provides access to all pre-session and in-session documents and statements.



ISPS PORTAL: Web-based access to all unrestricted, official documents and statements related to meetings is available in all official languages



URL: <https://papersmart.uneca.org/meeting> found in the main conference website under documents

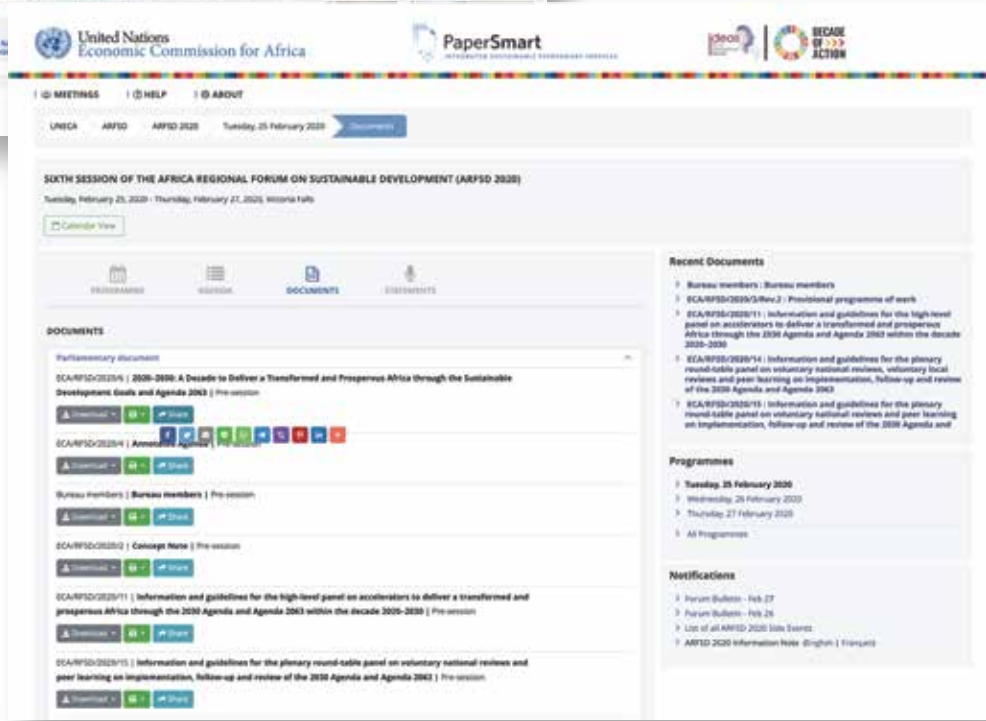


Official documents and statements can be viewed and downloaded on a variety of mobile devices, tablets.

Accessing the Paper Smart Portal



1. Go to the website <https://papersmart.uneca.org/meeting> (which you will also find in the main conference website)
2. Click on “recent meetings” or “current meetings” where the conference name and date will appear
3. Meeting documents will be viewed ready for download, print on demand or share
4. Select the print-on-demand icon located next to the document that you want to have printed.
5. Complete the request form by choosing specifications like the language, quantity and pages required as well as any other details e.g your country/delegation



Kindly allow 20 /30 minutes to receive the requested documents.



The PaperSmart Model is based on the following four pillars:

PaperSmart Portal

Available in all **three (3) official languages**, the portal provides secure web-based access to documents, statements and meeting-related information.

Print-on-demand

Provides participants with the **ability to request hard copies** of documents on demand.

e-Publishing

Enables **convenient access to meeting-related information**, documents and statements on smartphones and tablets.

Media

Where available, documents are distributed on flash drives for convenient offline access.

BENEFITS OF USING PAPERSMART

Sustainability



- Full multilingual delivery
- Global availability of statements of participants in real time
- Direct financial savings for permanent missions and Secretariat clients
- Reduction of waste through the use of print-on-demand services.

Efficiency



- Facilitates engagement in meetings from capitals
- One tool for all meetings
- Prepares the United Nations to respond to global digital trends.

Accessibility



- Accessibility of meeting-related information through AA level WCAG 2.0 compliant portal
- Screen-reader accessible documents marked with Accessibility logo
- Assistive tools and technology available to participants in meetings at UNHQ
- Braille prints available at meetings serviced by the PaperSmart model
- Sign Language Interpretation and CART (Real-time Captioning) available at meetings, where possible.

Knowledge Management



- Facilitates easy review of agenda items, related documents and other information
- Global 24/7 access to meeting-related information.



Touch-to-collect technology

is deployed in order to facilitate the reduction of paper publications. This will enable participants to collect documents and publications electronically, and to exchange digital business cards with each other, facilitating the reduction of conventional paper business cards, near-field communication technology that exchanges information between two devices using Wi-Fi.



To facilitate access, QR codes

for selected official documents will be displayed on totems close to the documents counter and elsewhere.



Email blasts and Daily Bulletin

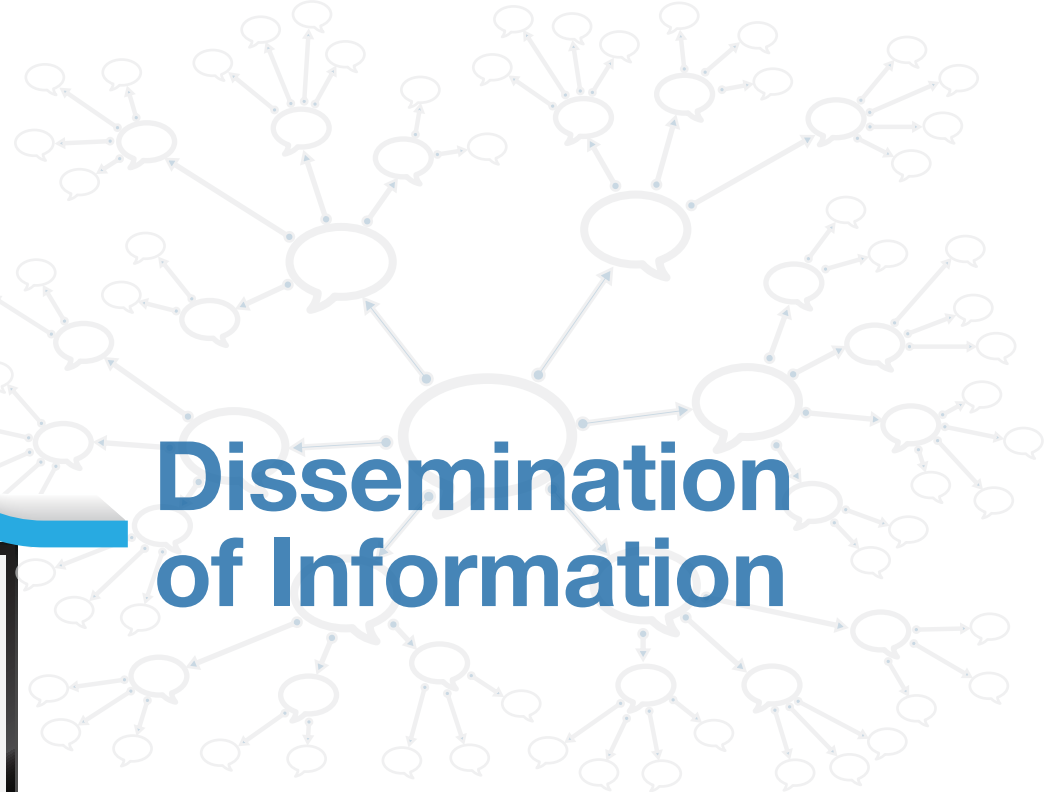
will be paperless



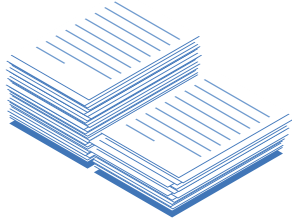
The daily programme for the conference will be available in electronic format only. A **PDF version** will be posted each morning on the CoM 2021 website (To be available on the online information note to participants)



Dissemination of Information



PAPER USE



- **A print-on-demand facilities (POD)** will remain available near the conference hall or at the Print shop. (see information note to participants)
- **Requests for hard copies of documents but should only be made when strictly necessary** and on an exceptional basis (maximum 5 copies per document per delegation).



- **Participants are advised to print and photocopy only when necessary** prior to and during the conference. Printing and photocopying should be double-sided and in black and white with font size kept to a legible minimum
- **Participants requiring these facilities are requested to fill a request form** in the portal and send it to the email provided.



WASTE AVOIDANCE AND RECYCLING

Thank you for actively participating in the waste management initiative and support waste avoidance and waste separation as much as possible.

SIDE EVENTS AND EXHIBITS

Digital totems and monitors placed in different locations in the UNCC, are used to display information on the events.



Many smartphone applications support sharing digital business cards, scanning and storing personal information received from others will be made available.

Participants are encouraged to use these applications

Exhibitors are encouraged to minimize the number of promotional materials at their stands and to use materials that are produced as sustainably as possible



Encouraging the use of reusable structures (e.g stands and furniture), such as modular exhibition stands that are easy to assemble, disassemble and reuse

