



FREQUENTLY ASKED QUESTIONS

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ABOUT WHS

What is the World Humanitarian Summit?

The first-ever World Humanitarian Summit, set to take place in Istanbul on 23-24 May 2016, is a global call to action by the United Nations Secretary-General Ban Ki-moon.

The Summit has three main goals:

1. To re-inspire and reinvigorate commitment to humanity and universality of humanitarian principles.
2. To initiate a set of concrete actions and commitments aimed at enabling countries and communities to better prepare for and respond to crises, and resilient to shocks.
3. To share best practices which can help save lives around the world, put affected people at the center of humanitarian action, and alleviate suffering.

What will happen at the Summit?

In 2015, the world agreed, through the Sustainable Development Goals, to ‘leave no-one behind.’ The first ever World Humanitarian Summit will be an opportunity for global leaders to announce commitments for millions of people who are vulnerable to conflicts and disasters.

At the Summit, Heads of State and Government, community leaders, businesses, and humanitarian organizations will announce major commitments to action, launch new partnerships aimed at saving lives, and highlight innovations which help reduce suffering and uphold humanity in times of crisis.

In addition to national and stakeholder announcements, other features of the Summit includes:

- High-level Roundtables, Special Sessions, and interactive sessions with the purpose of furthering commitments to action around key issues.
- Innovation Marketplace: The Marketplace features impactful innovations which demonstrate practical applications, new or improved products, services and processes which improve humanitarian action.
- Exhibition fair (“Expo”): The Expo will showcase the work, products, and programmes of governments, companies, organizations, agencies and other institutions supporting humanitarian action.
- Side Events: A limited number of Side Events will be available for different stakeholders to organize briefings, seminars, workshops and panel discussions on related issues.
- Cultural events, creative exhibits and performances.

What is the provisional agenda/programme for the Summit?

The provisional agenda for the Summit will be as follows:

Day Zero – 22 May 2016

- Opening of the World Humanitarian Summit Exhibition Fair
- Welcome Reception

Day One – 23 May 2016 (from 9.00 to 19:30)

- Opening Ceremony and Plenary
- Member States and Other Stakeholders' Announcement Plenary
- High-Level Leaders' Roundtables (roundtables will run in parallel with the plenary session)
- Special Sessions

Day Two – 24 May 2016 (from 9.00 to 19:30)

- Plenary Session: Report on Day One
- Member States and Other Stakeholders' Announcement Plenary
- High-Level Leaders' Roundtables (roundtables will run in parallel with the plenary session)
- Special Sessions
- Closing Plenary and Ceremony

In addition, the following events will take place in parallel with the main Summit programme:

- Side Events: To be held over the two days of the Summit in parallel in the LKCC.
- World Humanitarian Summit Exhibition Fair: To commence as of 22 May and over the two days of the Summit in parallel in the ICC.
- Innovation Marketplace: To be held over the two days of the Summit in the ICC.

Who will attend the Summit?

The Summit will be held at the highest political level possible, including Heads of States or Government. The Summit will include approximately 5,000 participants representing global leaders from government, business, aid organizations, civil society, affected communities and youth, among others.

What issues will be discussed?

At the Summit, global leaders will discuss how to effectively respond to major humanitarian challenges, and how to be better prepared to meet challenges of the future. Some of the priority issues include:

- A new global approach to manage forced displacement, with an emphasis on ensuring hope and dignity for refugees or internally displaced people, and support of host

- countries and communities.
- Empowering women and girls, and catalysing action to gender equality.
 - Adapting new approaches to respond to protracted crises and recurrent disasters, reduce vulnerability, and manage risk, by bridging the divide between development and humanitarian partners.
 - Securing adequate and predictable finance to save lives and alleviate suffering.
 - Reinforcing the centrality of protection in humanitarian action and increasing respect for International Humanitarian Law.
 - Adapting to new challenges through local, inclusive, and context specific responses.

How was the agenda for the Summit determined?

Between June 2014 and July 2015, an extensive and inclusive worldwide consultation process took place, consulting over 23,000 people in 153 countries, involving humanitarian stakeholders, including affected people and communities. The process culminated with the Global Consultation, held in Geneva on 14-16 October 2015.

The consultation process generated over 300 recommendations grouped under five key action areas: dignity; safety; resilience; partnerships and finance. In February 2016, the Secretary-General published his report entitled 'One Humanity: Shared Responsibility', The report builds on the messages from the World Humanitarian Summit consultation process, as well as those from other key processes such as the 2030 Agenda for Sustainable Development, the high-level panels on peace operations and humanitarian financing, the peace-building review, the review of resolution 1325 on women, peace and security, and the new Sendai framework for disaster risk reduction, and the Paris Agreement.

In his report, the Secretary-General calls for the need to place humanity—people's safety, dignity and their right to thrive—at the centre of global decision making. The Secretary-General calls upon Member States, the United Nations and humanitarian organizations and other relevant stakeholders to accept and act upon five core responsibilities to deliver for humanity and puts forward his Agenda for Humanity that outlines the key actions and strategic shifts necessary to deliver on them.

The five core responsibilities are:

1. Global leadership to prevent and end conflict;
2. Uphold the norms that safeguard humanity;
3. Leave no one behind;
4. Change people's lives: From delivering aid to ending need
5. Invest in humanity.

What will be the Summit's outcomes?

The Summit will result in three main documents:

1. The Chair's Summary will reflect the main discussions and commitments emerging from the Summit and the way forward beyond Istanbul.
2. The Commitments to Action document will include the concrete set of actions and commitments in support of the Agenda for Humanity. Announcements of commitments will be gathered online through an online Commitments Platform. The platform will allow Member States and other stakeholders to register commitments to action or to join existing initiatives.
3. A report of the Secretary-General on the outcomes of and follow up to the Summit will also be prepared in accordance with General Assembly resolution 70/106. The report will be presented before Member States at the 71st Session of the General Assembly. It will cover the main outcomes and outline a proposed way forward to take forward the Agenda for Humanity and the commitments made at the Summit and to assess progress over time for the consideration of the Member States.

What will happen after the Summit?

The World Humanitarian Summit is not an end of a process, but rather a starting point. A concrete set of actions will be set in motion, to enable countries and communities to be more resilient to shocks, by preparing and responding better to crises and conflict.

The Agenda for Humanity is very broad. In this regard, it will be important to make use of inter-governmental and non-inter-governmental avenues for follow-up

For example, the High Level Meeting on Migration and Refugees, next September, offers an additional opportunity to complement and reinforce the outcomes of the Summit. In addition, there are a number of existing intergovernmental processes that provide an opportunity to inform the Membership and to discuss the outcomes of the Summit, including ECOSOC and the General Assembly.

How does the Summit link to other international processes?

The World Humanitarian Summit is a critical part of implementing the global development agenda. The summit will build upon the agreed Frameworks for Disaster Risk Reduction (Sendai, March 2015), Sustainable Development Goals (New York, September 2015) and the Climate Summit (Paris, December 2015). Close links will also be made to peacekeeping, peacebuilding and women, peace and security reviews, the 32nd International Conference of the Red Cross/Red Crescent movement, as well as the High-Level Panel on Humanitarian Financing, and to the Global Response to Health Crises.

Who is organizing the Summit?

The United Nations Secretary-General Ban Ki-moon has tasked the UN Office for the Coordination

of Humanitarian Affairs (OCHA) to coordinate the World Humanitarian Summit, thus forming the World Humanitarian Summit secretariat. OCHA worked closely with partners and key stakeholders, including governments, NGOs, UN agencies, the Red Cross / Red Crescent movement, Civil Society Organizations, community groups, businesses, academic institutions and others, in preparation of the Summit and will continue to do so beyond the Summit.

How can Private Sector partners get involved?

Gravely affected by crises, businesses are crucial stakeholders in the design of effective solutions, making humanitarian action fit for the future. Companies from all sectors have already been heavily involved in the consultation process, providing important recommendations on the future humanitarian agenda. The private sector is invited to make commitments for action during the Summit, as well as showcase their commitments to humanitarian action.

The private sector can develop partnerships with the WHS or choose to contribute as sponsors either through financial or in-kind contributions. For inquiries on partnering with the WHS, please contact us: partner@whsummit.org

How can the general public get involved?

The events of the Summit will be livestreamed through the WHS website. Individuals can also engage via social media and promoting our global campaign:

Twitter = whsummit

Facebook = <https://www.facebook.com/WHSummit>

Hashtag = #ShareHumanity

Global campaign: <https://impossiblechoices.org>

INVITATIONS, NOMINATIONS AND PARTICIPATION

Who is invited to the Summit?

Approximately 5,000 participants representing global leaders from government, business, aid organizations, civil society, affected communities, faith-based organizations and leaders, international and national NGOs, academia, diaspora and youth, will be invited to the Summit. The Summit will be held at the highest level, including Heads of States or Government.

Participants are selected through a nomination process, with consideration to gender, geographical, and thematic balance. Participation is by invitation only and invited participants have been specifically nominated and selected as part of a process to seek a multi-stakeholder mix of diverse leaders and representatives.

When will invited participants receive their invitations?

Most invitation to attend the Summit have been sent on a rolling basis, from early February to mid-March.

What is the criteria for the participation of civil society in the Summit? Will participation be limited to ECOSOC-accredited NGOs?

The participation of civil society and NGOs in the Summit will be based on a rigorous nomination and screening process, taking into account participation in the regional and global consultations. Other selection criteria include: demonstrated action and/or engagement in reshaping humanitarian action; and demonstrated relevance to themes of the World Humanitarian Summit. A number of ECOSOC accredited NGOs will also be selected.

How many NGOs / INGOs and faith-based organizations will be invited at the Summit?

Invitations to the Summit are in line with the multi-stakeholder nature of the WHS process. Over 700 participants from NGOs/INGOs and FBOs are invited to the Summit. The success of the Summit requires close partnership, ownership and engagement by Member States, but other stakeholders such as affected communities, private sector, youth, diaspora and academia have also been invited to participate in the Summit.

Why are INGOs given more slots than national NGOs?

Most INGOs have humanitarian operations in numerous countries and have been offered an additional slot for that reason. The same applies to FBOs that are operational humanitarian organizations with programs in numerous countries.

There are cases where an INGO has received an additional invitation. This is likely due to the fact that a representative of that NGO has a speaking role. Further, members of WHS Regional Steering Groups or the WHS Thematic Teams have been invited in their personal capacity recognizing their two-year support and investment in the process.

I am an invited participant but I cannot attend. Can I send a colleague to attend in my place?

Attendance at the Summit is by invitation only. Invited participants have been specifically nominated and selected as part of a process to seek a multi-stakeholder mix of diverse leaders and representatives. As a result, invitations are not automatically transferable. However, invited participants may nominate a replacement for consideration.

Nominations for replacement can be sent to participate@whsummit.org with the following information:

- Title (Mr/Ms):
- First Name:
- Last Name:

- Email Address:
- Job/Position:
- Organization:
- City/location:
- Have they participated in previous WHS consultations?

I am an invited participant. Can I bring my support staff?

Attendance at the World Humanitarian Summit is by invitation only. Due to limited capacity at the venue, the WHS is generally unable to accommodate people other than invited participants. If extra passes for essential assistance to enable participation in the Summit are required, a request should be sent to participate@whsummit.org.

Will a List of participants be shared publicly prior to the Summit?

A list of participants will not be shared prior to the Summit.

Are there sponsorship arrangements in place for participants? What are the criteria for participation sponsorship?

The Government of Turkey will provide sponsorship for Member States and participants from Least Developed Countries (LDCs) and Small Island Developing Nations (SIDs) – except for Singapore - and for representatives of communities impacted by conflicts and disaster. The size of the sponsored delegation cannot exceed 1 Heads of State or Government plus 4 officials. All other participants are responsible for covering their own travel and accommodation costs. For donors interested in providing sponsorship for participants, please send an email to: sponsor@whsummit.org.

LOGISTICS

I am an invited participant. How do I obtain a visa to Turkey?

The Government of Turkey will facilitate visa procedures for participants to the Summit. The participants who require visas to enter Turkey can obtain them from the nearest Turkish mission abroad.

What documents do I need to obtain a visa to Turkey?

Valid invitation letters provided by the United Nations should be submitted at the time of application. The applications should be made online prior to submitting the original documents to the Turkish missions. Visas will be issued free of charge to participants.

The validity period of the passports or travel documents of foreigners wishing to enter Turkey must be at least sixty (60) days longer than their visa, visa exemption period or residence permit.

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I am not able to contact a Turkish mission. Will there be visa upon arrival?

Participants who require visas to enter Turkey, yet not able to contact a Turkish mission abroad due to a force majeure, will be able to obtain their visas at the border gates with the supporting documents mentioned above and free of charge. This option should be used as an exceptional case to avoid unnecessary queues at the airport.

The participants who prefer to obtain electronic visas should visit the official website www.evisa.gov.tr. E-visas cannot be issued free of charge.

Upon arriving at Atatürk International Airport, where should I go?

Dedicated passport control check points will be set for WHS participants at Atatürk International Airport. Welcome and information desks will also be made available. Participants will be directed by special signs to the special passport check points.

Will the World Humanitarian Summit arrange accommodations?

Participants are responsible for reserving their own accommodations, unless they are a sponsored participant or UN staff servicing the Summit. Sponsored participants and UN staff servicing the Summit will be assigned hotels, to be communicated to them by our sponsorship team, or in the case of UN staff, by their Executive Office.

For those who need to reserve accommodations, the WHS will provide a list of hotels in Istanbul, which are security checked and from which you can avail of discounted rates. Prices may vary per hotel. Reservations should be made at the designated hotels in Istanbul at a preferential rate no later than 16 May 2016.

The list of and detailed information on designated hotels will be announced on the website (www.worldhumanitariansummit.org) shortly.

Will the World Humanitarian Summit arrange transportation?

Shuttles and sufficient number of vehicles will be provided for airport-hotel-airport transfers, including luggage cars for participants. Shuttles will be provided for all delegates between the Summit venue and the designated hotels every hour.

Will there be a dedicated national focal point to assist delegations?

Delegations will be provided with one liaison officer, acting as protocol officers and informing the head of delegation and delegation members about their programmes. The liaison officer will be responsible for coordination between the delegation, the security team and the drivers of the cars, as well as guide the delegation within the Summit premises. Furthermore, the liaison officer

will assist the delegation to complete the passport formalities at arrival and departure, and facilitate hotel check in and check outs.

What services will be provided at the venues of the World Humanitarian Summit?

Interpretations: Simultaneous interpretation will be provided from and into Arabic, Chinese, English, French, Russian and Spanish for all official meetings of the Summit. The Host Government will provide interpretation services in Turkish for the official meetings of the Summit.

Lunch: Lunch boxes of Istanbul Municipality and cash-bars at ICC and LKCC, as well as the refugee tent of Kızılay will be provided free of charge.

Banking: A branch of a bank will be functional for all kind of banking activities in ICC during the Summit. ATM's will be placed in ICC and LKCC at various spots to enable participants to withdraw and deposit money from and to their bank accounts. All ATM's will have ability to exchange foreign currencies.

Postal services: A Post Office will serve to the participants at the ground floor of ICC.

Travel services: A Travel Agency will be operating in the ground floor of ICC during the Summit

Medical services: One on-site hospital in ICC and one clinic in LKCC will provide all first aid facilities at the Summit venue. Ambulance services will be on site should transfer be required to the local hospitals. There will be an ambulance within the motorcade of Heads of States or Governments.

Religious services: Prayers rooms will be made available in ICC for members of different religions. Documents describing nearby mosques, Churches, synagogues and other temples will be distributed.

REGISTRATION AND ACCREDITATION

How do I register if I am attending as part of an official delegation of UN Member States or Observers, or part of the United Nations system?

The accreditation of official delegations of States, Intergovernmental Organizations and associate members of regional commissions, as well as Specialized Agencies and related organizations, is being handled by the Protocol and Liaison Service through the existing online system, e-Accreditation, available at the e-deleGATE portal (<http://delegate.un.int>).

For accreditation to the Summit, official delegations must go through their respective permanent

or observer missions and offices in New York, which have already been registered with the e-Accreditation system. Delegations are strongly advised to coordinate with their respective missions or offices in New York for timely submission of accreditation requests. Accreditation will open in April.

My delegation doesn't have an office in New York. How do I register?

Delegations of Intergovernmental Organizations, associate members of regional commissions or specialized agencies and related organizations without an office in New York who wish to participate in the Summit must follow a specific accreditation procedure, posted on the website of the Protocol and Liaison Service (www.un.int/protocol).

Can I get pre-accredited to the Summit?

Pre-accreditation to the Summit in New York will be open to registered users of the missions or offices through the online accreditation system (<http://delegate.un.int>).

Will there be on-site accreditation? If so, where and when should I go?

The WHS secretariat strongly encourages to fill out the accreditation online ahead of arriving in Istanbul. On-site accreditation and issuance of Conference badges to all accredited participants will start in Istanbul from 18 May through 12:00 p.m. (noon) on 24 May 2016. On-site accreditation of delegates of States, intergovernmental organizations and associate members of regional commissions, as well as specialized agencies and related organizations, will be handled by the Protocol Accreditation Unit in Istanbul, at the Hilton Convention Centre located next to the Hilton Istanbul Bosphorus (Address: Cumhuriyet Caddesi Harbiye, Istanbul, 34367, Turkey).

I am a non-accredited delegate. What should I do to be accredited to the Summit?

Non-accredited delegates seeking on-site accreditation will be required to present proof of credentials or letters of nomination together with a passport and to complete an on-site accreditation form. Upon verification and approval by the Protocol Accreditation Unit, delegates may proceed to the badging booth to be photographed.

I am not a delegate. What is the accreditation procedure for me?

Participation for other stakeholders is being handled by the WHS secretariat through an online registration system. A registration link will be sent to all invitees with a unique access code to facilitate the accreditation process and the issuance of badges.

I need support with my application. Who can I contact?

Please email participants.support@whsummit.org for technical assistance in completing the Unite Events registration form.

MEDIA

How can media representative be accredited to the Summit?

Media accreditation is strictly reserved for members of the press (print, photo, radio, television, film, news agencies and online media) who represent a bona fide media organization (full guidelines are available at <http://www.un.org/en/media/accreditation/request.shtml>)

What documents are needed to be granted accreditation?

Accreditation will be granted upon presentation of the following documents:

- a) Letter of assignment on official letterhead of a media organization signed by the publisher or editor-in-chief indicating the name and duration of assignment of the journalist. The letter should be addressed to the Media Accreditation and Liaison Unit, United Nations Secretariat, Department of Public Information. It should be sent as a scanned document in pdf format to malu@un.org or fax to 212-963-4642
- b) Completed online accreditation form, which can be found at: <http://www.un.org/en/media/accreditation/form/>
- c) The deadline for early media accreditation is 13 May 2016. Early applicants who are approved will be e-mailed a confirmation, which should be presented, along with the assignment letter, at the accreditation site prior to picking up the pass. Media passes must be picked up in person, after presenting two forms of official ID, including a valid passport.
- d) All members of the media corps accompanying Heads of State or Government or heads of delegation, including official photo and video, must follow the instructions above. In lieu of a letter of assignment from their media, please submit a letter from the concerned Permanent Mission, listing the names of the media representatives with their functional titles and affiliation. No double accreditation is permitted (e.g., as press and delegate, or as press and NGO).

What is the accreditation procedure for the media?

On-site accreditation of media and press will be processed starting from 18 May

2016. Details regarding accreditation requirements and media arrangements at the World Humanitarian Summit will be posted as it becomes available at <http://www.un.org/en/media/accreditation/WHS>.

Will there be a media center available to accredited journalists?

A media centre for the use of all accredited journalists covering the Conference will be located in the LKCC. The media centre will be equipped with appropriate electrical power outlets for personal laptop computers, telephones, fax facilities, closed-circuit television and a press documentation counter. There will be limited seating available for print media in the Plenary Hall. In addition, there will be limited space available for TV and photo crews as well as for official delegation media representatives. When required due to logistical and space considerations, coverage will be provided by a selected media pool.

Will webcast and video-streaming services be available?

The United Nations webcast service (<http://www.webtv.un.org>) will provide daily, live and on-demand video coverage through the WHS website, as well as some related open meetings, roundtables, conferences, press briefings and stakeouts. The meetings will be covered live in English and the original language of the speaker. Queries should be directed to the United Nations Webcast Unit at Andreas Damianou (Damianou@un.org).

The plenary meetings, roundtables, special sessions, press conferences and other activities will be broadcast live into the media centre. Audio-visual and sound feeds of the plenary meetings, roundtables, special sessions and press conferences will be provided to broadcasters live, with free plug-in recording facilities.

Will there be media stakeouts locations available?

There will be four (4) designated locations throughout ICC for media stakeouts, will be made available for national press announcements. These areas will be equipped with a lectern and a riser that can be used for recorded media interviews using handheld cameras with built in microphones. There will be no recording facilities provided. There will be a large press briefing room in the media centre. In addition a number of stakeout areas will be made available for national press announcements.

How can I cover an event to which I don't have access?

The Department of Public Information will provide comprehensive print, TV, radio, webcast and Internet coverage of the high-level plenary meetings, round tables, briefings and press conferences at the Conference Centre. Meetings summary press releases will cover mainly plenary meetings/events.

SECURITY IN ISTANBUL

Who is the focal point for questions related to security at the Summit?

National security officers accompanying VIPs should contact Captain William Ball, Security and Safety Service, UNDSS New York (tel: 212-963-7531). Any questions regarding security should be directed to Noel Heffernan, Assistant Chief of Security and Safety Service, UNDSS New York (tel:917-367-2348) or Viktoriya Tymoshenko, Security Coordination Officer, DHSSS, DSS (tel: 917-367-5196).

All necessary security measures will be taken in close coordination and collaboration of the host country and the UN Department of Safety and Security. Arrangements pertaining to specific security needs of heads of state and government and other high level dignitaries will be duly handled in accordance with established practices for such meetings.

SPECIAL SESSIONS AND HIGH-LEVEL LEADERS' ROUNDTABLES

What is the objective of the Roundtables?

The objective of the Roundtables is to generate concrete commitments towards achieving the five core responsibilities of the Agenda for Humanity.

Through the High-Level Leaders' Roundtables and the Special Sessions, Member States and other stakeholders participating in the Summit will have the opportunity to pledge their support for the Agenda for Humanity, both by aligning themselves with the core commitments attached to each Roundtable, and by offering substantive additional commitments – either individually or on behalf of a broader constituency – aimed at making progress against the Secretary-General's Agenda for Humanity. The Roundtables and Special Sessions are where leaders from Member States, humanitarian organizations, the private sector and elsewhere will come together to set out the changes we will make – both individually and collectively – to achieve a step change in how we deliver for those affected by crisis.

What are the topics of the Roundtables?

Each Roundtable corresponds to a specific topic that intends to drive forward action on the Core Responsibilities of the Agenda for Humanity.

The topics for the Roundtables are:

1. Political leadership to prevent and end conflicts (Core Responsibility 1)
2. Upholding the norms that safeguard humanity (Core Responsibility 2)
3. Leaving no one behind: a commitment to address forced displacement (Core Responsibility 3)

4. Women and girls: catalyzing action to achieve gender equality (Core Responsibilities 2 and 3)
5. Natural disasters and climate change: managing and preparing differently (Core Responsibility 4)
6. From providing assistance to ending need (Core Responsibility 4)
7. Investing in humanity: humanitarian financing (Core Responsibility 5)

What is the format of the seven High-Level Leaders' Roundtables?

Each Roundtable will be two hours long and will focus on a topic that supports a Core Responsibility of the Agenda for Humanity (two core responsibilities are broken down into two Roundtables).

Between 30 and 50 leaders will speak for up to three minutes to announce commitments against the core responsibility/Roundtable theme. The purpose of the three-minute statements at the Roundtable is to secure these group and individual commitments. This will not be a forum for general discussion of the issues.

Each Roundtable will be moderated by the Secretary-General or Deputy Secretary-General with two or more co-chairs (the number of co-chairs may vary according to each Roundtable). The Secretary-General or Deputy-Secretary-General will provide short opening remarks, followed by one or more of the co-chairs who will introduce the core commitments and make their announcements. The floor will then be opened for participants of the Roundtable to make short 2-3 minute interventions and announcements. One or more of the co-chairs will then provide short closing remarks. The Secretary-General or Deputy-Secretary-General will provide a short summary and formally close the segment.

How will the 30-50 Speakers announcing their commitments at the High-Level Leaders' Roundtable be identified?

Member States and other stakeholders are invited to express interest to speak at the Roundtable via e-mail to the WHS secretariat. The selection of Speakers will be determined taking into account a variety of factors, including level of representation, geographic diversity, stakeholder diversity and the level of ambition of commitments. Final confirmation of speaking slots will be made by mid-April.

What is the role and responsibility of the co-chairs?

The role of the co-chairs will be to mobilize support for the core commitments, and strong, action-oriented individual or joint commitments of those participating in that particular Roundtable. At the Roundtable, the co-chairs will be designated to provide opening or closing remarks along with the Secretary-General or Deputy Secretary-General.

Expressions of interest to co-chair should be addressed to the relevant Roundtable focal point by 12 April. Selection of the co-chairs will be made based on a number of factors including level of representation, geographic diversity, gender representation, and the level of ambition of

commitments they can make. Preference will be given to Member States participating at Head of State/ Head of Government level.

How will commitments for Roundtables work?

The High-Level Roundtables are the key opportunity for leaders at the Summit to announce substantive, transformative pledges to action against the core commitments for the Roundtable and the relevant Core Responsibility in the Agenda for Humanity. Between 30 and 50 leaders will have the opportunity to provide action-oriented interventions (2-3 minutes) and announce their commitments.

Two types of commitments are encouraged from participants in the Roundtable: 1) aligning their State or organization with the core commitments and; 2) making individual or joint commitments. These are concrete actions that will tangibly move forward the Agenda for Humanity.

The core commitments and the Member States and organizations that have aligned with them, along with all individual and joint commitments registered for a Roundtable will be made public and reflected in the Commitments to Action document.

What are core commitments?

Core commitments have been prepared for each of the seven Roundtables. The proposed core commitments are anchored in the Secretary-General's Agenda for Humanity and indicate the changes necessary to make the strategic and normative shifts identified in the Agenda for Humanity a reality.

All stakeholders – regardless of participation in the Roundtable – can align their State or organization with the core commitments of each Roundtable. Alignment to the Roundtable core commitments is voluntary, and participants can choose to align themselves to one, several or all core commitments for each Roundtable. The core commitments will be one of the outcomes of the Roundtable (along with the Roundtable summary and the individual and joint commitments made).

The focal points of the seven Roundtables will each hold a technical briefing for Member States and an online 'webinar' for other stakeholders on the proposed core commitments. These technical briefings will be held between 4-15 April and will give participants an opportunity to discuss the core commitments and to hear further details on the Roundtables. A final version of the core commitments will be made available on the WHS website in the week of 18 April and sent by Note Verbale to Member States.

What are individual and/ or joint commitments?

World Humanitarian Summit participants are also invited to make individual and/or joint commitments that will help achieve the core commitments for that particular Roundtable and, more broadly, the Agenda for Humanity. These individual or joint commitments are concrete actions that will support the implementation of the core commitments. Commitments can be

made by an individual country or organization, or can be a joint commitment on behalf of a group of stakeholders, i.e. several Member States, or a consortium of NGOs.

Individual or joint commitments can be political, policy, operational, legislative or financial. Most importantly, commitments should be new, concrete, transformative and measurable actions that will tangibly move forward the Agenda for Humanity. The proposed core commitments document for each Roundtable provides a list of examples of individual and joint commitments for each core commitment.

Participants are welcome to contact focal points to discuss their individual and joint commitments in advance of submitting them through the online portal (details below). Focal points will do their best to provide feedback either individually or through group discussions.

Are the core commitments legally binding?

The commitments are voluntary and non-binding. Global leaders are encouraged to think bold and support the Core Commitments, offering individual and joint commitments that can bring tangible change to people's lives

How can Member States and other stakeholders make commitments to support the Roundtables?

Commitments for the Roundtables and special sessions will be collected through an online portal that will be activated in the week of 18 April. A communication will be sent by Note Verbale to Member States and by email to other stakeholders participating in the Summit providing a link to the online portal along with the final core commitments.

The online portal will require Member States and other stakeholders to register with the name and contact details of a focal point. Through the online portal, Summit participants will be able to indicate the core commitments they will align with and provide details on the additional individual and joint commitments participants are making to implement the core commitments or support the Special Sessions. The focal points may be contacted following submission for confirmation, and further information on the commitment, as required.

Commitments made through the online portal will not be publically available before the Summit. This does not preclude participants from publicizing their own commitments ahead of the Summit should they wish to do so.

How can Member States or other stakeholders, not allotted a speaking slot at a Roundtable, make commitments?

All participants at the Summit, regardless of their participation in the Roundtables or Special Sessions, are encouraged to align their State or organization with any or all of the core commitments and to make individual and joint commitments that support them.

All commitments are highly valued and will be made public after the Summit in the Commitments to Action document and will feed into the Roundtable summary and the final Chair's Summary of

the World Humanitarian Summit. Participants can also use other opportunities such as the Plenary and the side-events to announce their commitments.

When should commitments be made?

Although the on-line form will remain active until the Summit, it is recommended that Member States and other stakeholders submit their commitments as early as possible. This will maximize the possibility of having the commitment considered as part of determining participation and speaking list order in the Roundtable.

Can Member States participate in more than one Roundtable?

Member States will be welcome to participate in more than one Roundtable. The choice of speakers will be determined by the level of commitment to be announced as well as the level of participation of each Member State and stakeholder. However, space will be limited and countries may be asked to prioritize their participation.

Clarifications on the Special Sessions

What is the objective of the Special Sessions?

The Special Sessions address issues identified during the Summit consultation process, and the Secretary General's report as meriting particular attention and action. The Special Sessions will provide a platform for Member States and other stakeholders to make specific commitments to make progress in each of these areas, also as a means of achieving the Agenda for Humanity.

The Special Sessions differ in format depending on the issue being addressed. Details of each can be found in the prospectuses available on the Summit website at www.whsummit.org/whs_summit/specialsessions.

Many of the Special Sessions will launch a specific initiative that moves forward the Agenda for Humanity, such as the Global Alliance for Urban Crises or the Education in Emergencies Fund and Platform. Other Special Sessions, such as those covering Migration and Religious Engagement, will not launch a specific initiative but will invite participants to identify and commit to the changes needed to effect the necessary step change in each issue area. Summaries of the initiatives to be launched, and examples of commitments which could be made in support of these may be found on the WHS website.

What are the topics of the Special Sessions?

Special Sessions will be organized on:

- i. People- centered Humanitarian Action
- ii. People with Disabilities in Humanitarian Action
- iii. Islamic Social Finance
- iv. Migration

- v. Education in Emergencies
- vi. Response in Global Health Crises
- vii. Global Urban Crisis Alliance
- viii. Global Alliance for Humanitarian Innovation
- ix. Humanitarian Principles
- x. Empowering Youth
- xi. Religious Engagement
- xii. Connecting Businesses
- xiii. Regional Organizations Humanitarian Action Network (ROHAN)
- xiv. Media and Communications in Crises
- xv. Improving Risk and Vulnerability Analysis

How will the Special Sessions be structured?

The Special Sessions have different formats, but most will be one hour long and will feature a panel of 6 to 8 speakers to announce specific initiatives.

How can Member States find out more about the Special Sessions?

Prospectuses for the Special Sessions are available on the WHS website and have been circulated to all Member States. The contact details of the focal points for each of the Special Sessions is available on the WHS website. Member states and other stakeholders should make direct contact with the focal point with any queries regarding the special sessions.

How can Member States and other stakeholders announce commitments to support the initiatives being launched at the Special Sessions?

Participants at the World Humanitarian Summit are invited to support the initiative being launched, by offering concrete political, policy, operational, legislative or financial commitments. Stakeholders will have the opportunity to submit their commitments in support of the Special Sessions in the week of April 18 when the on-line form is activated.

Can Member States and other stakeholders also announce commitments during the Summit?

Yes. The Announcement Plenary is also a key opportunity for MS and other stakeholders to deliver statements in support of the Agenda for Humanity and also announce commitments that have not been shared during the Roundtables. Commitments which will be announced during the plenary and side-events do not need to be registered through the on-line commitment form. These commitments will be recorded during the Summit and reflected in the Commitments to Action document.

Following the Summit, stakeholders will have the opportunity to provide in writing a summary of the commitments their country or organization made at the Summit to ensure they have been accurately captured for the Commitments to Action document.

How will commitments be followed up?

It is essential that those making commitments at the World Humanitarian Summit ensure that they follow through with implementation and that they lead to genuine change in the way we deliver assistance and reduce risk and vulnerability for millions of people. All commitments registered for a Roundtable will be reflected in the Commitments to Action document. After the Summit, there will be some obligation on States and stakeholders who have made commitments to report on their implementation. A process is being developed to track progress on implementation of the commitments. Further information will be provided in due course.

SIDE EVENTS, EXHIBITION FAIR AND INNOVATION MARKETPLACE

Side events

How were side events selected?

All applications for Side Events were sent online by 26 February 2016. The process to select the 100 side events for WHS was thorough, balanced, and representative. Multiple panels of technical experts reviewed over 400 applications, applying three criteria multi-stakeholder engagement, adherence to the core responsibilities of the Secretary General's Report, and geographical representation.

Over 400 applications were received for a capacity of 100 side events. The selection of the final 100 events includes 53 that are hosted by one organization and 47 that are merged among two, three, or four organizations.

Selected applicants will be informed mid-March. For further information on side events, please contact sideevents@whsummit.org.

When and where will side events take place?

Side events will be held over the two days of the Summit in the Lutfi Kirdar Convention (LKCC). Side Events will be available to different stakeholders to organize briefings, seminars, workshops and panel discussions in parallel to the World Humanitarian Summit main proceedings.

Will side events be open to external participants who are not invited to the main summit? How can side event organizers propose invitees for their side events?

Approved Side Event organizers will be asked to provide a list of nominated participants for their Side Events. Nominated participants for Side Events will be accredited to access the side event

venue.

What can organizations that submitted events but were not selected do?

Organizations that submitted events that mostly met the selection criteria but were not ultimately included were offered one space for attendance at the Summit to ensure that their voices and ideas are heard.

Will Side Events be listed on the formal Summit programme?

Yes, all approved Side Events will be listed on the Summit programme and promoted to all Summit participants.

Exhibition fair

Will there be a fee for setting up a booth in the Exhibition Fair?

There will be costs associated with exhibitions from governments, Intergovernmental Organizations, companies, corporations, institutions, INGOs, private sector, and foundations. Sponsorship to waive exhibition fees will be available for a limited number of UN Agencies, civil society organizations, national NGOs, affected community organizations, and underrepresented stakeholders on a case by case basis. Costs associated with exhibiting will only be communicated to successful applicants upon approval of their application on 4 April 2016.

How long will the Exhibition Fair be open?

The Exhibition Fair will be open from 22 May to 25 May.

Sunday, 22 May, 2016 from 09:30am – 18:00pm (open to Summit participants only);

Monday, 23 May 2016 from 10:30am – 19:45pm (open to Summit participants only);

Tuesday, 24 May 2016 from 09:00am – 17:00pm (open to Summit participants only);

Wednesday, 25 May 2016 from 09:00am – 18:00pm (open to the public).

(Times are subject to change.)

Innovation Marketplace

How were participants at the Innovation Marketplace selected?

Selections of booths to be featured at the Innovation Marketplace were informed by the following: focus on saving lives and reducing suffering before, during or in the aftermath of crises; innovative approach to humanitarian action; clear, focused ideas with purpose on what it intends to achieve; level of impact to improve the lives of affected people and validity of solving an important problem with an effective solution.

Will there be a fee for setting up a booth at the Innovation Marketplace?

No, there is no fee for exhibitions in the Innovation Marketplace.



How long will the Innovation Marketplace be open?

The Innovation Marketplace will be open from 23 May to 24 May.

Monday, 23 May 2016 from 10:45am – 19:30pm (open to Summit participants only);

Tuesday, 24 May 2016 from 09:00am – 17:00pm (open to Summit participants only).

(Times are subject to change.)

When does shipped material need to arrive to Istanbul for exhibitors approved in both the Exhibition Fair and the Innovation Marketplace? Will WHSs provide any assistance for customs?

All details regarding shipping, customs, set-up of exhibition space and technical needs will be discussed with approved exhibitors for the Exhibition Fair and the Innovation Marketplace.