

CONCEPT NOTE

Ministerial Roundtable:

Promoting National
and Local Action to
enhance the effective
Delivery of Services,
Innovative
Transformation and
Accountable
Institutions



**Achieving the Sustainable Development Goals
through Effective Delivery of Services,
Innovative Transformation &
Accountable Institutions**



Venue:

Heydar Aliyev Center, Baku

Time:

11:00-13:00

Number of participating Ministers:

20 to 30 (subject to change)

Objective of the Ministerial Roundtable

The Ministerial Roundtable encourages action-oriented responses from the Ministers on the topic of the Forum to ensure a rich discussion among the Ministers on the key conclusions, recommendations and lessons learned during the Forum. The focus will be on concrete actions for follow-up that will be taken at the national and local levels. Ministers are also invited to provide suggestions on how the UN Department of Economic and Social Affairs can provide support to Member States in strengthening capacities at all levels.

Format

The format of the Ministerial Roundtable will be interactive, based on a set of thought-provoking questions requiring action-oriented answers from the Ministers. The Master of Ceremonies (MC) will open the Roundtable, handing the floor to keynote speakers for opening remarks, and will then introduce the Facilitator. The Facilitator will pose questions and guide the discussion. The questions will be related to the theme of the Forum and the key conclusions and recommendations from the plenary sessions, workshops, exhibition, and side events which will be highlighted during a reporting back session.

The Roundtable will feature **six core questions, some containing sub-questions**: five will be aimed at what Ministers will do at the country level to ensure follow-up of the key outcomes of the Forum in realizing the SDGs, while one will be directed at the role of the United Nations in supporting countries in their sustainable development efforts.

Draft questions can be found in section below, but may be altered/ tweaked by the Facilitator.

Ministers will be expected to provide brief answer(s) of maximum of 3 minutes to answer the question(s) of their choosing, focusing on concrete actions or measures they intend to implement at the national and/or local levels as follow-up.



Ministers are not expected to read statements during the Ministerial Roundtable but rather to provide answers to the question(s), drawing on issues arising throughout the Forum, so as to encourage dialogue and exchange.

Role of the Facilitator: It will be up to the discretion of the Facilitator to call upon Ministers to respond to each question. The Facilitator may also comment on Ministers' answers for purposes of guiding the discussions. The facilitator will remind Ministers of their time allocation if they go over the 3-minute allowance.

Scenario of the Ministerial Roundtable

- (i) The MC will call the audience to order and call upon the Ministers to take their seats.
- (ii) The MC will invite the Representative of the Republic of Azerbaijan to make an opening statement. The Representative of the Republic of Azerbaijan will make a brief Statement as part of the opening of the Ministerial Roundtable.
- (iii) The MC will invite the United Nations Executive Director of the United Nations Institute for Training and Research Mr. Nikhil Seth to provide his opening statement. Mr. Seth will make a brief Statement as part of the opening of the Ministerial Roundtable.
- (iv) The Representative of the Republic of Azerbaijan and the Mr. Seth take their seats among the Ministers.
- (v) The MC will invite the Facilitator to proceed and guide the Ministerial Roundtable.
- (vi) The Facilitator will outline how the discussion will be structured.

The Facilitator will start by reminding the Ministers that they have followed discussions of the Forum, listened to the conclusions and recommendations from the Forum during the reporting backs session and specify that the questions to be asked are aimed at getting from the Ministers action-oriented responses to these conclusions and recommendations.

- (vii) The Facilitator will then conduct the session by asking the questions. Ministers wishing to answer any of the questions may express their interest to speak by raising their hand, and will be called upon. Ministers will speak from their seats.
- (viii) Ministers will have a total of 3 minutes to provide responses to questions. If a Minister has answered one question, preference may be given to other Ministers who have not yet spoken to answer another question.



- (ix) Once all questions have been asked and all Ministers have had the opportunity to present their views, the Facilitator, if time permits, may also open up the floor to questions from the audience.
- (x) The Facilitator will then conclude the Ministerial Roundtable with a sum up of key messages.
- (xi) The Ministerial Roundtable will be conducted in English. There will be simultaneous interpretation available in Azerbaijani and French.

Questions

The following questions are intended to assist Ministers in preparing their participation in the Ministerial Roundtable. Ministers should note, however, that depending on the conclusions, recommendations, and the flow of the discussions among the Ministers as they take the floor, the Facilitator may adjust the questions. In their responses, Ministers are encouraged to concretely explain how they would take actions in relation to the key points once they are back in their countries.

Question 1: Harnessing innovation and creativity to transform mindsets to achieve the SDGs

- a) What measures do you propose to ensure that public servants are equipped with the capacities needed to implement the 2030 Agenda and the SDGs?
- b) What measures will you undertake to ensure public servants are equipped with the skills and space to be innovate and creative in their work, particularly as it pertains to the design and delivery of public services?

Question 2: Leveraging the data revolution and digital Transformation for Sustainable Development

- a) Looking forward to years 2020, 2025 and 2030, what will you do to harness digital government for SDGs implementation?
- b) How can you leverage new technologies to better collect and use data to inform evidence-based policy making? What capacities are needed in your country to better collect robust data?

Question 3: Reaching the poorest and most vulnerable through inclusive services, partnerships and participatory decision-making

- a) What concrete strategic measures will you take to ensure that public service delivery is inclusive and equitable and reaches the poorest and most vulnerable in your country?



- b) Based on the ideas shared during this Forum, what will you propose to policy makers in your country that will enable the people in all sectors to participate in and influence policy-making?

Question 4: Promoting gender responsive public services to achieve the SDGs

- a) In transforming governance and public administration what policy changes and innovations will you promote to make the Public Service more diverse and responsive to the priorities of women and girls?

Question 5: Reaching SDG 16

- a) In 2019 SDG 16 is under review in the High-level Political Forum. What efforts will you make at the national and local levels to ensure the goal is reached, particularly in ensuring accountable, transparent, effective, inclusive and non-corrupt institutions?
- b) What are measures that Public sector institutions should take to address the needs of the youth and future generations to ensure inter-generational equity?

Question 6: The role of the United Nations

- a) What should the United Nations do to further support capacity development of governments in developing countries for the realization of the SDGs?

Logistical and organizational aspects

Seating arrangements

The Ministerial Roundtable will take place from 11:00-13:00 on 26 June.

Ministers will be seated on stage in a semi-circled row and will speak with a roaming mic from their seats.

The Facilitator will be positioned in the centre and free to walk/move between the Ministers and audience (seated behind).

Interpretation

There is interpretation available in Azerbaijani and French.

Registration



Ministers do not need to register separately for the Ministerial Roundtable if they have registered for the Forum, but they would need to confirm to the Secretariat that they would like to take part in the Ministerial Roundtable (via email to Elizabeth Niland nilande@un.org)

For any additional information about the content, format and logistical issues related to the Ministerial Roundtable, please contact:

Ms. Elizabeth Niland at nilande@un.org

For further information about the event, please visit the dedicated web-site at:

<https://unpsf2019baku.com/>

