



**INTERGOVERNMENTAL FORUM
ON MINING, MINERALS, METALS
AND SUSTAINABLE DEVELOPMENT**

AIDE-MÉMOIRE

**ANNUAL GENERAL MEETING
OCTOBER 28th – NOVEMBER 1st, 2013
GENEVA, SWITZERLAND**



I. Introduction

International attention on the role of the mineral sector and its potential to advance sustainable development has increased over the last year. As expectations rise regarding the contribution the sector can make to development, prices of most minerals have continued to retreat, accompanied by a scaling back of planned and actual mining operations and exploration activity. These divergent expectations mean we are at a critical juncture for ensuring both the sustainability of the sector and its contribution to sustainability. Addressing these challenges is the role of the Intergovernmental Forum on Mining, Minerals, Metals and Sustainable Development (IGF).

As part of the 2013 G8 transparency agenda, the leaders of the G8 recognized the leadership of "the Intergovernmental Forum on Mining in promoting good governance and transparency in the extractive sector", and endorsed the Mining Policy Framework as a key tool for governments (see paragraph 41 of the 2013 G8 Leaders' [Communiqué](#)).

In May, the Extractive Industries Transparency Initiative (EITI) launched an updated and expanded standard. The new standard outlines new disclosure requirements, requires annual activity reports for all implementing countries, improves EITI validation procedures, presents simplified and restructured requirements, and encourages countries to make accessible their data using machine-readable formats. Many IGF members now face the challenges of implementing the [new EITI standard](#).

In January, governments agreed to sign on to a legally binding treaty to prevent emissions and releases of mercury. The [Minamata Convention on Mercury](#) includes requirements for governments to develop national strategies to reduce (and if possible eliminate) the use of mercury in artisanal and small-scale mining activities.

In the context of the post-2015 development Agenda and the establishment of sustainable development goals, there is a potential opportunity for the IGF and its members to advocate that mining and its contribution to sustainable development be adequately represented in the post-2015 development agenda. A number of papers have been prepared for the High Level Panel on the post-2015 development agenda, including three on [extractives/natural resources](#).

Over the past year, a number of other reports¹ and initiatives have cited the need for greater international dialogue on mining, minerals and development. In addition to the G8 and its focus on the extractive sectors, APEC continues to address mineral issues,

¹ BGR/SWP Study - [Fragmentation or Cooperation in Global Resource Governance: A comparative Analysis of the Raw Materials Strategies of the G20](#)

[Resources Futures - A Chatham House Report](#). (December 2012).

Africa Progress Report (2013). [Equity in Extractives - Stewarding Africa's natural resources for all](#).

Revenue Watch Institute - [Resource Governance Index 2013](#)

Other reports of interest can be found on the IGF website: www.globaldialogue.info



the OECD is expanding its work in the sector and numerous voices are calling for the G20 to make mining, oil and gas a part of its agenda. African Ministers of Mining will be meeting shortly before the IGF and launching the African Minerals Development Centre. Other multilateral and donor agencies are also expanding their engagement in the mineral development sector.

Since many of the critical issues facing the minerals and metals sector require action by governments, or governments in concert with other stakeholders, there is a need for governments to convene to examine and discuss the best options to provide a focus and a means for follow up on the many disparate initiatives currently underway. The Intergovernmental Forum on Mining, Minerals, Metals and Sustainable Development (IGF) is designed to address these needs.

II. About the Forum

Following the outcomes of the 2002 WSSD in Johannesburg, Canada and South Africa partnered to create the Intergovernmental Forum on Mining, Minerals, Metals and Sustainable Development. Officially launched in February 2005, the Forum is a voluntary partnership of 45 countries from across Africa, Asia, Europe and the Americas.

The IGF represents a growing network of leaders seeking to enhance the contribution of the mining sector to sustainable development. Annual and regional meetings convene high-level representatives from developing country governments, donor agencies, international organizations, civil society and the private sector, fostering coordinated action in strengthening good governance in the mineral sector.

The IGF provides a unique platform for members and observers to actively engage with one another, sharing their expertise, knowledge and leading practices on the challenges and opportunities facing the sector. Drawing on this expertise, the IGF developed its Mining Policy Framework, and is now advancing implementation of this guidance for good governance in the mineral sector among member countries.

III. Priorities for the 2013 Annual General Meeting

This year's Annual General Meeting will take a number of important decisions. The priorities and focus of work for the IGF over the coming year will be determined.

A new executive committee and chair will be elected. Written nominations for executive committee members from the five constituencies (Africa, Asia, Europe and CIS, Latin America and the Caribbean, North America) will be accepted by the Secretariat until 2 pm, **Thursday, October 31st**.

A number of motions will be presented to the Forum for decision including:

- 1) The recommended multi-donor trust fund host
- 2) A voluntary contributions model for members and observers
- 3) The creation of an official observer status/category



If any Members would like to present motions for consideration by the Assembly, they are kindly asked to deliver the text of their proposed motion to the Secretariat (IGF.Secretariat@international.gc.ca) by **Monday, September 30, 2013**.

Delegates will be provided with a full package of documentation early in October, for their timely review in advance of the meeting.

IV. Date and Venue of the 9th Annual General Meeting

The next Annual General Meeting will take place from **October 29-31st, 2013** at the United Nations Conference on Trade and Development (UNCTAD) headquarters in Geneva, Switzerland. The Annual General Meeting will be held in room XXVI of the Palais des Nations. This year's Annual General Meeting will also include 2 workshop days on **October 28** (open to Members only) and **November 1** (open to all Members and observers). The workshops will be held in room XXIII of the Palais des Nations.

V. Programme

The agenda for the Annual General Meeting is being finalized and will be distributed to all participants in advance of the meeting.

This year, the IGF will begin on **Monday, October 28th**, with a workshop for Members, on the ways in which nationally-relevant components of the Mining Policy Framework can be used in negotiating mining investments and contracts.

The three-day Annual General Meeting - **Tuesday, October 29th to Thursday, October 31** - will feature shared events with the United Nations Conference on Trade and Development (UNCTAD), the World Economic Forum, and the World Gold Council, in addition to presentations and panel discussions focused on economic beneficiation, mining finance, and tools for revenue management.

On **Tuesday, October 29th** there will be a reception, and on **Wednesday, October 30th** there will be a dinner for all IGF participants.

On **Friday, November 1st**, the IGF will host a full day workshop (open to IGF members and observers) on Artisanal and Small-scale Mining.

Simultaneous interpretation in English, French, Spanish and Russian will be available throughout the week.

VI. Organizer

The Annual General Meeting is organised by the Secretariat of the IGF in association with UNCTAD.

VII. Participation

Representatives from government departments responsible for mineral resources will attend the Forum's Annual General Meeting. Representatives from Ministries of finance,



revenue, and planning are also encouraged to participate, given the financial and cross-sectoral development planning issues that will be addressed. Trade associations, civil society organizations, and company representatives are welcome to participate in the Forum as part of national delegations, or upon invitation from the Secretariat.

VIII. Financial Support to Delegates

The Canadian Department of Foreign Affairs, Trade and Development (DFATD) provides financial assistance to delegates from developing countries to attend the Annual General Meeting. The assistance guarantees support to at least one delegate per country. Support for additional delegates will be provided as resources permit, prioritizing member countries and early registrants.

DFATD financial assistance to delegates from developing countries will cover airfare to and from the Annual General Meeting and will include a per diem (daily allowance). The daily allowance will help cover the costs of a hotel room, meals and incidentals while staying in Geneva, Switzerland for the Annual General Meeting. The amount received will be determined by the number of nights the delegate stays in Geneva from the period of arrival in Geneva on October 27, 2013 to departure from Geneva on November 02, 2013.

IX. Travel Arrangements

Delegates are responsible for their own hotel and visa arrangements. Participants are advised to make their hotel and visa arrangements at the latest by September 27th, 2013.

The Secretariat has an arrangement with American Express to organize air travel to Switzerland for delegates receiving financial assistance, who will receive separately a Travel Request Form. Delegates should inform the IGF Secretariat of their flight details, including expected time of arrival in Geneva.

X. Visa Arrangements

For delegates requiring an entry visa to Switzerland, the visa must be obtained directly from the Swiss Embassy/Mission in your country of origin.

As you may know, all Schengen member states introduced the Visa Information System (VIS) on 11 October 2011. The VIS is a system for the exchange of visa data among Schengen member states and is used to store the biometric data of the visa applicant.

All Swiss diplomatic representations are gradually being connected to the VIS system according to a rollout timetable which can be consulted using the following link:

http://www.bfm.admin.ch/content/bfm/fr/home/themen/einreise/einfuehrung_vis.html

As a result of the new procedure, visa applicants **have to make an appointment with the Swiss embassy/consulate in their country of residence** and present themselves in person to submit and register the biometric data which will remain valid in the VIS



system for a period of 5 years. Switzerland has signed agreements with certain countries where it is not represented by a diplomatic or consular entity, to allow, under certain conditions, the issuance of visas by a Schengen state.

The time needed to obtain a visa depends on local circumstances and no standard delay has been communicated. **However, it is expected that a minimum of one month will be required to process an application.**

In support of the visa application, UNCTAD will issue a letter confirming the delegate's participation in the Annual General Meeting in Geneva. DFATD will also be issuing a support letter directly to the delegates. DFATD's letter of support should be included in the visa application if the delegate has not already applied for the visa.

XI. Hotel Arrangements

Delegates are responsible for booking their own accommodation in Geneva. We advise you to make your reservations as soon as possible, as room availability is already becoming limited.

You will find below a list of select hotels in Geneva as well as their distance from the UN headquarters (walking or by Tram) that may be helpful as you book your accommodations.

Hotel Name	Novotel Genève Centre	Hotel Warwick, Geneva	Hotel Auteuil – Manotel	Hotel Royal - Manotel	Hotel Edelweiss – Manotel	Inter-Continental
Distance from UN	2.5 km; TGP (Tram) beside hotel	By TPG 10 minutes; TPG in front of hotel	By TPG, less than 10 min; TPG in front of hotel	By TPG, 5 – 7 min; TPG in front of hotel	By TPG, less than 10 min; TPG in front of hotel	5 min walking distance, Bus 5 (one stop "Les Nations")

A broader list of centrally located hotels, as well as a map of the meeting location are also included with the delegate information accompanying this document.

XII. Registration and Identification Badges

Conference registration forms for each delegate should be sent directly to the IGF Secretariat via email (IGF.Secretariat@international.gc.ca) by **September 6th**. Photos are **not** required.

The collection of identification badges will begin on October 28th, 2013 at the Pregny Gate of the United Nations. For this you are required to bring with you:

- 1) An original completed conference registration form (attached)
- 2) A piece of official photo identification

A full list of confirmed participants will be provided to UN Security and participants have to carry identification to be allowed entry into the premises. Kindly also carry your invitation letter and personal identification for onsite accreditation. For identification and



security reasons, identification badges should be worn by all participants at all times during the Annual General Meeting.

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