



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

**AIDE-MÉMOIRE**

**10<sup>th</sup> ANNUAL GENERAL MEETING  
OCTOBER 20<sup>th</sup> – October 24<sup>th</sup>, 2014  
GENEVA, SWITZERLAND**



## I. Introduction

International attention on the importance of social benefits and community engagement in the minerals sector has increased over the last year. Meaningful engagement and tangible benefits for the population are crucial to the sustainable development and management of the mineral sector, and go far beyond a company's social license, or privilege, to operate. A critical component of responsible resource development is ensuring effective sectoral governance and transparent and accountable local revenue management, as well as the inclusion of vulnerable and marginalized sectors of society that are traditionally excluded from decision-making spheres. How to effectively manage these challenges and maximize both social benefits and the opportunities that come with greater community engagement is the focus of the 10<sup>th</sup> Annual General Meeting of the Intergovernmental Forum on Mining, Minerals, Metals and Sustainable Development (IGF) in 2014. This focus on social benefits and engagement relates to a number of recent global developments and ongoing initiatives.

The Post-2015 Development Agenda negotiations begin later this year to establish the Sustainable Development Goals (SDGs), building on the achievements of the Millennium Development Goals process. As of June 2014, the Open Working Group for Post-2014/SDGs has not identified a specific goal or target directly related to the mineral sector. Nevertheless, there are relevant references to the sector in the areas of peaceful societies, national accounting, as well as in added-value related to industrialization and corporate responsibility as it relates to sustainable consumption and production. The IGF is interested in ensuring appropriate recognition of the mineral sector and its contribution to sustainable development through this process.

In June 2013, the G7 Leaders announced a series of partnerships on Extractive Sector Transparency involving the following countries: Burkina Faso (France), Colombia (EU), Ghana (UK), Guinea (USA), Mongolia (Germany), Burma (USA), Peru and Tanzania (Canada). These partnerships involve private sector and civil society actors in strengthening sectoral dialogue and governance, including the reinforcement of the implementation of the new Extractives Industry Transparency Initiative (EITI) Standard. In addition, the G7 is expanding its support to the sector through the June 2014 launch of the Strengthening Assistance for Complex Contract Negotiations (CONNEX) initiative, which aims to provide developing countries with "extended and concrete expertise for negotiating complex commercial contracts". The initiative's first phase is the internet portal [www.negotiationsupport.org](http://www.negotiationsupport.org) provided by the Columbia Center on Sustainable Investment.

Francophonie countries will also be examining the issue of sustainable development in the extractives sector in their November 2014 summit in Dakar, Senegal. It is hoped that countries will continue to build on the [2012 Kinshasa Declaration](#), which recognized sound resource management as a precondition to obtaining the full benefit of natural resource development, and highlighted the need for greater cooperative action on the production and trade of conflict minerals.

On the industry side, members of the International Council on Mining & Minerals (ICMM) have chosen to focus on community engagement, with the release of their Annual



Review 2013 – [Strengthening Relationships with Communities](#), which is complementary to the agenda we are pursuing at the IGF’s Annual General Meeting. Building on their side event with the IGF last year, the World Gold Council is planning to produce a second edition of the ‘Responsible Gold Mining and Value Distribution Report’ based on 2013 figures. They are launching it as the basis for a discussion with stakeholders, at the Forum’s Annual General Meeting in Geneva.

The international financial institutions community is also mobilizing and scaling-up activity in the sector. The World Bank, through its restructuring, has created a new Extractive Sector Global Practice. It is planning to launch a new umbrella facility that consolidates its trust funds and activities early in the new year. Regional development banks are also becoming more involved in the extractives sector and community engagement, with the African Development Bank launching the [African Natural Resource Centre](#) to expand work in this area, while complimenting related efforts of the [African Legal Support Facility](#). The Inter-American Development Bank also is developing a new strategy on the mining sector and will be launching consultations with the government, industry and civil society organizations later in 2014.

International organizations are similarly focusing more on the sustainable development of the minerals sector. The United Nations Development Programme is rolling out “[Changing the World: UNDP Strategic Plan \(2014-2017\)](#)”, which addresses the need for sustainable natural resource governance, and includes elements such as improving legal and regulatory frameworks, revenue management, and capacity building for artisanal and small-scale mining. In December 2013, the African Union’s Conference of Ministers Responsible for Mineral Resources Development met in Maputo, Mozambique on the theme “[Leveraging the Africa Mining Vision for Africa’s Renaissance Towards Broader Ownership](#)”, and with the subtheme on “Mineral Resources Governance and Community Engagement”. An extraordinary meeting of the Conference of Ministers is planned for November of this year.

A year after the launch of the newly revised [EITI Standard](#) in May 2013, the implementation of the new standard is proceeding at pace. We recognize the achievements of [Guinea](#) in meeting the EITI standard, along with [Burma](#) becoming an official candidate country in June, and the [Democratic Republic of Congo](#) becoming compliant.

## **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 48 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 the [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 2014 Annual General Meeting**

A number of topics will be presented to the Forum and a number of key issues to be discussed include:

- 1) Industry Advisory Committee (IAC) will be presented by the Executive Committee
- 2) A proposal to establish a common position for members to advance the recognition of the role of mining in sustainable development, as well as the IGF in the Post-2015 development agenda negotiation process will be presented by the Strategic Directions Task Force
- 3) Reporting back from 3 MPF country assessments by the IISD: Madagascar, Uganda, Dominican Republic; and the integrated regional planning pilot in Suriname

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 [IGF Secretariat](#) by **Monday, September 29, 2014**

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 10<sup>th</sup> Annual General Meeting**

The next Annual General Meeting will take place from **October 20<sup>th</sup>-24<sup>th</sup> 2014** at the United Nations Conference on Trade and Development (UNCTAD) headquarters in Geneva, Switzerland. All of the meetings throughout the week will be held in room XXVI 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 three-day Annual General Meeting will begin on **Monday, October 20<sup>th</sup> to Wednesday, October 22<sup>nd</sup>** – will feature shared events with the United Nations Conference on Trade and Development (UNCTAD), in addition to presentations and panel discussions focused on social benefits and community engagement, such as local revenue management, women's economic empowerment, and operational security and human rights.

On **Thursday, October 23<sup>rd</sup>**, the IGF will host a full day workshop on artisanal and small-scale mining (ASM).



On **Friday, October 24<sup>th</sup>**, the IGF will host a full day workshop (open to IGF members and observers) as the first in a series of workshops to develop Guidance for Governments on Managing ASM. This will be the first scoping workshop for the development of Guidance for Governments on Managing Artisanal and Small-Scale, a project to deepen the guidance provided by the IGF's [Mining Policy Framework](#).

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. 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 Sunday, October 19, 2014 to departure from Geneva on Saturday, October 25, 2014.

## **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 19<sup>th</sup>, 2014.

The Secretariat has an arrangement with HRG Travel to organize air travel to Switzerland for delegates receiving financial assistance, who will receive separately an Application for Financial Assistance 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](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, the IGF Secretariat and UNCTAD will each 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, **provided that they register and request such a letter by Friday, September 12, 2014.** 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
<b>Distance from UN</b>	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**

The UN Security registration procedures have changed as of March 1<sup>st</sup>, 2014. We kindly ask you to follow the procedures outlined below to be able to register for these meetings before the **12<sup>th</sup> of September, 2014** in order to receive a security pass to access the Palais des Nations. **In all cases, registration will close on October 16<sup>th</sup>, 2014.**

Please visit the web address listed below and follow the electronic registration process:

1. Create your login and password;
2. After receiving the confirmation email, please complete your profile;
3. Once your registration is confirmed by UNCTAD, the system will automatically generate a Registration Form that you have to print and bring to the Palais des Nations with your passport in order to get a security pass;
4. Your profile will remain in the system, and can be accessed at any time for updates. In addition, your profile can be used for future meetings at the Palais des Nations for which you have been invited.

This new procedure is mandatory for all participants, which will provide you with access to the AGM meetings. Your security badge will be issued to you upon your arrival at the Palais des Nations.

**Please note that confirmation by UNCTAD to attend the AGM is not an offer of financial assistance from the Secretariat.** Please complete the Request for Financial Assistance form (available from the Secretariat) and return it to the IGF Secretariat, should you see financial assistance.

Online Registration and other information about the IGF are available at:

- 1) UNCTAD website:  
<http://unctad.org/en/Pages/MeetingDetails.aspx?meetingid=492>
- 2) The IGF website:  
[http://www.globaldialogue.info/wn\\_e.htm](http://www.globaldialogue.info/wn_e.htm)

## **IGF Secretariat Contacts**

**Mr. Andrew Dawe**  
Team Leader  
Natural Resource Policy  
Global Issues and Development  
International Development  
200 promenade du Portage  
Gatineau (Qc) Canada  
[andrew.dawe@international.gc.ca](mailto:andrew.dawe@international.gc.ca)  
Telephone: +1 343-203-4801  
Fax: +1 819-956-9107  
Foreign Affairs, Trade and  
Development Canada

**Mr. John Eby**  
Senior Policy Advisor  
Natural Resource Policy  
Global Issues and Development  
International Development  
200 promenade du Portage  
Gatineau (Qc) Canada  
[john.eby@international.gc.ca](mailto:john.eby@international.gc.ca)  
Telephone: +1 343-203-4775  
Fax: +1 819-956-9107  
Foreign Affairs, Trade and  
Development Canada

**Mr. Arash Irantalab Tehrani**  
Policy Analyst  
Natural Resource Policy  
Global Issues and Development  
International Development  
200 promenade du Portage  
Gatineau (Qc) Canada  
[Arash.irantalabtehrani@international.gc.ca](mailto:Arash.irantalabtehrani@international.gc.ca)  
Telephone: +1 343-203-4801  
Fax: +1 819-956-9107  
Foreign Affairs, Trade and  
Development Canada

