

**High-level Forum of Directors General for Development Cooperation (DG Forum)
Case Study Submission Guidelines**

Introduction:

The theme of the 2017 DG Forum is “Voices of Practitioners of South-South and Triangular Cooperation and the Road Towards the High-level United Nations Conference on South-South Cooperation (BAPA +40 Conference)”.

During the DG Forum, a special session on the BAPA+40 Conference will address how South-South cooperation can respond to the 2030 Agenda for Sustainable Development. After the special session, participants will discuss three key topics: capacity development, regional cooperation, and partnerships and resources mobilization. The result of these discussions will contribute to the preparation of the BAPA+40 Conference.

The sessions for the 2017 DG Forum are the following:

- a) Capacity development in institutional arrangement and management of South-South and triangular cooperation, with special focus on the matrixes of South-South cooperation.
 - There is an increased demand for capacity development in management of South-South and triangular cooperation. The session will introduce capacity development opportunities to strengthening institution's South-South and triangular cooperation management. Furthermore, the session will highlight matrixes of South-South and triangular cooperation on both the national and regional levels. This session also introduces good examples of institutional arrangements and legal frameworks at the national level and how they can be adapted to other countries' context.
- b) Strengthening regional cooperation through South-South and triangular cooperation for sustainable development.
 - There are many good practices of South-South and triangular cooperation through intra- and inter-regional cooperation. This session will focus on recent trends, strategies and lessons learned on regional cooperation.
- c) Ways to foster the mobilization of resources to further strengthen South-South and triangular cooperation and partnerships.
 - The 2030 Agenda for Sustainable Development stresses the importance of revitalizing global partnership for sustainable development. This session will explore the ways to promote South-South and triangular cooperation through innovative funding and inclusive partnerships.

Countries/organizations are encouraged to present existing successful South-South and triangular cooperation initiatives to be scaled up.

If an organization intends to make a presentation, it should notify the Secretariat of its intention and submit its file at unoss.dgspace@undp.org **by 10 October 2017**.

Joint presentations by South-South and triangular cooperation partners are welcome.

All submitted case study will be shared online regardless if they are presented at the DG Forum or not.

Please note that the number of speaking slots is limited, therefore, we may not be able to accommodate all the requests. We will inform you on the outcome of your request.

Suggested Guidelines for Case Study Submission:

A. Contents

Please submit a summary document including the below information:

A	Session that is relevant to your case studies (capacity development, regional cooperation, partnership and resource mobilization)	
B	Case study title, introduction and brief summary	
C	Case study description	
D	Submitters' information (name, title, organization, country)	
E	Photos and graphs	
F	Consent to share your case online	

B. Suggestion for case study description:

- Brief introduction and summary of your case study including implementing agency, partners/donors, thematic area and implementation period
- Statement of the problem: Please briefly describe one concrete problem and analyze the cause(s) of the problem.
- Solutions: What kind of solutions were identified and how the initiative(s) were implemented.
- Recommended solutions: Describe lessons learned and how the lessons learned can be applied to other cases.
- Scaling up: Please indicate how the case could be scaled up and what type of partners you are looking for.
- Inputs to BAPA+40 Conference: Describe how your country/organization can contribute to the BAPA+40 Conference through the case study.

C. Other considerations

- You can submit your case study in any forms. Power point presentation is recommended.

- Photos and graphs are encouraged.
- If selected, time for each presentation is maximum 10 minutes.
- Please note that we strongly encourage you to submit power point presentations in ENGLISH. The interpretation will be available for the oral presentation. We will confirm the available languages for interpretation in due course.

The following points are recommended when preparing your power point presentation:

- the number of ppt slide: less than 7 slides
- the word of each ppt slide: less than 50 words
- the font: using 24 fonts or larger
- picture, tables and graphs are encouraged

D. Sharing agreement

Please let us know if you have objection to share your case study with other institutions/countries online.