

GUIDE TO NGO CONSULTATIONS

for accredited representatives of nongovernment organizations

**Asian Development Bank
34th Annual Meeting**

**Hawaii Convention Center
Honolulu, Hawaii, U.S.A.
8-11 May 2001**

I. Introduction

1. About this Booklet

The Asian Development Bank (ADB) has produced this booklet to serve as your guide to consultations during the 34th Annual Meeting of the ADB Board of Governors. Through these consultations, and those held at other times of the year, ADB seeks to strengthen its partnership with nongovernment organizations (NGOs) in the common fight against poverty in Asia and the Pacific.

The Annual Meeting provides a special opportunity to review the relationship between ADB and NGOs. It also offers the chance for ADB to actively solicit input from dozens of civil society actors on its policies and programs, and to promote an open exchange of views on development topics.

2. ADB Objectives in Engaging NGOs

ADB seeks to expand cooperation with NGOs to strengthen the effectiveness, sustainability and quality of the development services it provides. ADB aims to integrate NGO experience, knowledge and expertise into its operations so that development efforts will more effectively address the issues and priorities in its mandate. Regular consultations between ADB and NGOs help to identify areas of potential collaboration.

3. The NGO Room

ADB has made available Room 319B, Level 3 for your use. The room is equipped with tables and chairs, a small meeting area, and a computer and printer. Feel free to use this facility for networking, information-sharing, note-taking, appointments, breaks between meetings, and so on.

II. Structured NGO Consultations

4. Schedule of Events

We will be sponsoring three types of NGO consultations during the annual meeting:

- ◆ Meeting between ADB President and NGOs
- ◆ Open Forum on Cooperation between ADB and NGOs
- ◆ NGO Consultation Forums

Each of these is described in more detail below. In addition, there will be offsite events arranged by organizations other than ADB. We certainly hope that you will attend all of the ADB-sponsored consultations that are of interest to you, but we wish to make you aware of the offsite events should you wish to attend those, as well. In Section IV, we list all of the offsite events of which we are aware.

5. Meeting between ADB President and NGOs
8 May, 11:00 a.m. to 12:00 noon, Room 319B

The meeting with President Tadao Chino will provide you with an opportunity to present your ideas and views directly to ADB's President. The meeting's agenda is as follows:

- ❖ The meeting will begin with a brief introduction by Mr. Rolf Zelius, Chief, Office of Environment and Social Development. (2 minutes)
- ❖ President Chino will then give a brief message to the NGOs. (5 minutes)
- ❖ Following President Chino's message, NGOs will be invited to make remarks on topics of their choosing. To allow time for everyone who wishes to raise an issue, we will ask that each speaker limit his or her remarks to 2 minutes. The issues will be typed into a computer and projected on a screen as they are raised, and will be distributed in hard copy to all participants after the meeting. (40 minutes)
- ❖ President Chino will provide closing remarks. (5 minutes)

6. Open Forum on Cooperation between ADB and NGOs
9 May, 2:00 to 6:00 p.m., Room 315

The four-hour Open Forum will begin with an orientation briefing, followed by discussions on topics of mutual interest and cooperation between ADB and NGOs. This is the third Open Forum, which has become a regular fixture at Annual Meetings. The agenda for this activity is as follows:

- Orientation to the Open Forum and Consultation Forums. (15 minutes)
- The list of topics for discussion in break-out groups will be finalized based on the responses to the questionnaire sent by ADB to all registered NGOs. Participants will select the break-out groups in which they wish to participate. (15 minutes)
- Break-out group discussions. Each break-out group will be asked to elect a Group Leader, who will be responsible for presenting the group's findings, and a Secretary, who will record the discussions. Each group will be provided with flip charts and note cards. The break-out groups will be asked to (i) identify the main concerns related to each issue; (ii) identify weaknesses in the way the issues are currently being handled; (iii) suggest actions that can be taken by ADB, Government, and/or NGOs to address the weaknesses. (2 hours)
- Break. Group Leaders will be asked to prepare their group's presentation during the break. (30 minutes)
- Group Leaders' presentations. (30 minutes)
- Reactions and proposed next steps/actions that can be taken to move forward on the issues raised. (30 minutes)
- The group presentations and proposed next steps will be recorded and distributed after the Forum to all participants. They will also be provided to senior Bank staff.

7. Consultation Forums
10-11 May, throughout the day, Room 314

Over the past several months, ADB has conferred with NGOs to determine topics of particular concern to them. In addition, NGOs have made their views known through a variety of other channels, including correspondence with ADB. Based on such feedback, ADB has identified ten issues for attention at the Consultation Forums scheduled for 10-11 May. The times and topics to be covered are noted below:

10 May, 7:00 a.m. – 9:00 a.m.:	ADB & NGOs: The NGO Center
10 May, 9:00 a.m. – 10:00 a.m.:	Anticorruption Policy
10 May, 10:00 a.m. - 12 noon:	Hydropower and Dams
10 May, 12 noon – 2:00 p.m.:	Draft Environmental Policy
10 May, 2:00 p.m. – 4:00 p.m.:	Samut Prakarn Wastewater Management Project
10 May, 4:00 p.m. – 6:00 p.m.:	Policy/Sector Reform & Privatization
11 May, 7:00 a.m. – 9:00 a.m.:	ADB and Poverty Reduction
11 May, 9:00 a.m -11 a.m.:	Inspection Function
11 May, 11:00 a.m.-1:00 p.m.:	Accountability of ADB Operations
11 May, 1:00 p.m. - 3 p.m.:	Indigenous Peoples Policy

8. These forums will offer you opportunities to present your positions on important development-related subjects, to learn about ADB operating procedures and guidelines, and to discuss specific issues with responsible ADB officials. The agenda for the Consultation Forums is as follows:

- ◆ An overview of the topic will be provided by ADB staff, and in the case of the Samut Prakarn Forum, by Royal Thai Government officials. (5-30 minutes depending on the topic)
- ◆ Participants will select two persons from among the group to provide an overview of their perceptions of the topic to be discussed. (10 minutes)
- ◆ Break-out group discussions. Each break-out group will be asked to elect a Group Leader, who will be responsible for presenting the group's findings, and a Secretary, who will record the discussions. Each group will be provided with flip charts and note cards. The break-out groups will be asked to (i) identify the main concerns related to the topic; (ii) identify weaknesses in the way the issues related to the topic are currently being handled; (iii) suggest actions that can be taken by ADB, Government, and/or NGOs to address the weaknesses. (45 minutes to 1 hour)

- ◆ Break. Group Leaders will be asked to prepare their group's presentation during the break. (15 minutes)
- ◆ Reactions and proposed next steps/actions that can be taken to move forward on the issues raised. (30 minutes)
- ◆ The group presentations and proposed next steps will be recorded and distributed after the Forum to all participants. They will also be provided to senior Bank staff.

III. Other ADB-Sponsored Consultations & Events

In addition to the Open Forum and Consultations Forums, the Annual Meeting will offer you other opportunities to meet with ADB staff. For example, you can meet with staff Contact Points prepared to discuss issues that are of particular interest to you and your organization. The Contact Points will also serve as resource people for the Consultation Forums. Their "office hours" are noted in Section VII.

Accredited NGO representatives are welcome to participate in all Annual Meeting activities, including business sessions and social events. Beginning on Monday, 7 May, ADB will organize several seminars for all Annual Meeting participants on a variety of topics. Seminars include "*NGO and Donor Cooperation in the Pacific*" (7 May, 9:30 a.m.-12 noon), "*Water in the 21st Century – The Looming Crisis*" (7 May, 2:00 p.m. – 4:00 p.m.) and "*Child Labor and Poverty*" (8 May, 2:00 p.m. – 4:00 p.m.). You are invited to attend these and other seminars cited in the Annual Meeting Handbook.

IV. Offsite Events

Organizations other than the ADB are sponsoring events to coincide with the Annual Meeting. These events will be held outside the Convention Center elsewhere in Honolulu. ADB will participate in two of these events – the panel discussions held on the mornings of 8 May and 10 May. Below for your information is a schedule of programs provided by ADBwatch. To request further details about these events, contact ADBwatch-UH-Hawaii, 2465 Campus Road, RIO Box #A-4, Honolulu, Hawaii 96822; tel: 955-6161; email: adbwatch@lava.net; website: <http://hawaii.indymedia.org>.

4-6 May:	Indigenous Peoples' forum on Cultural Rights Sponsored by KAHEA Center for Hawaiian Studies, University of Hawaii-Manoa
7 May, 7:00 p.m.:	International Forum on Globalization Sponsored by ADBwatch United First Methodist Church, Berentania at Victoria Street

- 8 May, 8:00 a.m. - 10.00 a.m.: Panel discussion with NGOs and ADB: Introduction
Sponsored by UH Manoa Center for Globalization Research,
Ethnic Studies and Political Science
UH Campus Center, Room 30
- 8 May, 10.20 a.m-12 noon: Panel discussion with NGOs and ADB: ADB & Privatization
Sponsored by UH Manoa Center for Globalization Research,
Ethnic Studies and Political Science
UH Campus Center, Room 30
- 8 May, 7:30 p.m.: Voices from the People, testimonies from people who are
being impacted by ADB projects and economic globalization
Sponsored by several international advocacy and research
organizations and ADBwatch
UH Campus Center Ballroom
- 9 May, 12 noon - 3:00 p.m.: March for Global Justice and Native Hawaiian Rights
Sponsored by ADBwatch
Participants gather from 11.00 at Magic Island
- 9 May, 3:00 p.m. - 9 p.m.: Rally with Speakers and Music
Sponsored by ADBwatch
Kapiolani Park
- 10 May, 8:00 a.m. -10 a.m.: Panel discussion with NGOs and ADB: Samut Prakarn
Sponsored by UH Manoa Center for Globalization Research,
Ethnic Studies and Political Science
UH Campus Center, Room 30
- 10 May, 10.20 a.m-12 noon: Panel discussion with NGOs and ADB: Trends in
Development Finance
Sponsored by UH Manoa Center for Globalization Research,
Ethnic Studies and Political Science
UH Campus Center, Room 30
- 10 May, 5:30 p.m. Request by NGOs to meet with ADB Board of Directors
concerning selected projects
Request made by Bank Information Center

10 May, 7:30 p.m.:	Voices from the People, testimonies from people who are being impacted by ADB projects and economic globalization Sponsored by several international advocacy and research organizations and ADBwatch UH Campus Center Ballroom
11 May, 7:30 p.m.:	Voices from the People, testimonies from people who are being impacted by ADB projects and economic globalization Sponsored by several international advocacy and research organizations and ADBwatch UH Campus Center Ballroom

V. Input from Non-Accredited NGOs

Unfortunately, not all the NGO representatives invited to the Annual Meeting were able to attend. But the views of these civil society organizations are also very important to ADB. For this reason, the NGO Center plans to create year-round opportunities for consultations (outside those that already take place in relation to specific projects, policies and programs). We will attempt to tailor these opportunities to the schedules and locations of NGOs. Your input on this effort will be sought during the Consultation Forum on the NGO Center, 7:00 a.m. - 9:00 a.m., 10 May (Room 315).

To arrange for a consultation or to request information on any aspect of ADB policies or practices, contact: NGO Network Coordinator, NGO Center, ADB, POB 789, Manila 0980, Philippines; tel: (632) 632.5337; fax: (632) 636.2192 email: ngocoordinator@adb.org.

VI. Logistical Information

9. Local Transport Services

Shuttle bus services operate between the Convention Center and most hotels where participants are staying, and for official events and official social events from 7 May until 11 May. As traffic is expected to be heavy and parking limited in the vicinity of the Convention Center, you should use the shuttle buses to attend events. A shuttle bus schedule can be obtained at the Transport Desk located in Room 341E on Level 3.

10. Registration

Registration for NGO representatives takes place in the Carnation Room of the Ala Moana Hotel. You should register as soon as possible after arriving in Honolulu and pick up your lapel badges.

11. Social Events

Information about official social events can be found in the front of the Annual Meeting "Handbook". Invitations are distributed at the time of registration, and must be presented at official social events when indicated on the invitations (or admittance may be denied). When a reply is requested for a particular event, you should respond as indicated on the invitation as soon as possible.

Inquiries about official social events may be made at the Social Events and Accompanying Persons Program Desk located at Kamehameha 1 on Level 1 of the Convention Center.

12. Travel Assistance

The Travel Desk, located at Kamehameha I, Level I of the Convention Center, is open daily 7-11 May to assist participants in the reconfirmation of tickets and flight reservations. Travel Desk staff can also book tours in Honolulu and provide information on sightseeing on Oahu.

13. Communications

Local and international direct dial telephones and facsimile services are available in the Communications Center located at Kamehameha 1 on Level 1 of the Convention Center. Payment must be made in cash at the time the service is provided. Phone cards may be purchased for use on all public phones. The Communications Center is open daily from 7 a.m. to 5 p.m. between 7-11 May inclusive.

VII. Contacts

14. ADB Contact Points

The following ADB professional staff will be available to meet with you during the times indicated on 10-11 May in Room 315, Level 3.

Nihal Amerasinghe, Director, Agriculture and Social Sectors Department-East (AED),
4:00 p.m. – 6:00 p.m., 10 May

Vladimir Bohun, Director, Operations Evaluation Department (OED),
11:00 a.m.-1:00 p.m., 11 May

Jill Drilon, Secretary, ADB's Inspection Committee (OSEC),
9:00 a.m. - 11:00 a.m., 11 May

J. Warren Evans, Manager, Environment Division (ENVD),
12 noon -2:00 p.m., 10 May

Anita Kelles-Viitanen, Manager, Social Development Division (SOCDD),
7:00 a.m. - 9:00 a.m, 10 May, and 1:00 p.m. - 3:00 p.m., 11 May

Khaja Moinuddin, Deputy Director, Infrastructure, Energy and Financial Sectors
Department-East (IED), 10:00 a.m.-12:00 noon, and 4:00 p.m. –
6:00 p.m., 10 May

Rajat M. Nag, Deputy Director, Programs Department-West (PWD),
2:00 p.m. - 4:00 p.m., 10 May

Preben Nielsen, Deputy Director, Infrastructure, Energy and Financial Sectors
Department-West (IWD), 10:00 a.m.-12 noon, 10 May

Shoji Nishimoto, Director, Strategy and Policy Department (SPD),
7:00 a.m.-9 a.m., 11 May

Peter Pedersen, General Auditor, Office of the General Auditor (OGA),
9:00 a.m. -10:00 a.m., 10 May

Rob Salamon, Chief, Office of External Relations (OER),
7:00 a.m. - 9:00 a.m., 10 May

Akira Seki, Director, Agriculture and Social Sectors Department (AWD),
2:00 p.m. - 6:00 p.m., 10 May

Indira Simbolon, Social Development Specialist, Social Development Division (SOCD),
1:00 p.m. - 3:00 p.m., 11 May

Arjun Thapan, Manager, Water Supply, Urban Development and Housing Division West
(AWWU), 2:00 p.m. - 4:00 p.m., 10 May

W.C. Um, Senior Project Specialist, Agriculture and Social Sectors Department-East
(AEOD), 2:00 p.m. - 4:00 p.m., 10 May

Christine Wallich, Director, Infrastructure, Energy and Financial Sectors
Department-West (IWD), 4:00 p.m. - 6:00 p.m., 10 May

Rolf Zelius, Chief, Office of Environment and Social Development (OESD), 7:00 a.m. –
9:00 a.m. and 10:00 a.m - 12 noon, 10 May

15. NGO Center

Staff from the ADB's newly launched NGO Center are available throughout the Annual Meeting and between regularly scheduled events to address any questions you might have about the consultation program or other aspects of the Annual Meeting. They will be based in Room 319B, Level 3.

Bob Dobias, NGO Network Coordinator
Bart W. Edes, External Relations Officer
Kus Hardjanti, Social Sector Specialist
Lauren Laurito, Social Development Analyst