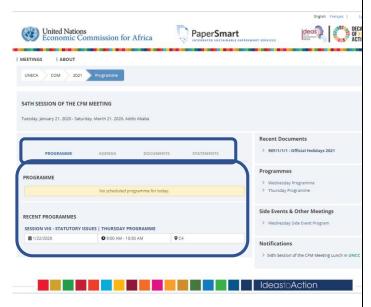
How to Access the Portal

- PaperSmart portal can be accesses at
 - PaperSmart Portal https://papersmart.uneca.org or
 - <u>https://www.uneca.org/cfm2020</u> in documents menu item
- If you wish to change the language there is a language bar on the Top right corner of the page

How to Access the Meeting's Page

United Natio	ns Commission for Africa	PaperSmar	
MEETINGS ABOUT			
Introduction of Pape	erSmart		
sharing thinking, identifying so generating waste, polluting the in order to counteract the num levels to develop strategies to a	utions and reaching agreements. At the same t air and water, and use of paper. erous risks associated with climate change in h	ime, however, they can leave a sign olding these events, there are many	eason that they are often the most time efficient and effective way ficant environmental footprint through consuming energy and was yon going initiatives at global: regional, sub-regional and national ference Centers has considered how it can be part of these initiative
Search meetings	٩		CFM 2020
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- Choose the meeting you would like to access from the four tabs made available. or type in the title of the meeting in the search field
- 2. To access the meeting details please click on a meeting title which will lead you to a specific meetings page



How to change to a Calendar view

1. Please click on the Calendar View button located on the left side of the screen beneath the meeting's information area

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- 2. Displayed will be a calander highlighting all the scheduled events in the meeting you have selected
- 3. You can change the Month/Week/Day displayed by clicking on the two arrows next to the button labelled Today
- 4. Download the calendar by clicking on the Download iCal button which will give you options of opening the calander in your outlook mail or calander app, chose either to view the calander and integrate it with your applications on your mobile devise or computer
- 5. You may also email the calander by clicking on the MailiCal button
- 6. You can click any event on the calendar, which will take you to the programme's page where you can view the details

How to View a Programme

- Programme Displays all scheduled programmes for the day and any upcoming programmes pertaining to the specific meeting
- 2. Please Click on the Programme Tab

How to View the Agenda of the Programme

- 1. Agenda Displays agendas of the meeting
- 2. Please click on the **Agenda** tab to learn more about the Agendas
- 3. You will find a list of Agenda addressed by Programme

How to View Specific Meeting Documents

- 1. Documents Displays all documents needed for the meeting
- 2. Please click on the **Documents** tab
- 3. Please click on the drop-down arrow of any one of your choice
- 4. The documents are listed and you will have the option of
 - 1. Downloading (English or French),
 - 2. Printing (on demand) or
 - Sharing the document on any of the social media platforms displayed while hovering over the Share menu.

How to Download the Document

- 1. Please click on the **Download** button
- 2. The choice of English or French will be displayed choose your preference
- A document download dialogue box will be opened where you can choose to "OPEN", "SAVE" or "SAVE AS" the document of your choice

How to Print on Demand

- 1. Please click on the **Print on Demand** Option and fill out the requested information
- 2. You may only print a maximum of 5 copies,

Print On Demand ×				
File:	ECA/RFSD/2020/7 Background paper on actions and transformative pathways towards a resilient planet under a changing climate and depleting natural resources Post-session English			
Requestor Name:				
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**Please note that your printed documents will be delivered to you by one of the ushers serving the meeting

How to Access Statements Released

1. Statements – Displays statements released in relation to the meeting

2. Click on the **Statements** Tab

United Nations Economic Commission for Africa	PaperSmart	deos DECADE
MEETINGS ADMINISTRATION ABOUT		
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SIXTH SESSION OF THE AFRICA REGIONAL FORUM ON SUS Monday, February 24, 2020 - Thursday, February 27, 2020, Victoria Falis	TAINABLE DEVELOPMENT	
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STATEMENTS		 ECA/RPSD/2020/7: Background paper on actions and transformativ pathways towards a resilient planet under a changing climate and deploting instantial resources ECA/RPSD/2020/g: Scaling up innovative means of implementation
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Showing 1 to 1 of 1		

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- 3. Click on the Download link to access the statement in either EN (English) or FR (French)
- 4. You can also opt to search for the statement you want by entering the title of the statement
- 5. You can also filter your search result using the date the statement was released, the type of statement made and the country represented by the statement

How do I seek assistance?

If you are having trouble in accessing the portal, please speak with a Conference Officer or send us an email at eca-servicedesk@un.org.