



The OECD welcomes proposals for partner sessions to be held along the 2023 16<sup>th</sup> OECD Forum on Responsible Mineral Supply Chains.

**16th OECD Forum on Responsible Mineral Supply Chains  
24-28 April 2023**

**PARTNER SESSION APPLICATION INFORMATION**

**DEADLINE FOR SUBMISSIONS: 3 March 2023**

This year, sessions organised by the OECD will take place in-person at the OECD Conference Centre in Paris, over two days on 27-28 April 2023, with the remaining days during the week being open to partner-led sessions.

This flyer provides more information about partner sessions and describes the process for applying for a partner session.

Monday 24 April	Tuesday 25 April	Wednesday 26 April	Thursday 27 April	Friday 28 April
<b>Small side meetings</b>	<b>Partner led sessions</b>	<b>Main OECD-led sessions</b>		<b>Partner led sessions</b>
Only bilateral or small meeting rooms available.	Small and large meeting rooms available from 9h to 18h with capacities ranging from 12 to 130 participants	Only bilateral or small meeting rooms available.		Small and large meeting rooms available from 9h to 18h with capacities ranging from 12 to 130 participants

**What constitutes a partner session at the OECD Responsible Minerals Forum?**

Partner sessions are events held during the OECD Forum week that are relevant to due diligence for responsible minerals, but are wholly organised and hosted by partner organisations (not the OECD). Partner sessions have been organised by intergovernmental organisations, government, businesses, trade unions, civil society, industry or multi-stakeholder initiatives, etc.

Partner sessions may take any format (panel discussion, workshop, consultation, closed meeting, virtual or in-person etc.) as best suits the organising partner’s objectives for the session. In-person meetings will be limited by room capacity. Virtual sessions have no limit but the OECD will not cross promote virtual sessions that conflict with the OECD-led sessions on Wednesday and Thursday.

## What is expected of the organising partner(s)?

**For selected in-person sessions:** The OECD will allocate you a room to organise the session, but video-conferencing, catering and interpretation services will not be available.

**For selected virtual sessions:** Partner session organisers will be completely responsible for all aspects of the session: set up, virtual platform, content, speakers, registration, launch, recording, or interpretation if any, etc. If your session application is selected, the OECD will feature a link to your session, plus a session description on the partner session agenda on the Forum website. Further promotion of the session is the responsibility of the session organisers.

## What is the process for applying for a partner session?

**Interested parties are asked to apply to organise a partner session by emailing your partner session proposal [RBC@OECD.org](mailto:RBC@OECD.org) by 3 March 2023.** Only applications submitted through this process will be considered.

Main information points required for the partner session proposal are:

- Name of lead organisation(s) proposing the session
- Contact name and job title
- Contact email
- Brief description of the session [one paragraph]
- Proposed speakers or organisations for the session, if available
- Duration of the session
- Description of the format of the session (panel discussion, presentation, workshop, consultation, other)
- Preferred timeslot [please choose: morning or afternoon] and preferred day during the Forum week
- Expected attendance [please choose: closed door, small, or large room]

## How and when will partner sessions be selected?

**The OECD Secretariat will aim to notify selected organisations by 10 March 2023.** The OECD will prioritise sessions which clearly seek to add value to the ongoing discussions and challenges faced in implementing due diligence in the sector, and appeal to the broadest possible audience. Purely self-promotional sessions will not be selected.

The OECD may also seek to connect organisations with closely-related proposals to consider combining sessions, so as to reduce duplication in the partner session agenda. Once selected, the organizing partner is ultimately responsible for the quality, content and delivery of the session. The OECD will make efforts to accommodate the preferred day and time slot of session organisers, however, sessions may be scheduled in parallel with other partner sessions.

## Gender and social inclusion considerations for panel composition

[Women's Rights and Mining](#) (WRM), in collaboration with the OECD, is making special efforts to address key gender concerns throughout the Forum in order to further strengthen the implementation of gender-responsive due diligence. We provide guiding questions for Forum speakers and for attendees to start or deepen the discussions. We monitor gender and social inclusion throughout the Forum sessions, including Partner Sessions. The goal here is to promote more effective due diligence through more inclusive representation in our own events, convening and stakeholder outreach. Other relevant tools include the [Stakeholder Statement on Implementing Gender-Responsive Due Diligence and ensuring the human rights of women in Mineral Supply Chains](#) and the [10 Do's, a guide for governments, companies and practitioners to support women's rights and mitigate gender risks during OECD due diligence implementation](#). For questions and further resources, please visit the WRM website or contact WRM. ([info@womenandmining.org](mailto:info@womenandmining.org)).

**Once selected, what will be the following steps?**

<b>Due date</b>	<b>Stage of session development</b>
3 March 2023	Apply for a partner session by emailing <a href="mailto:RBC@OECD.org">RBC@OECD.org</a> .
10 March 2023	Notification if session has been selected. <u>The OECD will not notify if a proposal has been rejected</u>
By end of March 2023	Submit to the OECD the following information which will be displayed on the website: <ul style="list-style-type: none"><li>- A <u>short</u> description (1-2 sentences) as you wish for it to appear on the online agenda</li><li>- A preferred day (24-28 April 2023) and timeslot.</li><li>- If virtual: a link to your event information webpage (or Zoom link)</li><li>- A public contact email</li></ul>
In the run-up to the Forum week (17 April 2023)	Your session will then appear on the Forum partner session agenda.

## Visual Identity Guidelines for Partner Session organisers

**Please find below guidelines to be applied to any communication materials related to your side session (side session webpage, flyers, social media, etc.)**

**For your webpages and visuals (social media, flyers, posters) announcing your partner session, please ensure that:**

- the Forum's title is always mentioned in full: "OECD Forum on Responsible Mineral Supply Chains"
- the title of your session is always preceded by the label "Partner session" in a visible way

### **OECD Logo**

Please don't include the OECD Logo on your visuals. The OECD logo will be used only on the main OECD Forum sessions.

### **OECD social media handles and tags**

We will be posting regularly in the run-up to the Forum to encourage registrations and interest. Please make sure to tag us in all your communications related to the Forum so we could share these from our corporate accounts.

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In case you would like to prepare visual assets to promote your session, please send us the final versions for approval.

- (Twitter) [@OECDBizFin](#) #OECDrbc
- (LinkedIn) [Business and Finance at the OECD](#)
- Relevant other tags: #minerals, #duediligence, #responsible, #supplychains, #bizhumanrights

### **OECD weblinks**

- More information about [OECD work on responsible mineral supply chains](#)
- [Forum webpage](#)