

## Benefits of using PaperSmart



### SUSTAINABILITY

- Full multilingual delivery
- Global availability of statements of participants in real time
- Direct financial savings for permanent missions and Secretariat clients
- Reduction of waste through the use of documents-on-demand services.



### EFFICIENCY

- Facilitates engagement in meetings from capitals
- One tool for all meetings
- Prepares the United Nations to respond to global digital trends.



### ACCESSIBILITY

- Accessibility of meeting-related information through AA level WCAG 2.0 compliant portal
- Screen-reader accessible documents marked with Accessibility logo
- Assistive tools and technology available to participants in meetings at UNHQ
- Braille prints available at meetings serviced by the PaperSmart model
- Sign Language Interpretation and CART (Real-time Captioning) available at meetings, where possible.



### KNOWLEDGE MANAGEMENT

- Facilitates easy review of agenda items, related documents and other information
- Global 24/7 access to meeting-related information.

## AT A GLANCE...

# PaperSmart for Participants

In response to the General Assembly's resolution A/RES/55/285, the PaperSmart Model was developed to promote the use of electronic media and provide participants with electronic access to meeting programmes, agendas, documents and statements. The PaperSmart Model is based on the following four (4) pillars:



### PaperSmart Portal

Available in all six (6) official languages, the portal provides secure web-based access to documents, statements and meeting-related information. View documents or statements online and submit statements for meetings.



### Documents-on-demand

Provides participants with the ability to request hard copies of documents on demand.



### e-Publishing

Enables convenient access to meeting-related information, documents and statements on smartphones and tablets.



### Media


Where available, documents are distributed on flash drives for convenient offline access.

# \$100,000

*"UN-Women saved an estimated \$100,000 on one Executive Board session alone and redirected the funds to improving the lives of women and girls at the country level." (A/68/123, PARAGRAPH 33)*

## Accessibility

The PaperSmart portal conforms with level AA of the Web Content Accessibility Guidelines (WCAG 2.0) and provides persons with disabilities access to meeting related information, through an accessible portal and accessible digital documents. These are compatible with screen readers and magnifiers. Documents in Braille are also available to persons with disabilities.

Documents with the accessibility logo  at the bottom of the first page are accessible via screen readers.

## Participating in a PaperSmart Meeting

### HOW DO I KNOW IF MY MEETING IS A PAPERSMART MEETING?

- Announcement in the Journal of the United Nations
- Communication from the Chairperson of the meeting
- Meeting listed on the home page of the PaperSmart Portal.

### HOW TO ACCESS THE PAPERSMART PORTAL AND LOCATE MEETINGS?

PaperSmart can be accessed through the:

- PaperSmart portal at [papersmart.unmeetings.org](http://papersmart.unmeetings.org)
- PaperSmart link located on substantive bodies' websites
- Where available, Quick Response (QR) codes, for direct access to mobile devices.

### HOW DO I SUBMIT STATEMENTS FOR A PAPERSMART MEETING?

Instructions for submitting Statements for a meeting are provided in the Journal of the United Nations.

- Statements can be submitted electronically in a readable PDF format to the e-mail address provided in the Journal
- Statements can be submitted in-person to the Conference Officer.

### HOW DO I REQUEST HARD COPIES OF DOCUMENTS AT A PAPERSMART MEETING?

Printed copies of documents will be available 20 minutes after the request has been received by the Conference Officer.

- Electronically – request printed documents through the PaperSmart Portal using the documents-on-demand function
- In-Person – request printed documents from the Conference Officer.

### HOW DO I SEEK ASSISTANCE?

- For more information, visit the PaperSmart website at [papersmart.unmeetings.org](http://papersmart.unmeetings.org) or speak with a Conference Officer
- For Accessibility related inquiries, visit the Accessibility Centre website at [www.un.org/accessibilitycentre](http://www.un.org/accessibilitycentre).



*At the eighteenth session of the Conference of the Parties to the United Nations Framework Convention on Climate Change, through the deployment of PaperSmart services, a savings of over 2 million sheets was achieved, equivalent to over 250 trees, which is a sizeable forest." (A/68/123, PARAGRAPH 39)*

## Accessibility Centre

Developed by the United Nations Department for General Assembly and Conference Management, the Accessibility Centre is a landmark achievement in creating an inclusive, enabling and accessible United Nations for all, in line with the UN Convention on the Rights of Persons with Disabilities.

### What will you find at the Accessibility Centre?

Dedicated computer stations with assistive devices such as desktop magnifiers, screen readers, Braille keyboards, bone conduction head sets, and other assistive devices. For information about additional services, visit the Accessibility Centre website at [www.un.org/accessibilitycentre](http://www.un.org/accessibilitycentre)

# 800

Nearly 800 PaperSmart meetings serviced

## MEETINGS SERVICED

General Assembly .....	115
General Assembly (Sixth Committee) .....	87
ECOSOC Substantive Session 2013 .....	61
Commission on Sustainable Development .....	59
General Assembly (Third Committee) .....	54
Doha Climate Change Conference .....	50
General Assembly (Second Committee) .....	45
Executive Board of UNDP, UNFPA and UNOPS ....	42
UNICEF Executive Board .....	32
Rio+20 .....	32
UN Women Executive Board .....	29
General Assembly (Fourth Committee) .....	27
General Assembly (First Committee) .....	25
UNODA .....	20
Panel of External Auditors of the United Nations, the Specialized Agencies and the International Atomic Energy Agency .....	16

**PORTAL ACCESSED GLOBALLY FROM 181 COUNTRIES**



**PaperSmart**

INTEGRATED SUSTAINABLE PAPERSMART SERVICES

[papersmart.unmeetings.org](http://papersmart.unmeetings.org)



**Accessibility**

[www.un.org/accessibilitycentre](http://www.un.org/accessibilitycentre)