



# INTERNATIONAL DECLARATION ON CLEANER PRODUCTION

## SIGNING CEREMONY GUIDE

**\*\*Ensure that participants have the “Information Pack” well before ceremony.\*\***

### A) *NECESSARY Materials from UNEP TIE Paris Office*

1. Signature book
2. Souvenir Declarations (with protective tubes)
3. Declaration Poster (to be mounted behind signing table)
4. Signatory Information Records (blank)
5. Promotional Declarations with ‘Information Packages’ – for media, other interested persons attending the ceremony

### B) *OPTIMAL SETTING for Signing Ceremony*

(based on Korea launch ceremony)



#### 1. **Signing Table**

*Placed on the table:*

- Flowers
- Small Flag of UNEP
- Small flag of host country
- Signature book
- Souvenir Declarations
- Pen
- Signatory Information Records

#### 1. **Poster**

*Hung behind signing table for photos*

#### 2. **Media and / or Photographer**

### C) *SEQUENCE OF EVENTS*

**NOTE:** Ensure that signatories fill in the Signatory Information Record forms **CLEARLY** in block letters. These will be used to update the signatory list at UNEP TIE, Paris Office.

1. Create order of signatories
2. Speech
3. Call signatory to the signing table
4. Signatory signs ‘Signature Book’ - Photos taken, signature recorded in registry
5. Signatory signs large format ‘Souvenir Declaration’ – Photos taken
6. Signatory fills in Information Record
7. Hand shake
8. Signatory takes Souvenir Declaration and protective tube and leaves table