

Joint meeting of the Bureaux of UN Environment Assembly and  
Committee of Permanent Representatives  
Tuesday 27 February 2018  
4:00 p.m. to 6:15 p.m. Executive  
Office Boardroom  
United Nations Office at Nairobi, Gigiri  
Agenda Item 4

**Draft Agenda of the 1<sup>st</sup> Joint Preparatory Retreat of the Bureaux on the UN Environment  
Assembly and of the Committee of Permanent Representatives**

The Secretariat has submitted the attached draft agenda of the 1st Joint Preparatory Retreat of the Bureaux on the UN Environment Assembly and of the Committee of Permanent Representatives to be held 22-23 March, 2018, in support of the Joint meeting of the Bureaux of the UN Environment Assembly and Committee of Permanent Representatives to be held on Tuesday 27 February, 2018.

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1st Joint Preparatory Retreat of the  
Bureaux of the UN Environment Assembly and  
the Committee of Permanent Representatives  
22-23/24 March 2018

<b>DAY 1: Thursday 22 March 2018</b>	
<b>Time/Venue</b>	<b>Session</b>
<b>8:00-10:00</b> <i>UN Delegates Lounge (TBC)</i>	<b>Informal breakfast meeting of the Bureau of the Environment Assembly</b> <ol style="list-style-type: none"> <li>1. Overview of the retreat programme</li> <li>2. Division of work among Bureau Members</li> </ol>
<b>10:00-13:00</b> <i>UN Conf Room 4 (TBC)</i>	<b>Open meeting with Member States and Stakeholders</b> <p style="text-align: center;"><u>Discussion Theme 1</u>: Follow-up of the Third Session of the UN Environment Assembly: Lessons Learned</p> <p style="text-align: center;"><u>Discussion Theme 2</u>: Preparations for the Fourth Session of the UN Environment Assembly</p>
<b>13:00-14:30</b> <i>UN Delegates Lounge (TBC)</i>	<b>Lunch for the Joint Bureau Members</b>
<b>15:00-15:30</b> <i>Windsor Hotel (TBC)</i>	<b>Opening of the first 2018 Environment Assembly Preparatory Retreat</b>
<b>15:30-18:00</b> <i>Windsor Hotel (TBC)</i>	<b>Preparations for the Fourth session of the Assembly</b> <ol style="list-style-type: none"> <li>1. Theme of the Fourth Session of the Fourth Assembly</li> <li>2. Partnership-building in support of the preparations of the Fourth Assembly</li> <li>3. Preparations for the development of Ministerial Outcome Document and draft resolutions</li> </ol>
<b>18:00-19:00</b> <i>Windsor Hotel (TBC)</i>	<b>Reception/Cocktail for the Joint Bureaux with senior management representatives from the UN Environment Programme</b>
<b>19:00-</b> <i>Venue TBC</i>	<b>Dinner for the Joint Bureaux</b>

DAY 2: Friday 23 March 2018	
<b>10:00-13:00</b> <i>Windsor Hotel</i> <i>TBC</i>	<b>Preparations for the Fourth session of the Assembly</b> <ol style="list-style-type: none"> <li>4. Structure of the High-Level Segment and the Committee of the Whole</li> <li>5. Outreach and visibility               <ol style="list-style-type: none"> <li>a) The High-Level Forum on Sustainable Development</li> <li>b) Meetings of Conferences of Parties</li> <li>c) Other relevant global meetings</li> <li>d) Preparatory regional ministerial fora and other regional meetings</li> <li>e) Communication strategy for raising the awareness and visibility of the Assembly</li> </ol> </li> </ol>
<b>13:00-15:00</b> <i>Windsor Hotel</i> <i>TBC</i>	<b>Lunch for the Joint Bureau Members</b>
<b>15:00-16:00</b> <i>Windsor Hotel</i> <i>TBC</i>	<b>Closing of the 2017 Environment Assembly Preparatory Retreat</b> <ol style="list-style-type: none"> <li>1. Endorsement of draft Summary of discussions and decision on the theme of the fourth Assembly</li> <li>2. Next steps – date and venue for the next meeting and preparatory retreat</li> <li>3. <i>If necessary for decision-making:</i> Closed meeting of the Bureau of the Environment Assembly</li> </ol>
DAY 3: Saturday 24 March 2018	
<i>Departure from Windsor Hotel (TBC)</i>	<b>Voluntary excursion in the vicinity of Nairobi – TBC, depending on interest</b>