



Tallinn, 14 September 2018

Dear Colleagues,

In my capacity as President of the Fourth Session of the UN Environment Assembly, and on behalf of the Bureau of the UN Environment Assembly and of the Bureau of the Committee of Permanent Representatives, I have the pleasure to share with the main outcomes of the 2nd Joint Preparatory Retreat of the Bureaux of the UN Environment Assembly and of the Committee of Permanent Representatives, which took place in Tallinn, Estonia, from 6 to 7 September 2018.

Some of the main outcomes of the Joint Retreat are, in summary:

- ❖ Strong support for a **strong and action-oriented Ministerial Outcome Document** to be adopted at our Assembly in March;
- ❖ Welcoming of **concept note that provides guidance on the theme** of the Assembly (“*Innovative Solutions for Environmental Challenges and Sustainable Consumption and Production*”);
- ❖ An agreement on a **draft structure** of the Assembly;
- ❖ Endorsed guidance for Member States to **submit possible draft resolutions** to the Assembly, respecting the deadlines of 15 November (formal announcement and concept note), and 21 January (submission of draft resolution);
- ❖ Guidance on the development of a **communication strategy** for the Assembly;
- ❖ A clear commitment to develop an **Implementation Plan towards a pollution free planet**;
- ❖ A call to ensure **close engagement with key stakeholders** to ensure a successful Environment Assembly;
- ❖ A mandate for the Secretariat to start developing a new **long term vision for the global environment agenda**, in view of the upcoming 50-year Anniversary of the UN Conference on the Human Environment in 1972 (the Stockholm Conference).

I invite you to read the full [Chair’s Summary](#) of the meeting, which is attached to this letter. The final revised concept note by the Secretariat on the theme of the fourth session of the UN Environment Assembly can be accessed [here](#). The guidance on submission of resolutions is available [here](#).

Regarding the Ministerial Outcome Document, I am very pleased to have received 34 inputs in writing from countries and stakeholders to date – these are available [here](#). I invite you send any additional comments on the draft Outline by 21 September at the latest. On the basis of your inputs, a Zero Draft Ministerial Outcome Document will be shared with you by the end of September for further consultation with a view to be adopted at the Environment Assembly in March.

For any further queries, kindly contact my Special Envoy, Mr Ado Lõhmus, at ado.lohmus@envir.ee, or the UN Environment Programme Secretariat at unep-sgb@un.org.

I thank you for your attention.

H.E. Siim Kiisler
Minister of Environment of Estonia
President of the UN Environment Assembly

Ministers responsible for the Environment
Members of the Committee of Permanent Representatives
Major Groups and Stakeholders