

Meeting of the Steering Group of the Chemicals in Products Programme
11 February 2017, Brasilia, Brazil

Draft Concept note and Agenda

1. This note presents an overview of a one-day Meeting of the Steering Group of the Chemicals in Products Programme to be held 11 February 2017 in Brasilia, Brazil at the Hotel Brasil 21 - Setor Hoteleiro Sul, Quadra 6, Asa Sul.
2. The meeting follows the “1st meeting of the intersessional process on the Strategic Approach and the sound management of chemicals and waste beyond 2020” (to be held 7-9 February 2017) and the “Knowledge-Sharing Meeting on Stakeholder Implementation of the SAICM Chemicals in Products Programme” (to be held 10 February 2017). Discussions in these two meetings are anticipated to provide valuable input to the Meeting of the Steering Group.
3. Documents and practical information for the meeting will be made available through the CiP Programme web site¹.

Background and context

4. The SAICM CiP Programme was welcomed in 2015 at the fourth session of the International Conference on Chemicals Management (ICCM4). Since then UN Environment has led the Programme through the Chemicals and Waste Branch of its Economy Division.
5. During a teleconference of the Steering Group on 1 March 2016, the importance was stressed of efforts by both the UN Environment and by SG members to advertise and push for sign-up for the CiP Programme. The meeting is a timely occasion to take stock of progress on the Chemicals in Products information issue amongst their constituencies, to identify lessons learned in communicating with stakeholders on the CiP Programme and to determine ways to stimulate participation and effective implementation of the Programme.

¹ Accessed through URL: web.unep.org/chemicalsandwaste

6. From the Terms of Reference adopted by the Group in April 2016: the Steering Group will meet when deemed necessary and with clear meeting objectives. Face-to-face meetings will be held annually, resources permitting, and will preferably be coordinated with relevant international meetings. This meeting will be the first face-to-face meeting of the Group since ICCM4 and follows a week of related events which will provide valuable input to the Group's discussions.

Objectives of the Meeting

7. Specific objectives of the Steering Group Meeting include the following:
- Finalize and adopt updated Terms of Reference (TOR) for the Group
 - Determine the method and establish the timeline to be applied for updating the CiP Programme Guidance (i.e. prior to the third meeting of the Open-ended Working Group, OEWG3, in 2018)
 - Establish a set of specific stakeholder activities, including for Steering Group members, to motivate participation and actions of stakeholder groups in the SAICM CiP Programme.

Participants

8. The meeting will be composed of the CiP Programme Steering Group members, with support from UN Environment staff. Provisions are being made (i.e. connecting to the meeting via teleconference link) to allow participation of those Steering Group members who can not participate in person.

Agenda follows below

Meeting of the Steering Group of the SAICM Chemicals in Products Programme

11 February 2017 – Brasilia, Brazil
Draft Agenda

Venue: Hotel Brasil 21 - Setor Hoteleiro Sul, Quadra 6, Asa Sul
Centro de Eventos E Convencoes, Brasilia, Brazil

Moderator: **Ms. Anna Fransson**, Senior Advisor, Swedish Chemicals Agency (KEMI) and Chair,
Chemicals in Products (CiP) Programme Steering Group

Time	Agenda Item	Speaker / document
Welcome and introduction		
09:30 – 10:00	Welcome and opening remarks	Mr. Achim Halpaap , Head, Chemicals and Waste Branch, UN Environment Ms. Anna Fransson , Senior Advisor, Swedish Chemicals Agency (KEMI) and Chair, Chemicals in Products Programme Steering Group Participant introductions and reflections on the previous day's Knowledge-sharing Meeting
Session 1: Terms of Reference for the Steering Group		
Session objective: Finalize and adopt updated Terms of Reference (TOR) for the Group		
10:00 – 11:30	Steering Group Terms of Reference	UN Environment , Brief overview of the proposed changes to the TOR Discussion Relevant Meeting document: Draft Terms of Reference of the CiP Programme Steering Group
Session 2: Engaging stakeholders		
Session objective: Establish a set of specific stakeholder activities, including for Steering Group members, to motivate participation and actions of stakeholders in the SAICM CiP Programme.		
11:30 – 15:30	Stakeholders engagement strategy and activities	UN Environment , Review of the outcomes of the 10 Feb Knowledge-Sharing Meeting and its output of a strategy to improve stakeholder engagement and build participation in the SAICM CiP Programme Discussion
12:30 – 13:30	Lunch	
15:30 – 16:00	Break	
Session 3: Guidance to the CiP Programme		
Session output: Determine the method and timeline for updating the CiP Programme Guidance		
16:00 – 17:00	CiP Programme Guidance –Modalities for updating	Discussion Relevant Meeting document: CiP Programme Guidance (ICCM4 Meeting Document No. SAICM/ICCM.4/11)
17:00	Meeting close	