



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

### Meeting report

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#### Introduction and Overview

The Steering Group of the Chemicals in Product (CiP) Programme met on 11 February 2017 in Brasilia, Brazil. The meeting served as an opportunity to take stock of the CiP Programme mid-way between the International Conference on Chemicals Management (ICCM4) which welcomed the CiP Programme in October 2015 and the SAICM Open-ended Working Group, OEWG3, scheduled for October 2018. Eight members of the Group were physically present and one member participated via audio link (refer to the list of participants in Annex 1). The meeting was chaired by Ms Anna Fransson, Swedish Chemicals Agency (KEMI).

The Chair welcomed the toys sector representative Alan Kaufmann as a new member to the Group and as well Ms Xin Gao of Environment Canada, taking over the position as representative of the WEOG following the departure of Astrid Telasco.

The meeting focused on:

- Finalizing and adopting updated Terms of Reference (TOR) for the Group;
- Developing a revised process to motivate stakeholder engagement in the SAICM CiP Programme; and
- Determining the approach for updating the CiP Programme Guidance

#### Welcome and Tour de Table

The meeting opened with welcoming remarks from the Group Chair, Ms Anna Fransson of the Swedish Chemicals Agency (KEMI), and from Mr Achim Halpaap, Head of the Chemicals and Waste Branch at UN Environment. Participants then shared their impressions of the Knowledge-Sharing Meeting on Stakeholder Implementation of the SAICM Chemicals in Products Programme, which had been held the previous day. A common theme of remarks shared was that adjustments in the operation of the CiP Programme were needed in order to strengthen engagement of stakeholders and scale up knowledge-sharing concerning the wide range of actions being undertaken using CiP information and relevant to the CiP Programme.

#### Session 1: Terms of Reference for the Steering Group

The Group reviewed the draft TOR circulated by the UN Environment in consultation with the Chair. Discussions focused on three issues. First, language and the decision adopted at ICCM 4 need to be fully reflected, given that ICCM 4 marked a major milestone in launching the Programme. Second, while participation of additional down-stream industry sectors in the Group is desired, balanced representation of stakeholder views in the Group needs to be ensured. Third, while voting may serve as the last resort for the Group, all means should be explored to avoid voting and to find solution by consensus. Following considerable discussion, the TORs were adopted. They are presented in Annex 2 to this report.

## **Session 2: Engaging stakeholder engagement in the CiP Programme**

### *General remarks*

The Group discussed lessons-learned, needed actions, steps, supporting materials and activities to motivate engagement of stakeholders in the SAICM CiP Programme. A number of overarching observations were made:

- The Knowledge-Sharing Meeting had shown that many stakeholders in the chemical industry, product sectors, government, non-governmental organizations, etc. have undertaken action to strengthen CiP information exchange and these actions align with the SAICM CiP Programme objectives.
- The above actions are currently not featured as a contribution to the CiP Programme, even though they contribute to attaining the CiP Programme objectives.
- Taking the above into account, there is a need to recognize stakeholders' action as a contribution to the CiP Programme. To this end, UN Environment and the Steering Group need to adjust the process of engagement, knowledge-sharing and related supporting materials and strategies. A process to recognize contributions to the CiP Programme was agreed (see below).
- The time until the third Meeting of the SAICM Open-ended Working Group (OEWG3) in 2018 is crucial, given the request of ICCM 4 to report on activities and progress of the CiP Programme.

### *Process to recognize contributions to the CiP Programme*

The meeting recognized that the formal process of participation specified in the CiP Programme is a significant barrier to stakeholder engagement. A shift in focus – to recognizing stakeholder actions which contribute to achieving the CiP Programme objectives – was agreed to and will be carried forward via two “engagement” tracks.

- Track 1: Steering Group members and other stakeholders proactively share with UN Environment information about their constituents' initiatives and actions with an indication that these contribute to achieving the objectives of the CiP Programme. UN Environment will propose the modalities / format for gathering this input through electronic means (e.g. an electronic survey instrument). Steering Group members will play an important role in encouraging submission and acknowledgement of contributions from their constituencies.
- Track 2: UN Environment will proactively identify actions by stakeholders considered relevant for achieving the objective of the CiP Programme and reach out to relevant companies, governments, etc. to draw awareness to the CiP Programme and request consent to share the stakeholder's actions on the CiP website. Following consent, the action of the stakeholders is considered a contribution to the CiP Programme.

Recognized contributions will be featured on the CiP Programme website. A description of the adjusted process for recognizing contributions will likewise be made available on the website.

### **Session 3: Guidance to the CiP Programme**

Discussions on the Guidance for the CiP Programme underlined that the current Guidance is complex and not easily accessible for those who are not familiar with the CiP Programme. There is a basic need for clear, short and easy to understand materials for stakeholders. The meeting agreed to the following action items:

- Three two-page summaries will be developed targeting industry, government and non-government organizations respectively.
- The representative of the automotive sector, in collaboration with ICCA agreed to develop a draft for the industry and private sector Steering Group members. A draft version of the summary will be provided by 31 March and serve as an examples for the other two summaries (see below)
- The representative of Canada, agreed to coordinate the development of a draft by the government Steering Group members
- The representative of IPEN agreed to coordinate the development of a draft for civil society, health and labour Steering Group members
- Drafts of these summaries are to be circulated two weeks prior to the next call of the Group (to be scheduled for the May time frame).
- The summaries will be reviewed by the Steering Group to ensure alignment and compatibility

### **Other Business**

It was decided to hold the next Steering Group teleconference in May. UN Environment will survey Group members' availability and set a date. The next face-to-face meeting could take place in Sweden later in the year, following a kind invitation of the Chair to explore this option. Other identified potential options for a back-to-back meeting include the first meeting of the Conference of the Parties to the Minamata Convention (scheduled for 24-29 September 2017) or sector oriented events with a significant CiP information theme.

## **Annex 1: List of participants**

### **Steering Group Chair**

Mrs. Anna Fransson  
Senior Advisor  
Swedish Chemicals Agency

### **Regional representatives**

[Central and Eastern Europe]  
Ms. Lindita Tafaj  
Project Coordinator  
SAICM National Focal Point  
Environmental Health Department  
Institute of Public Health  
Tirana, Albania

[Latin America and the Caribbean]  
Mr. Marcus Richards  
Agricultural Officer  
Plant Protection and Quarantine Unit  
Ministry of Agriculture, Forestry and Fisheries  
Kingstown  
Saint Vincent and the Grenadines

[Western Europe and Others]  
Ms. Xin Gao  
Acting Director Products Division  
Industrial Sectors, Chemicals and Waste  
Directorate  
Environment and Climate Change Canada  
Gatineau, Quebec  
Canada K1A 0H3

### **Non-Governmental Organizations**

[Health sector] – via audio link  
Dr. Mahmood A. Khwaja  
Senior Adviser, Chemicals and Sustainable  
Industrial Development  
Sustainable Development Policy Institute (SDPI)  
Islamabad, Pakistan

[Industry sector]  
Ms. Michelle López Orfei  
Director, Global Affairs  
American Chemistry Council  
Washington, DC 20002  
USA

[Public interest sector]  
Ms. Olga Speranskaya, PhD  
CoChair, International POPs Elimination Network  
(IPEN)  
Head of Programme on Chemical safety, Eco-  
Accord

### **Product sector representatives**

*Automotive sector*  
Mr. Timo Unger  
Manager Environmental Affairs  
Hyundai Motor Europe R&D  
65428 Rüsselsheim  
Germany

*Toys*  
Mr. Alan P. Kaufman  
Senior Vice President, Technical Affairs  
Toy Industry Association, Inc.  
1115 Broadway, Suite 400  
New York, NY 10010-3466  
USA

### **UN Environment**

Mr Tim Kasten  
Deputy Director, Economy Division

Mr Achim Halpaap  
Head, Chemicals and Waste Branch

Mr Kevin Munn  
Programme Officer, Chemicals and Waste Branch

## **Annex 2: Terms of reference for the Chemicals in Products Programme Steering Group**

### **I. Chemicals in Products Steering Group**

#### **Background**

1. The Chemicals in Products (CiP) Steering Group was established through ICCM2 Resolution II/4(C). Resolution IV/2(II)(B) adopted at the fourth International Conference on Chemicals Management renewed the mandate of the Chemicals in Product Steering Group set out in resolutions II/4 C and III/2 C with additional representation of Strategic Approach stakeholders to be inclusive, suggested that representation from the recycling sector be included, and requested the Steering Group to develop and adopt its own terms of reference with inputs from stakeholders.
2. Resolution IV/2(II)(B) also welcomed the Chemicals in Product Programme Document and encouraged the private sector, Governments, intergovernmental organizations and non-governmental organizations, including worker organizations to participate actively and report on the implementation of the chemicals in products programme.
3. The Resolution also invited the United Nations Environment Programme, subject to the availability of resources, to continue to lead the chemicals in products programme in an open, transparent and inclusive manner to promote and facilitate implementation activities, with input from stakeholders, to coordinate periodic updates, as necessary, of the guidance and to provide a comprehensive report on progress to the Open-Ended Working Group at its third session as well as to the Conference at its fifth session, with support from the Steering Group.

#### **Composition and responsibilities**

2. Steering Group members are expected to:
  - be active in the discussions and in providing feedback to documents and issues before the Steering Group;
  - be proactive within their constituencies in promoting awareness of, and engaging and participating in the implementation of, the SAICM Chemicals in Products Programme as defined in Resolution IV(2);
  - participate in promoting stakeholder capacity-building and awareness-raising;
  - provide advice and approve updates on the SAICM Chemicals in Products Programme Guidance as well as advise on reports to the SAICM Conference and the Open-ended Working Group
  - Support UN Environment in its CiP mandate.
3. The composition of the Steering Group includes ten members nominated through the ICCM Bureau (as detailed in ICCM2 Resolution II/4(C)<sup>1</sup>) and no more than four members representing final product manufacturers and one member representing the waste / recycling sector. The sectors represented on the Group may vary with time. The Steering Group will choose a Chair, whose duties include to promote effective support of the Group to the CiP Programme and to coordinate within the Group to address relevant issues as they will arise. The Chair may be either an additional position, filled from a government demonstrating strong support for the CiP Programme, or may be chosen from the standing membership of the Group. The Steering Group will confirm the Chair in the same

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<sup>1</sup> See background to ICCM Resolutions and specific Resolution II/4 C, III/2 C and IV/4(1) B text in annex.

manner as for new members (Re. paragraph 4). The Chair will serve for a two-year term, with the possibility of reconfirmation.

4. Sector members may be nominated through the Chair of the Group keeping in mind the goal to maintain a balance of stakeholder interests and bring expertise to the Steering Group as needed to achieve effective and efficient fulfilment of ICCM Resolutions and SAICM objectives (esp. Overarching Policy Strategy paragraph 15(b)). Consensus agreement to confirm a nominated member will be sought. Should consensus not be possible, then a majority of the group in favour would confirm the nominee as a member of the Group.

5. Steering Group members, including the Chair, are encouraged to nominate an alternate. Alternates can participate as Steering Group members in the absence of the member. Steering Group members should ensure that alternates are kept up to date of developments in Chemicals in Products and particularly as relevant for their constituency.

6. Members, including the Chair, are expected to participate in the Steering Group for a minimum of 2 years. After serving for three years members will have their position reaffirmed through the ICCM Bureau or through their sector as appropriate<sup>2</sup>. Outgoing members are encouraged to participate in the hand-over to their incoming replacement.

7. Incoming replacement members will be nominated by the ICCM Bureau, as provided for in the ICCM Resolutions, or by the sectors.

### **Meetings / Communication**

8. The Steering Group will meet when deemed necessary and with clear meeting objectives. Preference will be given to hold meetings by electronic means. Face-to-face meetings will be held annually, resources permitting, and will preferably be coordinated with relevant international meetings. The Steering Group will aim to convene a conference call on a quarterly basis to exchange information on ongoing CiP efforts.

9. Steering Group members are requested to cover costs of their participation at the meetings. However, UN Environment will undertake efforts to cover meeting costs of Steering Group members, including for participation of representatives from developing countries, countries with economies in transition and not-for-profit entities, within the scope of UN/UN Environment regulations and rules.

10. Reports of the meetings will be made available at the UN Environment Chemicals in Products webpage.

11. Stakeholders from outside the Steering Group may be invited to participate in meetings as non-voting observers as may be beneficial to the discussions.

## **II. Amendments**

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<sup>2</sup> For members already serving on the Group, counting the length of time as a Group member will commence with the adoption of this provision in the TOR.

12. An amendment to these TOR can be proposed to the Steering Group, through UN Environment, if it has the support of at least three Steering Group members. The Group shall make every effort that adoption of amendments to the TOR is by consensus. If all efforts by the Steering Group to arrive at consensus on the proposed amendment have been exhausted and no agreement has been reached, the decision may, as a last resort, be taken by a vote of the Steering Group members, provided a minimum of two-thirds of the members are participating at the time of the vote. The amendment is adopted if at least a two-thirds majority of members vote in favour.

**Annex:** Composition of the CiP Steering Group: ICCM Resolutions and background

A.1 The ICCM2 Resolution specified Steering Group membership from groups with members or participants on the ICCM Bureau. Lessons learned in the intersessional periods revealed the need, reflected in the ICCM3 and reinforced in the ICCM4 Resolutions, for expertise from other stakeholders, and specifically identifying the manufacturing and waste and recycling sectors.

A.2 Prior to ICCM4, UN Environment has invited the waste/recycling and several product sector experts to join the Steering Group; as of ICCM4 experts from the textiles, electronics and automotive product sectors have joined. Since ICCM4 the toys sector has been added to the Group.

**ICCM Resolutions:**

II/4 C, Paragraph 6:

A.3 *Requests* each member of the Bureau of the Conference, following consultation within the member's region, to nominate one expert each from the respective region to the steering group, and the four representatives of non-governmental participants and one representative of the Inter Organization Programme for the Sound Management of Chemicals participating in discussions of the Bureau in accordance with paragraph 2 of rule 15 of the rules of procedure to nominate one expert each ...

... and [the steering group] should operate to the extent possible using electronic means;

III/2 C, Paragraph 4:

A.4 *Recognizes* the importance of the involvement of chemicals management experts from various sectors, including sectors relating to the various phases of the life cycles of products, in the development the CiP programme, and in particular recommends the inclusion of chemicals management experts representing final product manufacturers and the waste sector in the current steering group established under resolution II/4 C;

IV/4(1) B, Paragraph 4:

A.5 *Renews* the mandate of the Steering Group set out in resolutions II/4 C and III/2 C with additional representation of Strategic Approach stakeholders to be inclusive, suggests that representation from the recycling sector be included ...