1. **Opening of the Joint Preparatory Retreat**
   Opening remarks by President of the UN Environment Assembly, the Chair of the Committee of Permanent Representatives, and the Executive Director of UNEP.

2. **UNEA-5 in the era of Covid-19**
   The Executive Director of UNEP will present a draft concept note on the preparations for the Fifth Session of the UN Environment Assembly (UNEA-5), with a specific focus on the UNEA-5 theme - “Strengthening actions for nature to achieve the sustainable development goals” - taking into account other relevant multilateral environmental processes and the era of Covid-19.
   - **Expected outcome**: feedback to the Secretariat on the draft concept note in view of developing an Executive Director report to UNEA-5.

3. **Preparations for UNEA-5**
   a) **Preparation of a UNEA-5 Ministerial Declaration**
      The UNEA President will present possible key elements for the UNEA-5 ministerial declaration, followed by an exchange of views with Members of the Bureaux.
      - **Expected outcome**: guidance to the President on the elaboration of a draft ministerial declaration.
   
   b) **UNEA-5 communication strategy**
      The Secretariat will present a draft communication strategy for UNEA-5, followed by an exchange of views with Members of the Bureau.
      - **Expected outcome**: guidance to the Secretariat in the development of a final communication Strategy for UNEA-5.

3. **Preparations for UNEA-5 (cont.)**
   c) **Consideration of UNEA resolutions**
      The Secretariat will brief the meeting on the status of implementation of previous UNEA resolutions and decisions and on areas which are expected to require decisions by UNEA-5, followed by an exchange of views by the Members of the Bureaux.
      - **Expected outcome**: feedback to member States and the Secretariat on areas which require resolutions and decisions at UNEA-5.

4. **Preparations for the commemoration of the 50th anniversary of the creation of UNEP**
   The Secretariat will provide a briefing on the preparations of the commemoration of the creation of the United Nations Environment Programme (UNEP@50), followed by an exchange of views with Members of the Bureaux.
   - **Expected outcome**: guidance to the Secretariat on preparations for the commemoration.

5. **Any other Business**
   The Bureau will consider any other business, including dates for future meetings.

6. **Closing of the Joint Preparatory Retreat**
   Closing remarks by President of the UN Environment Assembly, the Chair of the Committee of Permanent Representatives, and the UNEP Executive Director.