

Guidance to Member States on submission of resolutions to the fourth session of the UN Environment Assembly

Endorsed by the Bureau of the UN Environment Assembly and of the Bureau of the Committee of Permanent Representatives in Tallinn, 6-7 September 2018

Without prejudice to the Rules of Procedures of the UN Environment Assembly, in particular rule 44, and in accordance with Decision 3/2 “Provisional agenda date and venue of the fourth session of the United Nations Environment Assembly”, adopted at the third session of the UN Environment Assembly, the Secretariat note “Lessons learned from the third United Nations Environment Assembly and the way forward towards the fourth session” dated 27 February 2018, and taking into account previous guidance issued to Member States on the submission of draft resolutions, Member States are encouraged to apply, as far as possible, the following guidance, with a view to facilitating effective submission, consideration and negotiation of draft resolutions tabled by member States for adoption by the fourth session of the UN Environment Assembly, 11-15 March 2019 in Nairobi, Kenya.

1. Timeframe for submitting draft resolutions

Member States are invited to submit draft resolutions as early as possible, and to respect the following deadlines for submission of draft resolutions:

15 November 2018 (16 weeks ahead of the Environment Assembly) : Deadline for Member States to inform the Secretariat of their intention to submit resolutions, together with a concept note explaining the rationale and context of the initiative (see point 3 below). The Secretariat will inform the Committee of Permanent Representatives of this intention, and share the concept note with all member States.

21 January 2019 (6 weeks ahead of the Environment Assembly): Deadline for Member States to submit draft resolutions to the Secretariat. The draft resolutions will be immediately submitted to the Committee of Permanent Representatives by the Secretariat, in advance of preparation for the fourth meeting of the Open-ended Committee of Permanent Representatives, and to the Division of Conference Services of the United Nations Office at Nairobi for editing, translation and processing.

2. Length of the draft resolution

Member States are invited to strive towards submitting draft resolutions which are short and concise, for example by minimizing the number of preambular paragraphs.

3. Content of the draft resolutions

With a view to inform other delegations and stakeholders, and to facilitate a smooth negotiation process, Member States are invited to provide detailed information about the draft resolution before or at the time of its submission. This information could take the form of a concept note attached to the draft resolution, or an informative introductory section or cover note to the draft.

Such information should, as far as possible, indicate the following:

- I. The overall rationale for initiative, for example how the draft relates to
 - the theme of the Assembly;
 - emerging issues;
 - value-added of the initiative in comparison to status quo.
- II. An overview of policy options to address the issue.

- III. The relationship between the draft resolution and the Programme of Work and budget, to other relevant adopted UNEA resolutions, to other submitted draft resolutions (if any) for the next Assembly, and to existing decisions and initiatives in other UN fora.
- IV. A reflection or assessment of possible financial requirements and implications of the draft resolution, should it be adopted.
- V. Identification of the main addressees of the initiative (for example Member States, stakeholders; the UN Environment Programme; the UN system).
- VI. Key expected actions and socio-economic and environmental impacts in the short and long term.

3. Consideration of draft resolutions

In keeping with its mandate, as set out in Governing Council decision 27/2 of 2013 and Environment Assembly decision 3/2 of 2017, the Committee of Permanent Representatives will consider and prepare the draft resolutions and decisions for adoption by the fourth session of the Assembly, without prejudice to the rules of procedure, and based on a presentation by the initiator(s) of the draft resolution. Final negotiations of the draft resolutions will take place during the Open-Ended Meeting of the Committee of Permanent Representatives, to be held 4-8 March 2019 in Nairobi, and, if needed, at the Environment Assembly itself.

4. Availability of draft resolutions

All draft resolutions will be made available on the Environment Assembly resolutions platform on the following link: <https://papersmart.unon.org/resolution/>.

5. Supporting documentation for the Assembly and the resolutions

A list of the documents to be issued for the Open-Ended Committee of Permanent Representatives and the fourth session of the Environment Assembly will be available on the link <https://web.unep.org/environmentassembly/>.