

ANNEX II to the document “Converging elements of consensus” by the co-facilitators to the process for review by the Committee of Permanent Representatives (Version III, 5 May 2020)

Draft guidance to Member States on submission of draft resolutions to the UN Environment Assembly

Without prejudice to the Rules of Procedures of the UN Environment Assembly, in particular rule 44, in accordance with paragraphs 6 and 7 in [UNEA resolution 4/2](#) “Provisional agenda date and venue of the fourth session of the United Nations Environment Assembly”, and building on previous guidance provided by the UNEA Bureaus, as well as the Secretariat note “Lessons learned from the fourth United Nations Environment Assembly”, Member States agreed to respect, 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 future sessions of the UN Environment Assembly. In addition, Member States are strongly encouraged to seek active co-sponsorships by other member States, or by groups of member States, before submitting a draft resolution.

A. Timeframe for submitting draft resolutions

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

- **[16] weeks in advance of the Environment Assembly: Deadline for Member States to announce to the Secretariat their intention to submit resolutions, together with a concept note explaining the rationale and context of the initiative** (see point B below). The Secretariat will inform the Committee of Permanent Representatives of this intention, and share the concept note with all member States.
- **[8] weeks in advance 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, for further consideration by the Committee to allow for in-depth consideration in preparation for the Open-Ended Meeting of the Committee of Permanent Representatives.

B. Concept note in support of draft resolutions

With a view to inform other delegations and stakeholders, and to facilitate an efficient negotiation process, Member States should provide detailed information about the draft resolution, which should take the form of a concept note attached to the draft resolution and should, as a minimum, include the following sections:

- a) The overall rationale for initiative, including how the draft relates to
 - the UNEA theme;
 - the UN Sustainable Development Goals;
 - emerging global environmental issues;
 - value-added of the initiative in comparison to status quo.
- b) An overview of different policy options to address the issue.
- c) A description of how key elements in the draft resolution relates to the UNEP programme of work and budget, to other relevant adopted UNEA resolutions, and to existing decisions and initiatives in other UN fora.
- d) **An assessment of possible financial requirements and implications of the draft resolution, should it be adopted, with the support of the UNEP Secretariat in this assessment for member states, upon their request, in light of their expertise in this regard.**
- e) Identification of the main addressees of the initiative (for example Member States, stakeholders; the UN Environment Programme; the UN system).
- f) Main expected actions and their environmental and socio-economic impacts in the short and long term.

Member States may, as appropriate, call on the Secretariat to provide inputs to the concept note.

Commented [H2G1]: Egypt is of the view that, while this exercise is important, it may be beyond the capacities of some developing countries to undertake on their own, and therefore a reference to the Secretariat's potential assistance in this regard would be important.