

"Follow-up to CPR Subcommittee Meeting of 10 September 2020
- Draft EU+MS comments - 14 September 2020

United Nations Environment Programme
UNEP/SC/2020/13/2
10 August 2020

Committee of Permanent Representatives
Subcommittee Meeting
Thursday 10 September 2020
2:00 – 6:00 p.m. (GMT+3)
Online Meeting

Agenda Item 2: Implementation of paragraphs 9-13 of Decision UNEP/EA.4/2 entitled “Provisional agenda, date and venue of the fifth session of the United Nations Environment Assembly”.

This note, entitled “Converging elements of consensus for the Process for review by the Committee of Permanent Representatives”, contains the 6th version of a document developed by the co-facilitators for the Process for review by the Committee of Permanent Representatives (as mandated in paragraph 9-13 of [UNEA resolution 4/2](#)), including its annex. All previous documentation, including meeting summaries from previous meetings and inputs in writing from Member States, is made available at a dedicated [web portal](#) for the review process. In addition, a Secretariat Reference document outlines the main rationale behind the proposals identified in the co-facilitator’s document.

In the attached note, paragraphs indicated in **bold** (paragraphs 3-5 and 14-16), as well as Annex I, are expected to merit further in-depth consideration by the Committee, with the aim to reach full consensus on the document. Other parts of the text may also be subject to further consideration but are considered to represent a broader degree of consensus. It is therefore proposed that the next round of discussions focus on the bold paragraphs, with the understanding that all paragraphs remain open for discussion until there is full agreement on the text as a whole.

With regard to [paragraphs 3 and 5](#), several delegations have expressed support for previous and current proposals to clarify that the OECPR may be referred to as a Preparatory Committee meeting (PREPCOM) for UNEA and that the Annual Subcommittee meeting may be referred to as a “Review and Oversight Committee meeting” (ROC) – without changing the function, role or mandate of these bodies – with the objective to better communicate what these bodies actually do to civil servants and external stakeholders who may be unfamiliar with UNEP’s governance, and thereby promote broader interest and participation in the meetings of these bodies. Other delegations have raised doubts about the value-added of this proposal, and expressed concern that the proposal may give the impression that new entities are being created, or that the role, mandate, or timing of these meetings have changed. To meet the concerns of these delegations, the co-facilitators have modified earlier versions of the text, by making the application of the new names optional to Member States and by replacing a more strict formulation (“designate”) to a less restrictive wording (“clarify” and “refer to”). Furthermore, the Secretariat has clarified that the proposals in paragraph 3 and 5, as currently formulated, does not create any new bodies or affect the role and mandate of existing bodies.

With regard to [paragraph 14](#), the paragraph has been reformulated to address concerns raised by some Member States relating to Annex I with regard to possible inconsistency, selective quotation or re-interpretation of the UNEA rules of procedure. In addition, the title of Annex I has been amended to better reflect the non-legal nature of the annex (“guidance on the role and function” instead of “terms of reference”).

With regard to [Annex II](#), the most relevant and least contested parts of this annex have, following a proposal from one of the regional groups at a previous meeting, been simplified and moved to the main document as a new paragraph 16.

Members of the Committee of Permanent Representatives are invited to provide further guidance to the co-facilitators proposals in view of building broad consensus around a document which will subject to final consideration at the 7th meeting of the annual subcommittee.

Converging elements of consensus Process for review by the Committee of Permanent Representatives

Developed by the co-facilitators
Version VI, 10 August 2020

A. Introduction and background

Paragraph 11 of decision 4/2 "Requests the Executive Director to conduct a mapping exercise and provide an input paper on the topics specified in paragraph 10 of the present decision at least 3 weeks ahead of the 6th annual subcommittee meeting." A [mapping exercise](#) developed by the Secretariat was considered by the CPR at its 146th meeting held on 20 June 2019, and a Secretariat [input paper](#) including specific options based on inputs in writing submitted by Member States and stakeholders available on the "[one-stop-shop](#)" [web portal for the review](#), as well as from relevant recommendations included in the "[UNEA-4: Assessment and lessons-learned](#)" paper prepared by the Secretariat and endorsed by the Committee of Permanent Representatives (CPR) in June 2019, was considered at the 6th Annual Subcommittee Meeting of the CPR held on 9 October 2019. At that meeting, two co-facilitators, Mr. Marcus Davies of Canada and Mr. Mapopa C. Kaunda of Malawi, were appointed to lead consultations under the process for review, and a [roadmap for the consultation process](#) was adopted. So far, four subcommittee meetings have been held under the process for review by the CPR: on [31 October](#) and [26 November](#) 2019, and on [16 January](#), [27 February](#), [12 May](#), [21 May](#), [2 July](#) and [14 July](#) 2020. The final consultation meeting is planned on [10 September 2020](#), in view of preparing for a stock-taking meeting under the framework of the 7th meeting of the annual subcommittee (12-16 October 2020) as mandated by UNEA decision 4/2.

This document outlines possible converging elements of consensus, as proposed by the co-facilitators of the process for review, emanating from guidance provided by member States at the subcommittee meetings referred to above. It is complemented by Annex I, which outline guidance for the Bureau of UNEA and of the CPR.

All proposals in this document are, where relevant, subject to the availability of financial resources.

Subject to further consultations and confirmation by the subcommittee, the proposals will be reviewed at the 7th meeting of the annual subcommittee scheduled for 12-16 October 2020, for final consideration at UNEA-5.

B. Converging elements of consensus

I. The preparation, working arrangements and scheduling of sessions of the UN Environment Assembly and of the objectives, preparation, working arrangements and the scheduling of meetings of its subsidiary body, namely the meeting of the Open-ended CPR and the regular and annual meetings of the subcommittee of the CPR. (Decision 4/2, subparagraph 10 (a))

Preliminary conclusions and recommendations:

1. Under the guidance of the UNEA Bureau and the Secretariat, ensure that the UNEA theme provides a framework for political debate at the high-level segment as well as for official UNEA events, including UNEA side events the Major Group and Stakeholder Forum, and the Sustainable Innovation Expo and the Science Policy Business Forum, and that it informs Member States in their preparation of draft UNEA resolutions, while fully respecting Member States' right to table draft resolutions on any subject in accordance with the UNEA Rules of Procedures.
2. Organize, as a general practice and unless otherwise decided by UNEA, meetings of the Open-Ended Committee of Permanent Representatives back-to-back with the UN Environment Assembly, while

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ensuring effective, participatory and inclusive intersessional preparation, and avoiding negotiations during weekends as far as possible.

3. **Clarify** that the meeting of the Open-Ended Committee of Permanent Representatives, as mandated by paragraphs 9 and 10 of UNEP Governing Council decision 27/2¹, may be referred to as a Preparatory Committee meeting (PREPCOM) for UNEA.
4. **Recommend close cooperation between the UNEA and CPR Bureaus in advance of UNEA to ensure an efficient transition of the negotiations of draft resolutions and decisions from OECPR/PREPCOM to UNEA, including with regard to the nomination of facilitators for working groups and contact groups.**
5. **Clarify** that the meeting of the Annual Subcommittee of the Committee of Permanent Representatives, as mandated in paragraph 11 of UNEP Governing Council decision 27/2, may be referred to as a Review and Oversight Committee meeting (ROC).
6. Under the guidance of the UNEA Bureau and with the support from the Secretariat, create an optimal balance between political negotiations, the UNEA high-level segment, and official and non-official UNEA events, to ensure political ownership and to enable, as far as possible, all Member States to participate in the negotiations on UNEA resolutions, by:
 - a) rationalizing the number of side events and other events;
 - b) avoiding overlaps in the scheduling and structure of UNEA sessions; and
 - c) minimizing to the extent possible the number of formal and informal negotiation groups working in parallel at the OECPR and UNEA.
7. **Under** the guidance of the UNEA Bureau and with the support from the Secretariat and in close cooperation with the MEA Secretariats, strengthen the contributions and active participation of multilateral environmental agreements (MEAs) to UNEA to promote coherence between the UNEA resolutions and the MEAs governing bodies' decisions by:
 - a) Organizing a "MEA segment" in conjunction or back-to-back with the UNEA high-level segment, that could include a structured dialogue between UNEP Executive Director and the Executive Secretaries of MEAs and/or Presidents or Bureau representatives of the respective governing bodies through the establishment of an agenda item entitled "Cooperation with Multilateral Environmental Agreements";
 - b) Providing opportunities for engagement by MEAs in the intersessional period between UNEA sessions by, for example, inviting MEA Secretariats to provide factual information with respect to draft UNEA resolutions and/or preparing joint UNEP/MEAs briefings on the theme of UNEA;
 - c) Promoting thematic dialogues between Chairs of scientific advisory bodies or implementation committees, for example to provide a strong science-policy input to UNEA and the High-level Political Forum on Sustainable Development;
 - d) **Promoting** the involvement of MEAs in the preparation and implementation of UNEP's programme of work/medium-term strategy and of relevant resolutions, where appropriate, to enhance coherence and cooperation on the implementation of the environmental dimension of the UN 2030 Agenda;
 - e) **Exploring** modalities for MEAs to participate in the process to develop UNEA political declarations.

Commented [EU+MS1]: In our view this proposal reflects a viable way forward and we could agree to the paragraph as is, albeit it is far from initial suggestions made in this regard. EU+MS stress that it will be important to retain paragraph 3, as it addresses the consensus established at ASC-6 recognizing that the current naming situation is confusing.

Commented [EU+MS2]: In our view this proposal reflects a viable way forward and we could agree to the paragraph as is, albeit it is far from initial suggestions made in this regard. EU+MS stress that it will be important to retain paragraph 5, as it addresses the consensus established at ASC-6 recognizing that the current naming situation is confusing.

Commented [EU+MS3]: For EU+MS the paragraph as is constitutes a balanced proposal by the co-facilitators and the main elements outlined hereunder should be kept.

Commented [EU+MS4]: Regarding request for deletion by US-delegation: EU+MS wish to retain paragraph.

Commented [EU+MS5]: Regarding request for deletion by US-delegation: EU+MS wish to retain paragraph.

¹ Decision 27/2 is available in all UN languages [here](#).

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8. Strengthen preparations for UNEA at regional level, including by encouraging Members of the UNEA Bureau to engage in regional ministerial environmental forums and regional forums on sustainable development, to identify relevant regional contributions and inputs to UNEA sessions.
9. Under guidance of the UNEA Bureau and with the support from the Secretariat, strengthen the science-policy interface at UNEA by:
 - a) Facilitating science-based decision making, where relevant through dedicated briefings and consultations on the theme of UNEA and/or proposed resolutions, as appropriate.
 - b) Strategic scheduling of the Science-Policy-Business Forum and the Sustainable Innovation Expo;
 - c) Making best use of flagship relevant scientific environmental assessments.
10. In accordance with the UNEA Rules of Procedures and established practices including as outlined in the UNEP Stakeholder Engagement Handbook², strengthen the participation of and meaningful involvement of Major Groups representatives at UNEA and its preparatory process, including in the context of selecting the UNEA theme, for example by offering Secretariat trainings and briefings on UNEA for stakeholders, including through virtual meetings.
11. Under the guidance of the CPR Bureau and with the support from the Secretariat, improve the identification, formulation and recording of decisions and conclusions from CPR meetings by:
 - a) strategic and timely scheduling of CPR meetings; and
 - b) high-quality and timely submission of documentation from the Secretariat, such as annotated agendas, background documentation and meeting summaries.
12. Under the guidance of the CPR Bureau and with the support of the Secretariat, and subject to the availability of resources, further broaden ownership and inclusiveness of CPR meetings, by:
 - a) facilitate remote participation of Member States without representation in Nairobi;
 - b) improve online access to documents and crucial information on meeting portals and the UNEA website.
13. Encourage Member States which have not yet done so to accredit themselves to UNEP.

II. The respective roles and responsibilities of the Bureau of the Environment Assembly and of the Bureau of the Committee of Permanent Representatives, including those related to interactions with their respective constituencies; (Decision 4/2, subparagraph 10 (b))

14. **Consolidate and clarify the respective roles and responsibilities of the Bureaus of the UN Environment Assembly and of the Committee of Permanent Representatives and its Members, including with regard to joint meetings, in line with the guidance contained in Annex I. The guidance is fully consistent with the UNEA Rules of Procedure and relevant decisions by the Governing Council of the UN Environment Programme and the UN Environment Assembly, and also reflects certain current standard practices applied by the Bureaus that are currently not captured in any legal document. The purpose of this guidance is to consolidate relevant information pertaining to the role and function of the two bureaus, to enable all members of the Bureaus to perform their functions as elected officers more effectively, to facilitate the nomination process for the election of officers, and to prevent potential overlaps with other UNEP governing bodies.**

III. Criteria, modalities and timing for presenting and negotiating draft resolutions and decisions; (Decision 4/2, subparagraph 10 (c))

Commented [EU+MS6]: We can agree to paragraph 14 as proposed by the co-facilitators in this version. However, EU+MS reiterate that it is essential that the guidance for the CPR and UNEA Bureaux is retained in this document, as captured in Annex I.

² <https://www.unenvironment.org/resources/publication/stakeholder-engagement-handbook>

15. DELETED

16. Without prejudice to the UNEA Rules of Procedure, in particular rule 44³, and to relevant decisions by the Governing Council of UNEP and by UNEA, and building on previous guidance provided by UNEA Bureaus, encourage effective and timely submission, consideration and negotiation of draft resolutions tabled for adoption at future sessions of the UN Environment Assembly by recommending Member States to:

- a) Devote at least half a day of the meeting of the Annual Subcommittee in the year preceding a UNEA meeting to identify areas suitable for the tabling of draft resolutions and decisions, consider possible resolution "clusters", encourage co-sponsorship and consolidation for similar proposals, and avoid duplication with relevant existing resolutions and decisions;
- b) Respect, as appropriate, the following guidance:
 - i. Announce the intention to table a draft resolution at least 16 weeks in advance of the Environment Assembly;
 - ii. Provide a concept note for the draft resolution that explains the rationale and context behind the initiative, including with regard to the UNEA theme, the Sustainable Development Goals, to emerging global environmental issues, post-Covid-19 recovery efforts, and UNEP's Programme of Work.
 - iii. Submit a draft resolution at least 10 weeks in advance of the Environment Assembly, for further consideration by the CPR and its working groups in preparation for the Open-Ended Meeting of the Committee of Permanent Representatives.
- c) Ensure that the operative section of a draft resolutions outlines the concise actions to be taken or promoted and the addressees of the proposed action (e.g. member States, the UN system and specific stakeholders), as well as guidance to the UNEP Secretariat to facilitate reporting and follow up.

IV. Monitoring and reporting on the implementation of the programme of work and budget and of the resolutions of the Environment Assembly; (Decision 4/2, subparagraph 10 (d))

17. The Secretariat is requested to revise its reporting framework to:
- a) Include relevant information on the status of implementation of UNEA resolutions in Programme Performance Review reports and Quarterly Reports of the Executive Director, at annual, regular, and subcommittee meetings of the CPR;
 - b) Develop and implement the online monitoring and reporting tool to be launched at the 7th meeting of the Annual Sub-Committee; and
 - c) Explore options to rationalize and streamline mandated reporting requirements to future UNEA meetings by consolidating such reports into shorter and/or fewer reports that summarize general progress of implementation and refer more detailed information to the online tool.

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ANNEX I: Draft guidance on the role and function of the Bureaus of the United Nations Environment Assembly and of the Committee of Permanent Representatives

ANNEX II: DELETED

³ UNEA Rules of Procedure, Rule 44: "Proposals and amendments shall normally be introduced in writing and submitted to the Executive Director, who shall circulate copies to the members in all the official languages of the United Nations Environment Assembly. As a general rule, no proposal shall be discussed or put to the vote at any meeting of the United Nations Environment Assembly unless copies of it have been circulated to all members not later than the day preceding the meeting. Subject to the consent of the United Nations Environment Assembly, the President may, however, permit the discussion and consideration of proposals or amendments even though these proposals or amendments have not been circulated or have only been circulated the same day." 5

Commented [EU+MS7]: EU+MS can accept the integration of key points of previous Annex II in paragraph 16 as currently formulated. For the EU+MS the inclusion of these elements has to be retained.

The EU+MS are against a further reduction of the elements under this paragraph, which already leaves out more specific and concretizing elements of the previous Annex II.

Commented [EU+MS8]: EU+MS reiterate that resolutions should not be announced later than 16 weeks before UNEA in order for the preparation of the Assembly to be meaningfully improved and the inter-sessional period used effectively in that sense.

Commented [EU+MS9]: Insert a specific deadline for the submission of the concept note. EU+MS are of the view that providing a concept note when announcing the intention to table a resolution (16 weeks in advance of the UNEA) would be helpful to use the subsequent time effectively.

Commented [EU+MS10]: Regarding request for deletion by US-delegation: EU+MS wish to retain the reference to SDGs and emerging issues. The former provide the overarching framework for sustainable development and the latter forms part of UNEP/UNEA's core mandate.

Commented [EU+MS11]: Since paragraph 16 aims at providing guidance to all future UNEAs, be there a crisis or not, the reference to COVID-19 recovery seems too specific and should be taken out. Alternatively, it could also be replaced with more general wording such as "recovery efforts to global crises, where relevant, (...)".

Commented [EU+MS12]: EU+MS reiterate that resolution drafts should not be submitted later than 10 weeks before UNEA in order for the preparation of the Assembly to be meaningfully improved and the inter-sessional period used effectively in that sense. Particularly considering that the UNEA usually takes place in spring shortly after the holiday season.

ANNEX to the document “*Converging elements of consensus - Process for review by the Committee of Permanent Representatives*” (Version VI, dated 10 August 2020)

Draft guidance on the role and function of the Bureaux of the United Nations Environment Assembly and of the Committee of Permanent Representatives

A. Guidance on the role and function of the bureau of the united nations environment assembly

Election and composition of the Bureau

1. Pursuant to rule 18 of the Rules of Procedure, during the final meeting of a regular session, the United Nations Environment Assembly (“Environment Assembly”) shall elect a President, eight Vice-Presidents and a Rapporteur from among its members. These officers shall constitute the Bureau of the Environment Assembly. The Bureau shall assist the President in the general conduct of business of the Environment Assembly. The chairpersons of sessional committees or working parties shall be invited to participate in Bureau meetings. In electing its officers, the Environment Assembly shall ensure that each of the five regions⁴ is represented by two members in the Bureau of the Environment Assembly. The Offices of President and Rapporteur shall normally be subject to rotation among the five regions referred to in section I, paragraph 1 of General Assembly resolution 2997(XXVII).⁵

2. Pursuant to a decision taken at the second Joint Meeting of the Bureau of the Environment Assembly and the Committee of Permanent Representatives (the Committee) on 22 May 2017, the Chair of the Committee shall participate in an ex officio capacity in meetings of the Bureau of the Environment Assembly.⁶ The Chair of the Committee shall not have the right to vote.

Replacement of a Bureau member

3. Pursuant to rule 19 of the Rules of Procedure, during a session of the Environment Assembly, if a Bureau member, except the President, is unable to permanently carry out any of her or his functions, the Environment Assembly may elect an alternate upon appointment by a member State or by the regional group to which that member belongs. During the intersessional period, if a Bureau member resigns or is unable to exercise her or his functions, the Member State or the regional group to which that member belongs shall nominate a replacement for the remainder of the term. The Executive Director shall inform all member States of the Environment Assembly of the nomination in writing. If within one month no objections are received in writing, the nominee is elected. If a member State objects, the nominee is elected if a majority of member States responding support the nominee.⁷

Terms of Office

4. Pursuant to rule 20 of the Rules of Procedure, the President, the Vice-Presidents and the Rapporteur shall hold office until their successors are elected. They shall commence their terms of office at the closure of the session at which they are elected and remain in office until closure of the next regular session. They are eligible for re-election.⁸

Meetings of the Bureau

⁴ The five regions are Africa; Asia; Eastern Europe; Latin America; Western European or other States;

⁵ Rule 18 of the Rules of Procedure

⁶ Decision taken at the second Joint Meeting of the Bureau of the UN Environment Assembly and the Committee of Permanent Representatives on 22 May 2017. In addition, Rule 18 of the rules of procedure provides that the chairpersons of sessional committees and working parties shall be invited to participate in meetings of the Bureau.

⁷ Rule 19 of the Rules of Procedure

⁸ Rule 20 of the Rules of Procedure

Commented [EU+MS13]: The guidance for the Bureaux is an essential and key element for the CPR-based review to provide a meaningful outcome. EU+MS wish to retain the entirety of the contained text in the converging elements document.

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5. The Bureau shall meet as necessary as decided by the members of the Bureau. The Bureau shall, as a general practice, meet in Nairobi and may, subject to the availability of financial resources, decide to meet at a location outside Nairobi. **Regardless the venue, all Members of the Bureau shall be offered the opportunity to attend the meetings by virtual means.** Depending on the agenda, the President, after consultation with the other members of the Bureau, may invite observers from member States or members of UN Specialized Agencies as **well as from organizations who have relevant** qualifications with regard to matters on the agenda. The invitations for the meeting should be sent 14 days in advance of the meeting and the related documents should be available 10 days in advance.

Quorum

6. Following rule 32 of the Rules of Procedure on quorum for the meetings of the Environment Assembly, the President may declare a meeting open when at least one third of the members of the Bureau that have been elected by the Environment Assembly to the Bureau are present. The presence of a majority of members shall be required for any decision to be taken.

Decision-making

7. Without prejudice to rule 49 of the Rules of Procedure, the Bureau shall to the extent possible take all decisions by consensus.

Joint Bureau Meetings

8. Joint Bureau meetings may be held between the Bureau of the Environment Assembly and the Bureau of the Committee. A joint meeting shall as a general practice be held in Nairobi, and may, if so decided by the Bureaus and upon the invitation of the President of the Environment Assembly and the Chair of the Committee, meet at a location outside Nairobi. **Regardless the venue, all Members of the Bureau shall be offered the opportunity to attend the meetings by virtual means.** The President and the Chair of the Committee may alternate in chairing a joint meeting. Joint meetings shall be convened for the purpose of conducting consultations between the Bureaus. Decisions shall be taken separately by each Bureau.

Powers of the President

9. (a) Under Rule 18, paragraph 1, the President shall with the assistance of the other Bureau members be responsible for the general conduct of business of the Environment Assembly;⁹
(b) In accordance with rules 33, 34 and 35, the President shall preside at meetings of the Environment Assembly, and may delegate this function to another Member of the Bureau;¹⁰
(c) The President shall preside at Bureau meetings;
(d) The President may consult with member States and other stakeholders for the purposes of preparing and facilitating agreement on key high-level outcomes of the Environment Assembly;
(e) The President may represent the Environment Assembly in intergovernmental meetings at both regional and global levels in order to convey key outcomes of the Environment Assembly, including at other UN meetings, **such as the High-level Political Forum on Sustainable Development;**¹¹
(g) The President may designate a Bureau member to perform representative functions.

Functions of the Bureau

⁹ Rule 18 of the Rules of Procedure

¹⁰ Rules 33, 34 and 35 of the Rules of Procedure

¹¹ UNEA resolution 3/3 "Contributions of the UNEA to the High-level Political Forum on Sustainable Development"

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10. In accordance with rule 18 of the Rules of Procedure, the Bureau shall assist the President in the general conduct of the business of the Environment Assembly¹².

11. The Bureau shall in consultation with members of regional groups:

- a) Carry out the tasks entrusted to it by the Environment Assembly and the President;
- b) In accordance with rule 17 of the Rules of Procedure, assist the President in the general conduct of business of the Environment Assembly, including the review of credentials¹³;
- c) Prepare for the sessions of the Environment Assembly, including by providing guidance on the selection of an overarching theme, advising and providing input on the preparation of the provisional agenda, the draft programme of work of the session, the scheduling of items for the Environment Assembly;
- d) Consider and facilitate the negotiation of draft resolutions and decisions, as appropriate, for consideration by the Environment Assembly including through the selection of facilitators and the setting of deadlines for the submission of draft resolutions and decisions;
- e) Recommend the allocation of items to subsidiary bodies of the Environment Assembly;
- f) Provide guidance on the organization of relevant meetings of an informal nature related to the Environment Assembly;
- g) Coordinate with the CPR Bureau and its Chair, to ensure that the work of the Committee of Permanent Representatives is coherent, complementary and in support of the decision-making process of the Environment Assembly.

Language

12. The Bureau shall conduct its business in English.

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B. Guidance on the role and function of the bureau of the committee of permanent representatives

Election and composition of the Bureau

1. In accordance with Rule 18 of the Rules of Procedure as applicable to the Committee of Permanent Representatives ("the Committee"), and Governing Council Decision 19/32 entitled "Governance of UNEP", which decided that the Bureau of the Committee shall consist of 5 members elected for a 2 year term, the Committee shall elect a Chair, three Vice Chairs and a Rapporteur¹⁴ from among its members who shall constitute the Bureau. The Bureau shall assist the Chair in the general conduct of business of the Committee. In electing its officers, the Committee shall ensure that each of the five regions is represented. The Chair shall normally be subject to rotation among the five regions¹⁵.

¹² Rule 18 of the Rules of Procedure

¹³ Rule 17 of the Rules of Procedure

¹⁴ Governing Council Decision 19/32 entitled "Governance of the United Nations Environment Programme", decided that the Bureau of the Committee of Permanent Representatives shall consist of 5 members elected for a 2 year term .

¹⁵ Rule 18 of the Rules of Procedure as applicable to the Committee of Permanent Representatives

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2. In accordance with the decision taken at the second Joint Meeting of the Bureau of the Environment Assembly and the Committee on 22 May 2017, a representative of the President of the Environment Assembly shall participate in an ex officio capacity in meetings of the Committee, without the right to vote.¹⁶

Replacement of a Bureau member

3. In accordance rule 19 of the Rules of Procedure, as applicable to the Committee, during a meeting of the Committee, if a Bureau member, except the Chair, is unable to permanently carry out any of her or his functions, the Committee may elect an alternate upon appointment by a member State or by the regional group to which that member belongs. In cases where the Committee is not meeting and a Bureau member resigns or is unable to exercise her or his functions, the member State or the regional group to which that Member belongs shall nominate a replacement for the remainder of the term. The Executive Director shall inform all members of the Committee of the nomination in writing. If within one month no objections are received in writing, the nominee is elected. If a member State objects, the nominee is elected if a majority of member States responding support the nominee.¹⁷

Term of Office

4. In accordance with Governing Council Decision 19/32 entitled "Governance of UNEP", the Chair, the Vice-Presidents and the Rapporteur shall, as a matter of practice, be elected for a term of two years, commencing 1 July every odd year. They are eligible for re-election.¹⁸

Meetings of the Bureau

5. The Bureau shall meet as required, upon the request by the Chair. Depending on the agenda, the Chair of the Bureau may invite observers to attend Bureau meetings. The Chair may also invite other individuals or organizations as observers if they have qualifications with regard to matters on the agenda. The invitations for the meetings of the Bureau should be sent 14 days in advance of the meeting and the related documents should be available 10 days in advance.

Quorum

6. Notwithstanding the provisions of the Rules of Procedure, the Chair may only declare a meeting open and allow decisions to be taken when a majority of Bureau members are present.

Decision-making

7. Without prejudice to rule 49 of the Rules of Procedure, the Bureau shall to the extent possible take all decisions by consensus.

Joint Bureau Meetings

8. Joint Bureau meetings may be held between the Bureau of the Committee and the Bureau of the Environment Assembly. A joint meeting may, upon the invitation of the President of the Environment Assembly and the Chair of the Committee, meet at a location outside Nairobi. The President and the Chair of the Committee may alternate in chairing a joint meeting. Joint meetings shall be convened for the purpose of conducting consultations between the Bureaus. Decisions shall be taken separately by each Bureau.

¹⁶ Decision taken at the second Joint Meeting of the Bureau of the UN Environment Assembly and the Committee of Permanent Representatives on 22 May 2017.

¹⁷ Rule 19 of the Rules of Procedure, as applicable to the Committee of Permanent Representatives

¹⁸ Governing Council Decision 19/32 entitled "Governance of the United Nations Environment Programme"

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Functions of the Chair

9. (a) Pursuant to rule 18 as applicable to the Committee, the Chair shall with the assistance of the Bureau be responsible for the general conduct of business of the Committee.
(b) The Chair shall preside at Bureau meetings and at meetings of the Committee; or delegate other Bureau members to chair the Committee meetings.
(c) The Chair may consult with member States and major groups and other stakeholders for the purposes of preparing and facilitating agreement on key outcomes of the Committee.

Functions of the Bureau

10. The Bureau with the support of the Secretariat and in consultation with members of regional groups, shall:
- a) Carry out the tasks entrusted to it by the Committee and the Chair;
 - b) Assist the Chair in the general conduct of business of the Committee;
 - c) Prepare for the meetings of the Committee, including by providing guidance on the dates of meetings, advising and providing input on the preparation of the provisional agenda, meeting documentation, the draft programme of work and the scheduling of items for the meetings of the Committee;
 - d) Facilitate the negotiation of draft resolutions and decisions for consideration by the Committee and for subsequent transmission to the Environment Assembly, in close consultation with the UNEA Bureau;
 - e) Coordinate with the UNEA Bureau and its President to ensure that the work of the Committee is coherent, complementary and in support of the decision-making process of the Environment Assembly.

Language

11. The Bureau shall conduct its business in English.

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