

Outcome of the stock-taking meeting for the Process for review by the Committee of Permanent Representatives, as mandated by UNEA Decision 4/2

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))

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 ensuring effective, participatory and inclusive intersessional preparation, and avoiding negotiations during weekends.
3. Reaffirm the mandate of the Committee of the Permanent Representatives as stipulated in Governing Council decision 27/22 (paragraph 9) and underline its oversight role of UNEP and its role in the preparatory process of UNEA meetings, including in the preparation of draft resolutions and decisions, as well as in the monitoring of their implementation. This involves the preparation of draft resolutions and decisions, as further detailed in paragraph 16, and monitoring of their implementation and the implementation of the Programme of Work and Budget, as referred to in paragraph 17. This further involves convening, in addition to the regular quarterly meetings of the CPR and meetings of the CPR subcommittee, a dedicated biennial CPR meeting for preparations of UNEA meetings¹, **which may be informally referred to as "Open Ended CPR Preparatory Meeting for UNEA"**, encouraging the participation of capital-based delegations, as well as **convening a dedicated annual meeting to review UNEP's Medium Term Strategy and Programme of Work and Budget and to oversee their implementation², which may be informally referred to as "CPR Review and Oversight Meeting"**, also encouraging the participation of capital-based delegations.

Prev. paragraph 4. **DELETED**

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 to UNEA.

Prev. paragraph 6. **DELETED**

5. 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.

¹ As mandated by UNEP Governing Council decision 27/2, paragraph 10.

² As mandated by UNEP Governing Council decision 27/2, paragraph 11.

- b) avoiding overlaps in the scheduling and structure of UNEA sessions.
 - c) minimizing the number of formal and informal negotiation groups working in parallel at the OECPR and UNEA.
6. 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, **while fully respecting the autonomy of those MEAs and without introducing new and additional requirements for the contracting parties to the MEAs**, by:
- a) Organizing an “informational MEA segment” in conjunction or back-to-back with the UNEA high-level segment, that could include a structured dialogue.
 - b) Establishing an agenda item entitled “Cooperation with Multilateral Environmental Agreements” in the UNEA sessions.
 - c) Providing opportunities for engagement by MEAs in the intersessional period between UNEA sessions by, for example, making use of MEA Secretariats to provide inputs to relevant UNEA outcomes.
 - d) Promoting thematic dialogues between Chairs of scientific advisory bodies or **other MEA bodies**, for example to provide a strong science-policy input to UNEA.
 - e) Promoting the involvement of MEAs in the preparation 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.
7. 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.
8. Under guidance of the UNEA Bureau and with the support from the Secretariat, **and taking into account inputs from Major Groups and Stakeholders**, 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.
9. In accordance with the UNEA Rules of Procedures and established practices including as outlined in the UNEP Stakeholder Engagement Handbook³, strengthen the participation of and meaningful involvement of representatives of Major Groups and Stakeholders 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.
10. 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.
 - b) high-quality and timely submission of documentation from the Secretariat, such as annotated agendas, background documentation and meeting summaries.
11. Under the guidance of the CPR Bureau and with the support of the Secretariat further broaden ownership and inclusiveness of CPR meetings, by:
- a) facilitate remote participation of Member States without representation in Nairobi.

³ <https://www.unenvironment.org/resources/publication/stakeholder-engagement-handbook>

- b) improve online access to documents and crucial information on meeting portals and the UNEA website.

12. Encourage Member States which have not yet done so to accredit themselves to UNEP.

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

13. Without prejudice to the UNEA Rules of Procedure, in particular rule 44⁴, and to relevant decisions by the Governing Council of UNEP and by UNEA, encourage an early, inclusive and transparent inter-sessional preparatory process with appropriate Secretariat support for the timely submission, consideration and negotiation of draft resolutions **and decisions** 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 meeting of the annual subcommittee in the year preceding a UNEA session, to identify areas suitable for the tabling of draft resolutions and decisions and indicate, where possible, early intentions to submit draft resolutions **and decisions**.
- b) If delegations indicate their intention to submit draft resolutions on a same or similar topic, engage with each other to foster collaboration, co-sponsorship, consolidation of the proposals, avoiding duplication of work.
- c) Include a standard agenda item in all CPR meetings in the period between the meeting of the annual subcommittee and the OECPR, whereby Member States **and the Secretariat** are invited to provide status updates to the Committee on the development and/or preparation of draft resolutions **and decisions**.
- d) Include a standard agenda item in joint meetings of the UNEA and CPR Bureaus between the meeting of the annual subcommittee and the OECPR to facilitate, in close consultation with the CPR, the identification of facilitators to chair the informal consultations on the draft resolutions **and decisions as soon as possible for their in-depth consideration and to make efficient use of the intersessional period**.
- e) Respect, as far as possible, the following guidance:
 - i. Announce the intention to table a draft resolution **or decision at** the annual subcommittee or at least 12 weeks in advance of UNEA;
 - ii. Provide a concept note for the draft resolution that explains the rationale and context behind the initiative, which may include relevant information on the UNEA theme, the UNEP Programme of Work, the Sustainable Development Goals, and emerging global issues that may have an impact on the environment, and UNEP's Programme of Work.
 - iii. Submit a draft resolution **or a decision** at least 10 weeks in advance of UNEA, for further consideration and in-depth discussion by the CPR and its working groups in preparation for the OECPR.

Taking into account different working processes of Member States, draft resolutions and decisions shall be given the same status and recognition regardless of the timing of their submission or communication of the intention to submit draft resolutions or decisions.

⁴ 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."

- f) Outline, in the operative part of draft resolutions, the actions to be taken or promoted and the addressees of the 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.

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))

14. The Secretariat is requested to revise its reporting framework to:
- 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.
 - Further develop and implement the online monitoring and reporting tool to be launched at the 7th meeting of the Annual Sub-Committee.
 - 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.

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))

15. **Request the Secretariat to prepare, in consultation with the UNEA Bureau and the CPR, a handbook for delegates, which would serve to familiarize them with the work of UNEP, including its governing bodies, intersessional work, the work of the Bureaus, and other pertinent matters.**
16. 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, by providing guidance, **as outlined below**, for endorsement by Member States, with the understanding that it does not replace or augment the UNEA rules of procedure but rather identifies applicable rules and practices that guide the work of all members of the Bureaus to allow them to carry out their work more effectively, facilitate the nomination process for the election of officers, and prevent potential overlaps between UNEP governing bodies. **The guidance note should be seen as a “living document” and would be updated, as required, by the Bureaus, with the support of the Secretariat, and in consultation with the CPR.**

A. Guidance on the role and function of the Bureau of the UN Environment Assembly

Election and composition of the Bureau

A.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 regions⁵ 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).⁶

⁵ The five regions are Africa; Asia; Eastern Europe; Latin America; Western European or other States;

⁶ Rule 18 of the Rules of Procedure

A.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.⁷ The Chair of the Committee shall not have the right to vote.

Replacement of a Bureau member

A.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.⁸

Terms of Office

A.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.⁹

Meetings of the Bureau

A.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

A.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 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.

⁸ Rule 19 of the Rules of Procedure

⁹ Rule 20 of the Rules of Procedure

A.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

A.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

A.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;¹⁰
- (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;¹¹
- (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;¹²
- (g) The President may designate a Bureau member to perform representative functions.

Functions of the Bureau

A.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 Assembly¹³.

A.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 credentials¹⁴;
- 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) Facilitate the negotiation of draft resolutions and decisions, as appropriate, for consideration by the Environment Assembly including through the selection of facilitators;
- e) Recommend the allocation of items to subsidiary bodies of the Environment Assembly;

¹⁰ Rule 18 of the Rules of Procedure

¹¹ Rules 33, 34 and 35 of the Rules of Procedure

¹² UNEA resolution 3/3 "Contributions of the UNEA to the High-level Political Forum on Sustainable Development"

¹³ Rule 18 of the Rules of Procedure

¹⁴ Rule 17 of the Rules of Procedure

- 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

A.12. The Bureau shall conduct its business in English.

B. Guidance on the role and function of the Bureau of the Committee of Permanent Representatives

Election and composition of the Bureau

B.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 Rapporteur¹⁵ 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 regions¹⁶.

B.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.¹⁷

Replacement of a Bureau member

B.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.¹⁸

Term of Office

¹⁵ 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.

¹⁶ Rule 18 of the Rules of Procedure as applicable to the Committee of Permanent Representatives

¹⁷ 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.

¹⁸ Rule 19 of the Rules of Procedure, as applicable to the Committee of Permanent Representatives

B.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.¹⁹

Meetings of the Bureau

B.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

B.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

B.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

B.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. 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.

Functions of the Chair

B.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

B.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;

¹⁹ Governing Council Decision 19/32 entitled “Governance of the United Nations Environment Programme”

- 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 consideration of draft resolutions and decisions by the Committee, including through the selection of facilitators, 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

A.11. The Bureau shall conduct its business in English.