

---

## REPORT OF THE SIXTH MEETING OF THE EXECUTIVE BOARD OF THE SPECIAL PROGRAMME

### ITEM 1. OPENING OF THE MEETING

1. The resumed sixth meeting of the Executive Board of the Special Programme to support institutional strengthening at the national level for the implementation of the Basel, Rotterdam and Stockholm (BRS) conventions, the Minamata Convention and the Strategic Approach to International Chemicals Management (SAICM) was opened by Mr. Reggie Hernaus (Netherlands), co-chair of the Executive Board, at 14:00 (CEST) on 1 September 2021. Mr. Hernaus welcomed the participants and thanked them for their continued understanding of the need to hold an online meeting, given the restrictions still in place as a result of the COVID-19 pandemic, and indicated that he looked forward to working with them on some key aspects of the work of the Special Programme. He then invited Ms. Monika MacDevette, Chief of the Chemicals and Health Branch of UNEP's Economy Division, to make some opening remarks

2. In her opening remarks, Ms. MacDevette noted that in addition to the members of the Executive Board, the meeting also had a wide range of observers including representatives of governments, members of the Internal Task Team comprising representatives from the BRS, Minamata, SAICM and Global Environment Fund (GEF) Secretariats as well as representatives from some of UNEP's regional offices. Ms. MacDevette recalled that this meeting was a continuation of the sixth meeting of the Executive Board, the first session of which was held during March 2021. While the first session had focused on two key agenda items, namely approval of applications submitted under the fourth round of funding as well as consideration of arrangements for the launch on the fifth round of funding, this resumed session would pick up two important agenda items that were initially discussed by the Board during the teleconference in October 2020, namely the process for nominations for membership of the Executive Board, and the possible recommendation to extend the duration of the Special Programme.

3. Ms. MacDevette noted that the year so far had seen a growing acceptance of the importance of protecting and restoring the environment, and of the impact of human activity on the environment. Since the three planetary crises relating to climate, biodiversity and pollution are interconnected, programmes such as the Special Programme would not only contribute to reducing pollution but would also help to address climate change and biodiversity loss and the ongoing generous support of the donors to this end continued to be very much appreciated.

4. Ms. MacDevette recalled that in June 2021 year the European Union had launched its Zero Pollution Action Plan and that UNEP and the Special Programme were honoured to be able to co-host a session at the 2021 EU Green Week which showcased the work of the Special Programme and included participation by representatives of two Special Programme projects.

5. Ms. MacDevette concluded her remarks by noting that this would be the last meeting of this term of the Executive Board, which would end on 2 February 2022, and that UNEP would in the coming days issue a call for nominations for membership of the Executive Board for the period 2022-2024. She took the opportunity to thank the Board members for their ongoing and active participation in the work of the Executive Board, particularly given the difficult global situation that has been in place for the Board's entire term.

6. Following the opening remarks, Mr. Hernaus invited the members of the Executive Board to introduce themselves briefly.

7. The meeting was attended by nine of the ten Executive Board members and represented quorum for decision making in accordance with Rule 17 of the Rules of Procedure for the Executive Board of the Special Programme.

## **ITEM 2. ORGANIZATIONAL MATTERS**

### **2.1 Adoption of agenda and organization of work**

8. The co-chair invited the Board members to consider and adopt the provisional agenda and proposed organization of work as set out in documents SP/EB/6.2/1/ and SP/EB/6.2/1/Add.1 respectively. He noted that the proposed agenda had been briefly considered at the meeting in March 2021.

9. In presenting the proposed organization of work, the co-chair referred to the following provisions of the Rules of Procedure of the Special Programme:

- a. The meeting would be conducted in English only;
- b. In line with Rule 18, the co-chairs would grant permission to the representatives and observers to speak during the course of the meeting in the order in which they signified their desire to speak, taking into account that observers should normally speak after representatives, unless otherwise decided by the co-chairs; and
- c. Under Rule 26, the Executive Board shall make every effort to take its decisions by consensus.

10. The agenda and organization of work were adopted as presented, without the addition of any items under Agenda Item 9, *Any Other Business*.

## **ITEM 3. APPROVAL OF THE REPORT OF THE FIRST SESSION OF THE SIXTH MEETING OF THE EXECUTIVE BOARD**

11. The Executive Board was invited to consider and approve the report of the first session of the sixth meeting of the Executive Board meeting, held online from 1 to 5 March 2021, as contained in document SP/EB.6/8/Corr. The report, which had been circulated to the Board members for comment on 27 May 2021, was approved without any modifications.

## **ITEM 4. CONSIDERATION OF INVENTORY OF REPRESENTATION ARRANGEMENTS IN SIMILAR MECHANISMS**

12. The co-chair noted that the issue related to the finalization of membership of the Executive Board, which during the past two Board terms had been subject to quite extensive delays that were described by the Secretariat during the teleconference in October 2020. Recalling that the two-year term of this Executive Board would end on 2 February 2022, and that the call for nominations would be issued as soon as possible after this meeting, he invited the Secretariat to make its presentation on the matter.

13. The Secretariat briefly recapped the discussion of the matter during the fourth teleconference in October 2020 during which the Board considered the fact that, while the Terms of Reference for the Special Programme, clearly specify the composition of the Executive Board, they do not define a process for selection of Board members. The discussion also took into account three relevant recommendations arising from the [mid-term evaluation](#)<sup>1</sup> of the Special Programme relating to its governance arrangements. These recommendations were:

- a. First, to put an appropriate selection mechanism in place and launch the process early enough to ensure that board membership is established before Executive Board meetings;
- b. Secondly, to introduce alternates for Executive Board members where possible as a replacement in case an Executive Board member is unavailable; and

- c. Thirdly, to ensure that regions/groups of countries are properly represented in the Executive Board.

The Executive Board had requested the Secretariat to prepare an inventory of processes for nomination and selection that have been established under similar mechanisms, and to identify possible solutions to the challenges encountered in constituting the Board, for the Board's consideration in the context of the Terms of Reference of the Special Programme.

14. The inventory had been prepared as document SP/EB.6/6/Rev. The representative of the Secretariat summarised the contents of the document for the meeting, noting that it consisted of a summary of the existing arrangements for the Special Programme and relevant provisions of UNEA rules of procedure; an overview of the arrangements for five similar entities, namely the GEF Council, the Board of the Green Climate Fund, the Executive Board of the Quick Start Programme under SAICM, the Governing Board of the Specific International Programme of the Minamata Convention on Mercury and the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol; and a brief analysis and recommendations on possible ways forward. The annex to the document contained proposed amendments to the Rules of Procedure of the Executive Board, for the Board's consideration. The document considered two key aspects of the governance arrangements, namely the process for nomination and selection of officials and provisions for alternates.

15. The Secretariat noted that, in the absence of a specified nominations process for membership of the Executive Board, a practice of issuing a call for nominations had been adopted. Delays in the past two rounds of nominations had arisen when multiple nominations had been received for seats on the Board. This required UNEP to reach out to the constituency concerned to identify a means of resolving the matter. In practice, these ad hoc procedures had resulted in considerable delays in finalizing the composition of the Executive Board. For example, the membership of the Executive Board serving for the current term was only fully constituted almost a full year after the call for nominations had been issued.

16. Turning to the recommendations, the representative of the Secretariat noted that the Executive Board may wish to consider adopting amendments to its rules of procedure as outlined in the annex to the document. These amendments would do the following:

- a. Formalize the existing practice of issuing a call for nominations.
- b. Include a specific reference to Rule 56 of the UNEA Rules of Procedure, so that where multiple nominations were received for a particular seat on the Board, a secret ballot would automatically be conducted. This would remove the uncertainty about the process to be followed and reduce delays in resolving the matter.
- c. Allow for nominating countries to identify alternates as well as Board members during the nominations process, to help ensure full representation at Board meetings.
- d. Provide that if there were a delay in finalizing the selection from one or more donors or regions, the outgoing Board member would continue to serve on the Board until the selection of the new Board member was finalized to ensure that there would be no gap in the functioning of the Board.
- e. Allow for the identification of alternates to co-chairs, building on the existing provision in the Rules of Procedure of the Executive Board, so that an alternate could replace a co-chair not only for a meeting or part of a meeting, but also where they had to be excused from decision-making on a project in which their country was involved. This was important given the role of the co-chairs inter-sessionally, since the Board has given the co-chairs authority to approve minor amendments to projects such as no cost extensions.

17. After discussing the proposed amendments to its Rules of Procedure, the Executive Board adopted amendments to rules 3 and 13 of its Rules of Procedure as set out in Annex II to this report, including edits provided by the Board members.

## **ITEM 5. RECOMMENDATION FOR EXTENSION OF DURATION OF THE SPECIAL PROGRAMME**

18. The co-chair introduced the agenda item, recalling that the Terms of Reference of the Special Programme provide for a possible one-time extension, not to exceed an additional five years, subject to a recommendation from the Executive Board to the United Nations Environment Assembly (UNEA), and on the basis of a satisfactory review and evaluation. He noted that detailed information on the duration of the Special Programme and its Trust Fund had been presented to the Executive Board during its fourth teleconference, held in October 2020. The Executive Board had considered the information presented but in light of the likely deferral of the substantive discussions at UNEA-5, decided not to adopt a recommendation at that time. The Board had requested the Secretariat to provide a document describing the added value of the Special Programme. Document SP/EB/6/7/Rev was provided as part of the meeting documents for the first session of the sixth meeting, in March 2021, and revised ahead of the resumed sixth meeting to take into account the approval of the fourth round of applications. The co-chair invited the Secretariat to make a presentation on the topic.

19. The representative of the secretariat noted that under its current timeframe the Special Programme was open to receive contributions and applications for funding until September 2022 and could disburse funds until 2025. A five-year extension of duration would allow for contributions and applications for funding to be submitted up to September 2027 and, if extended in 2022, for disbursements to be made until 2030. She recalled that, during its discussion of the matter in October 2020, the Board had agreed that the requirement of a satisfactory review and evaluation had been met through the satisfactory rating in the mid-term evaluation of the Special Programme.

20. Noting that one of the key findings of the Global Chemicals Outlook II was that addressing legislation and capacity gaps in developing countries and emerging economies remained a priority, and that resources had not matched needs, the representative of the Secretariat recalled that the Special Programme was established as one of the mutually supportive elements of the integrated approach to address the long-term financing of the sound management of chemicals and wastes. Its specific aim was to support developing countries and countries with economies in transition in strengthening institutional capacity for the implementation of the BRS Conventions, the Minamata Convention and SAICM. As a direct access mechanism, it was responsive to country needs and promoted a multi-stakeholder and cross-cutting approach to institutional strengthening.

21. Highlighting what the Special Programme had achieved so far, she noted that to date four rounds of funding had been completed, under which 57 projects have been approved, with total funding of \$15.2 million dollars committed from the Special Programme, plus an additional \$7.2 million dollars committed in co-financing. The fifth round of applications was currently being appraised. The representative noted with appreciation the consistent engagement and support of the Special Programme donors. Touching on some of the attributes of the Special Programme, she recalled the emphasis on the country-driven nature of projects, taking into account the national development strategies, plans and priorities of each country; the promotion of a multi-sectoral approach and multi-stakeholder cooperation including with private sector; and the emphasis on coordinated implementation of the BRS Conventions, the Minamata Convention and SAICM at the national level to allow for strengths and gains to be leveraged and multiplied across the instruments, enhancing both impact and value for money. Finally, she noted the emphasis on sustainability and gender-mainstreaming in the work of the Special Programme.

22. The representative of the Secretariat noted that the meeting document provided an overview of activities under the projects approved in the first three rounds of funding. The engagement across the instruments was ensured through the application appraisal process and specifically through the participation of representatives of the relevant secretariats as members of the Internal Task Team who reviewed the applications; this provided a valuable opportunity to ensure that projects addressed concrete needs in the context of implementing the conventions and SAICM. The internal task team also supported the Secretariat's outreach activities for new applications.

23. The representative of the Secretariat noted that the Special Programme's core mandate was well aligned with UNEP's new medium-term strategy for 2022-2025, which recognized that eliminating pollution was

central to improving human well-being and prosperity for all. In addition, given the widespread impacts of chemicals and waste, the potential benefits of strengthened institutional capacity could contribute to the achievement of a number of SDGs, beyond those directly relevant to chemicals and waste, including halting biodiversity loss and climate action. In terms of demand for support under the Special Programme, the rate of growth in the number of approved projects under the Special Programme demonstrated the likely continued increase in demand for support under the Special Programme. The present term of the Special Programme allowed enough time to conduct six rounds of applications, with up to 95 projects being approved during this period. A five-year extension of the duration of the Special Programme would allow for a further five rounds of applications, leading to an estimated 175 projects approved and implemented.

24. The representative of the Secretariat noted that since its establishment, the Special Programme had set up a functional and ever-improving infrastructure, aimed at attracting sound proposals for funding of effective, country driven projects to support institutional strengthening at the national level through a cross-cutting direct access mechanism. The Special Programme was well positioned to achieve its mandate under its existing term, which, based on current projections, would see up to 95 country projects approved and implemented by the end of 2025. Ongoing initiatives under the Special Programme, such as the monitoring, evaluation and learning strategy, the knowledge management tool and the work on communications, would allow for the actual outcomes and impacts of the individual projects, and of the Special Programme itself, to be measured and for best practices and lessons learned at country and global level to be shared.

25. Responding to a question on the estimated additional cost of an extension, the representative of the Secretariat indicated that an additional 118 projects would come at a cost of \$42,3 million.

26. The Executive Board discussed the possible extension of duration, noting that the Secretariat's presentation had been clear, convincing and well documented. The Board expressed their full support for a recommendation to extend the duration, noting that the preconditions for extension as specified in the Terms of Reference had clearly been met. It was noted that the Special Programme was very helpful to developing countries, and that the need for this type of support was still evident. The board recommended that the document prepared by the Secretariat describing the future added value of the Special Programme was shared more broadly/to UNEA.

27. On the issue of resource mobilization, one Board member remarked on the need to broaden the donor base moving forward, particularly given changes in the new geographical approach to funding adopted by the European Commission for 2021 to 2027. It was noted that some important pledges had been announced during the Berlin Forum held in July 2021, but that more funding was needed.

28. The Board members discussed the reference in the Terms of Reference to SAICM, with the intent to ensure that the Special Programme's extension would continue to include support to SAICM in whatever form it will take after the conclusion of the SAICM 'beyond 2020' process.

29. The Executive Board decided to adopt a recommendation to UNEA to extend the duration of the Special Programme for a period of five years, in accordance with paragraph 24 of the Terms of Reference set out under UNEA resolution 1/5, and to include the Strategic Approach and the sound management of chemicals and waste beyond 2020 in the Special Programme, as set out in Annex III including edits provided by the Board members.

## **ITEM 6. DISCUSSION ON PRIVATE SECTOR ENGAGEMENT IN PREPARATION FOR THE 2022 PRIVATE SECTOR ENGAGEMENT SESSION**

31. The co-chair introduced the agenda item, noting that the Secretariat would make a short presentation in order to pose some questions to the Executive Board, in order to seek guidance for the preparation of the private sector engagement session to be held in 2022.

32. In her presentation, the representative of the Secretariat briefly outlined UNEP's private sector engagement strategy, highlighting some of the challenges and opportunities that are inherent in engaging with the private sector. She then moderated a discussion among the Board members touching on the purpose, possible participants and format of the planned session.

33. On the first question, relating to the purpose of the session, three possible options were discussed, namely:

- 1) Enhancing cooperation at the national level with private sector
- 2) Possibility to mobilize further resources.
- 3) Programmatic approach: how we can better engage with private sector in different areas

34. In its discussion, the Executive Board noted that the session could be used to:

- a. Find out from industry how it can support the Special Programme and contribute to its outcomes; to identify incentives to engage the private sector in the Special Programme's work, including their financial engagement.
- b. Identify areas where public and private actors could better work together for sound management of chemicals and waste; where we could strengthen public/private partnerships in the implementation of the programme. To achieve this, it would be necessary first to understand each other: by presenting the Special Programme, including some country examples, and the private sector presenting their interests, constraints and expectations concerning future public action in the sound management of chemicals and waste.
- c. Identify how to bring private sector on board from the outset at the national level, where private sector often takes the lead in the absence of government capacity.
- d. Incorporate all the proposed options mentioned above, as all have an added value.
- e. Highlight the integrated approach to show how public and private sector can work together, to foster a common understanding and explore possible collaboration.

35. It was agreed to adopt a step wise approach, starting with a demonstration of what is happening on the ground, and to understand private sector constraints and concerns. This would then lay the groundwork for further engagement on financial and programmatic contributions to the work of the Special Programme.

36. On the second question, relating to the participation in the session, the Executive Board noted that:

- a. It would be good to reach out to federations of industry across a broad range of countries and from across the whole scope of the Special Programme, including the chemicals, waste, recycling and producing industry across a broad range of sectors (e.g. oil, health, food, manufacturing, etc.), and particularly companies that have the full view of the product lifecycle would be ideal.

- b. Consideration could be given to inviting private foundations that may be interested in supporting the work of the Special Programme.
- c. Involvement of stakeholders at all levels, including small and medium enterprises, was important.

37. It was agreed that the Secretariat would share a survey with the members of the Executive Board to help identify possible participants from the private sector, including private foundations.

38. On the third question, relating to the format of the session, the Executive Board discussed the merits of an in-person compared with a virtual or hybrid meeting. The Board noted that the preference would be for an in-person meeting, if possible, but that it was important to be flexible given the pandemic situation; a hybrid or virtual meeting could also have advantages as it may allow for broader participation, although hybrid meetings may cause an inequality between those present in person and those connected virtually.

39. It was agreed that, if an in-person meeting was possible, it could be arranged to take place back-to-back with the BRS COPs in June 2022. The Secretariat would monitor the situation and adjust as needed closer to the date.

## **ITEM 7. UPDATE ON THE OPERATIONS OF THE SPECIAL PROGRAMME**

### **7.1 Update on Secretariat activities**

#### ***Update on the Executive Board***

40. Following an invitation from the co-chair to present an update on the operations of the Secretariat, the representative of the Secretariat recalled that the term of the current Executive Board was slated to end on 2 February 2022. The process for the nomination and selection of new members to the Executive Board to serve for the 2022-2024 term was being initiated and would take into account the decisions adopted at this meeting on the Rules of Procedure. Information on the nomination procedure for both recipient and donor country positions will be issued through the Governance Affairs Office in the next few weeks.

#### ***Project implementation status***

41. The Secretariat provided an overview on the status of project implementation, noting that in the past year 7 projects had closed or were in the process of closing, with five more earmarked to close by the end of 2021. The Secretariat also noted that many projects, particularly those that had been approved during the second round, had been requesting no cost extensions in order to accommodate delays resulting from the COVID-19 pandemic.

42. Furthermore, the Secretariat indicated that the implementation arrangements relating to the project from Brazil continued to be under negotiation and that the country had been notified of cancellation if an agreement is not signed by 31 October 2021.

43. Finally, the Secretariat provided an overview of the progress made with respect to the fifth round of applications. Twenty-two applications were received as of the 7 August closing date, of which 3 applications were ineligible and / incomplete. The total value of the funding requested by the remaining eligible projects was 5.9 million USD. Eight projects were from countries that had previously benefited from Special Programme Projects. No regional applications were submitted.

44. A member of the Board requested clarification regarding the reasons three of the projects were deemed ineligible. The Secretariat notes that one of the projects was submitted by an NGO, one was submitted by a municipal government while the last application was withdrawn by the country.

### ***Implementation of the Special Programme Communications Strategy***

45. Regarding the status of the implementation Phase II of the communications strategy, the representative of the Secretariat recalled that PCI Media had been contracted in mid-August 2020 to facilitate the implementation of Phase II of the Special Programme communications strategy. By December 2020 the “research and discovery” and the “design” phases of the work plan, had been completed, and work was ongoing on the “implementation” phase of the workplan to develop the communications products that had been agreed upon. These included promotional and testimonial videos, a photo bank, blog posts for newly approved projects, fact sheets on gender, monitoring and evaluation and stakeholder engagement, a comic book and an ‘op ed’ in collaboration with the Special Rapporteur on Human Rights and Toxics, as well as a series of social media toolkits and a publicity toolkit.

46. Turning to knowledge management, the representative of the Secretariat reported that the second phase of the Special Programme knowledge management tool was currently under development. This tool would focus on categorizing detailed progress towards activity implementation and the integration of financial data and expenditure status for each project. The development process would include extraction of milestones listed in project logframes and categorizing them against progress reported in narrative reports as well as the integration of expenditure data in UMOJA. It was expected that the tool would be ready to launch by February 2022.

47. The Executive Board welcomed the work carried out in the context of the Communications Strategy and knowledge management and noted the importance of this work in facilitating the promotion of the achievements of each country that had benefited from funding from the Special Programme. The Board also noted that future communications strategies should acknowledge that the Special Programme is part of the integrated approach.

### ***Monitoring and evaluation***

48. On the subject of monitoring and evaluation, the representative of the Secretariat noted that a dedicated staff member, Mr. Felix Herzog, had been brought on board to focus on monitoring and evaluation and the implementation of the new monitoring evaluation and learning strategy and action plan. Mr. Herzog briefly introduced himself, noting that he was looking forward to working to enhance the monitoring and evaluation of the Special Programme in the future.

49. The representative of the Secretariat noted that fourth-round projects were in the process of incorporating core indicators into their logframes, and the strategy had been included in the guidance documentation for fifth round of applications. Successful projects under the fifth round would also incorporate core indicators into their logframes. The Secretariat had revised the logical framework of the Special Programme itself to include core indicators and would report on them on an ongoing basis. To facilitate its rollout, the monitoring, evaluation and learning strategy, toolkit and reporting guidelines were in the process of being translated.

50. One member of the Executive Board welcomed the active steps that the Special Programme had taken on monitoring and evaluation as well as on communications. He noted that it was very important to show what the projects had achieved in terms of outcomes and impact, using a robust but simple reporting system, and that there was growing demand for good project stories demonstrating tangible impacts on the ground.

### ***Staffing***

51. The representative of the Secretariat provided an update on the staffing situation in the Secretariat, noting that the vacant P2 Programme Officer position had been filled by Ms. Nicole Caesar from May 2021, and the new P3 Programme Officer working on monitoring and evaluation, Mr. Felix Herzog, had taken up the post the previous week. In addition, progress on recruitment of the G-4 Team Assistant post was well advanced, and the secretariat had been joined by an intern, Mr. Michael (Mookie) Goodson, for the period August 2021 to February 2022.



## 7.2 Proposed indicative Special Programme budget for 2022

52. Following the co-chair's invitation to present this agenda item, the Secretariat provided an update on contributions, noting that the total contributions to date stood at \$32,191,722 including pledges announced by Denmark, Germany and the United Kingdom during the recent Berlin Forum.

53. The representative of the Secretariat went on to note that as at 31 July 2021, total commitments and expenditures under the Special Programme to date amounted to US\$ 15.3 million expended or committed on the projects and operations of the Special Programme. She recalled that the secretariat was in the process of revising its expenditure reporting format to reflect the changes in the logframe and project document and noted that a more detailed expenditure report would be provided ahead of the seventh meeting of the Executive Board.

54. In the meantime, she confirmed that expenditure to 31 July 2021 against the approved budget for 2021 amounted to \$1.4 million, leaving a balance of \$4.1 million. The expenditure and commitments were expected to increase dramatically closer to the end of the year, when the project agreements for the fourth round would be finalized.

55. The proposed indicative budget for 2022, totaling \$6.3 million, was presented, which took into account provision for the following specific activities or products:

- a. An in-depth review of closed projects to date, to identify lessons learned and best practices, for the benefit of existing and new projects.
- b. Under the very generous contribution by the Government of Germany, the Secretariat would undertake a study to enhance the implementation of the Special Programme.
- c. An in-person workshop on private sector engagement for one day, in Geneva.
- d. Three online workshops on monitoring, evaluation and learning in English, French and Spanish, with one interpreted into Arabic.
- e. Translation of communications products produced during 2021 including the social media toolkits, the publicity toolkit and the blogposts, as well as translation of the existing blogposts and project-specific information on the website, which at present were only available in English.
- f. Provision for new communications products including fact sheets on lessons learned from the review of closed projects, materials on engagement with private sector, blogposts on new projects approved under the fifth round.
- g. Development of a knowledge management platform on the website for sharing key knowledge products such as the strategies, toolkits and tools, as well as a forum where the recipient countries could engage with each other to share information, experiences and best practices in implementing their projects. It was noted that this activity would be subject to UNEP's policies on use of its website.

56. The Executive Board endorsed the proposed indicative budget for 2022, including the activities proposed by the Secretariat, as set out in Table 2 below.

Table 2: Approved Indicative budget for 2022 (all amounts in US\$)

	Personnel Costs	Contractual Services	Travel	IP-Direct	Operating Costs	TOTAL
Output 1: Management of the Special Programme	15,000	45,000	90,000	0	20,000	170,000
Output 2: Technical assistance	0	0	0	4,500,000	0	4,500,000
Output 3: Communications	0	240,000	15,000	0	0	255,000
Output 4: Monitoring	80,000	55,000	50,000	0	0	150,000
Evaluation	0	0	0	0	0	0
Staff costs	1,297,000	0	0	0	0	1,297,000
<b>TOTAL (NET)</b>	<b>1,392,000</b>	<b>340,000</b>	<b>120,000</b>	<b>4,500,000</b>	<b>20,000</b>	<b>6,372,000</b>

#### **ITEM 8. DATE AND VENUE OF THE NEXT SESSIONS OF THE SIXTH MEETING OF THE EXECUTIVE BOARD**

57. To facilitate the Executive Board's deliberations under this agenda item, the Secretariat made a brief presentation outlining the tentative agenda items that the Board might wish to consider at its seventh meeting.

58. In light of the continuing COVID-19 pandemic limiting the capacity to travel, the Executive Board agreed that the seventh meeting would take place online in February 2022.

59. It was noted that the amendments to the rules of procedure would be in place for the seventh meeting, meaning that there should be no need to delay the meeting given the arrangements to ensure that the Board would be constituted in time. In line with the Rules of Procedure, the current co-chairs would continue to act as such until their replacements were identified during the first meeting of the next term of the Executive Board.

#### **ITEM 9. ANY OTHER BUSINESS**

60. As no matters had been added under this agenda item during the adoption of the agenda, the co-chair closed the agenda item.

#### **ITEM 10. CLOSURE OF THE MEETING**

61. Noting that the Secretariat would, as per its usual practice, circulate a draft meeting report for review by the members of the Executive Board, the co-chairs thanked the Board members for their strong commitment and engagement during the term, particularly in light of the challenges of meeting online. They noted that in spite of the constraints, the Board had managed to achieve good results during its term including launching a new round of applications, approving 15 new projects and adopting a recommendation to extend the duration of the Special Programme. They commented that there were many challenges still ahead, including promoting the engagement of the private sector in the work of the Special Programme. It would be up to the new generation of Board members to take this forward. Finally, the co-chairs thanked the Secretariat for the quality of the background documentation.

62. The representative of the Secretariat thanked the participants for a very effective and efficient meeting and thanked the co-chairs for their excellent chairing. She noted that it was sad to say goodbye, having established good relations with the Board, and particularly goodbye to Mr. Hernaus, who had been a long-term supporter of the Special Programme but who indicated that he would be stepping away from it.

63. On behalf of UNEP, Ms. MacDevette added her thanks for the dedication and commitment of all the participants to the work of the Special Programme.

64. The meeting was closed at 5.30pm on Thursday 2 September 2021.

1. [In line with established practice, a draft report was circulated online among the members of the Executive Board for their comments over a period of two weeks. The Secretariat made the necessary amendments in order to finalize the present report].

**ANNEX I  
LIST OF PARTICIPANTS**

**September 2021, Geneva, Switzerland (Virtual)  
LIST OF PARTICIPANTS**

<b>EXECUTIVE BOARD MEMBERS – RECIPIENT COUNTRIES</b>	
<p><b>AFRICA</b> Mr. Sam Adu-Kumi Acting Director of the Chemicals Control and Management Centre of the Environmental Protection Agency Ministry of Environment, Science, Technology and Innovation Accra, Ghana Email: <a href="mailto:adukumisam@yahoo.com">adukumisam@yahoo.com</a></p> <p><b>CEE</b> Ms Irma Gurguliani National Focal Point for Basel and Minamata Conventions and SAICM Deputy Head of Waste and Chemicals Management Department of the Ministry of Environmental Protection of Georgia Georgia Email: <a href="mailto:igurguliani@gmail.com">igurguliani@gmail.com</a></p> <p><b>CEE Observer:</b> Ms Anahit Aleksandryan Head of Hazardous Substances and Waste Policy Division Ministry of Environment of RA Yerevan, Republic of Armenia Email: <a href="mailto:Anahit.aleksandryan@yahoo.com">Anahit.aleksandryan@yahoo.com</a></p>	<p><b>LATIN AMERICA AND THE CARIBBEAN</b> Ms Sharifah Razack Ministry of Foreign Affairs Guyana Email: <a href="mailto:srazack@epaguyana.org">srazack@epaguyana.org</a></p> <p><b>LAC Observer:</b> Ms Sylvia Lacayo Cardenas National Ozone Officer Ministry of Environment and Natural Resources Nicaragua Email: <a href="mailto:slacayo@marena.gob.ni">slacayo@marena.gob.ni</a></p> <p><b>LEAST DEVELOPED COUNTRIES</b> Mr. Santos Virgílio Director for Institutional Communication and Press Focal Point for Chemicals Angola Email: <a href="mailto:svirgilio3@gmail.com">svirgilio3@gmail.com</a></p>
<b>EXECUTIVE BOARD MEMBERS – DONORS</b>	
<p><b>EUROPEAN UNION</b> Mr Bernard Crabbé Team Leader Environment mainstreaming and circular economy European Commission Brussels, Belgium Email: <a href="mailto:Bernard.Crabbe@ec.europa.eu">Bernard.Crabbe@ec.europa.eu</a></p> <p><b>GERMANY</b> Ms. Steffi Richter Federal Ministry for the Environment, Nature Conservation and Nuclear Safety</p>	<p><b>NETHERLANDS</b> Mr Reginald Hernaus Lead Negotiator Chemicals and Wastes Ministry of Infrastructure and Water Management International Affairs Email: <a href="mailto:reggie.hernaus@minienw.nl">reggie.hernaus@minienw.nl</a></p> <p><b>SWEDEN</b> Ms Stina Andersson Swedish Ministry of the Environment Sweden Email: <a href="mailto:stina.andersson@regeringskansliet.se">stina.andersson@regeringskansliet.se</a></p>

<p>International Chemical Safety, Sustainable Chemistry Berlin, Germany Email: steffi.richter@bmu.bund.de</p> <p>Ms. Maja Rekowski-Dathe Email: Maja.Rekowski-Dathe@bmu.bund.de</p>	<p><b>UNITED STATES OF AMERICA</b> Mr. Andrew Clark Acting Chief for Chemicals, Air Quality, and Waste Office of Environmental Quality and Transboundary Issues, United States of America Email: clarkad@state.gov</p>
---	--

**OBSERVER GOVERNMENTS**

<p><b>CHILE</b> Ms Cecilia Aburto Schweitzer Ministry of Environment Email: CAburto@mma.gob.cl</p> <p><b>DOMINICAN REPUBLIC</b> Mr Wilson Tejada Environment Analyst Email: Wilson.tejada@ambiente.gob.do</p> <p>Mr Silmer Gonzalez Ambiente Gob Email: silmer.gonzalez@ambiente.gob.do</p> <p><b>ECUADOR</b> Mr Cristian Gonzalez Direccion de Cooperación Internacional Ecuador Email: cristian.gonzalez@ambiente.gob.ec</p> <p><b>FINLAND</b> Ms Laura Niskanen Email: laura.niskanen@ym.fi</p> <p><b>GERMANY</b> Mr Birte Hensen Internationales Chemikalienmanagement Umweltbundesamt Email: birte.hensen@uba.de</p> <p><b>INDIA</b> Mr Satyendra Kuma Hazardous Substances Management Division Ministry of Environment, Forest and Climate Change Email: Satyendra.kumar07@gov.in</p> <p><b>MALAWI</b> Ms Agrina Mussa</p>	<p><b>NICARAGUA</b> Ms. Silvia Lacayo Cardenas Email: rbohorquez.mpng@gmail.com</p> <p>Ms. Bohorquez Rosalia Email: rbohorquez.mpng@gmail.com</p> <p><b>NIGERIA</b> Mr Naret Hirse Nigeria Delegation Email: hirse2005@yahoo.com</p> <p><b>PERU</b> Ms Maria Elena Ogusuku Asato Environment Directorate of the Ministry of Foreign Affairs of Peru Email: eogusuku@minsa.gob.pe</p> <p>Ms Miracles Castaneda Flowers Email: mcastaneda@minsa.gob.pe</p> <p><b>QATAR</b> Mr Aisha Ba-Abbad Chemical engineer Minamata Convention focal point Radiation and chemical protection department Ministry of Municipality and Environment Email: abaobad@mme.gov.qa</p> <p><b>SAUDIA ARABIA</b> Mr Momdouh Bakr Fallatah Email: m.fallatah@ncec.gov.sa</p> <p>Mr Ali Saeed A Alqahtani Email: alqahtani@ncec.gov.sa</p> <p>Mr Ibrahim Sulaiman Alboshi Email: i.Alboshi@ncec.gov.sa</p>
--	--

<p>High Commissioner of <b>Malawi</b> to Kenya and Permanent Representative to UNEP Email: mapopa.kaunda@mail.gov.mw</p> <p><b>MEXICO</b> Ms Monica Maria Antonieta Velarde Mendez Director of Global Affairs, Secretariat of Foreign Relations Email: mvelarde@sre.gob.mx</p> <p>Mr. Moises Morales Rocha, Arch. Deputy Director of Accident Prevention Programmes (DGGIMAR) Email: maria.rocha@semarnat.gob.mx</p> <p>Mr Jesus Ignacio Lopez Olvera, Eng. Deputy Director of Transboundary Waste Movements (DGGIMAR) Email: jesus.olvera@semarnat.gob.mx</p> <p>Mr Sergio Ignacio Bazan Jimenez, Eng. Deputy Director of Plant Risk Analysis in Governmental Operation (DGGIMAR) Email: sergio.bazan@semarnat.gob.mx</p> <p><b>MONTENEGRO</b> Ms Dragana Raonic National Contact point for Rotterdam, Basel and Stockholm Convention from the Ministry of Ecology, Spatial Planning and Urbanism of Montenegro Email: dragana.raonic@mepg.gov.me</p> <p>Ms Jelena Kovacevic National Focal Point for the Minamata Convention Email: jelena.kovacevic@mepg.gov.me</p>	<p><b>SERBIA</b> Ms Suzana Andrejevic Stefanovic DNA for Rotterdam Convention SAICM Focal Point and contact person for Minamata convention Email: Suzana.A.Stefanovic@ekologija.gov.rs</p> <p>Ms Sonja Roglic Email: Sonja.Roglic@ekologija.gov.rs</p> <p>Mr Ivan Djurickovic National Stockholm Convention Official Contact Point in the Republic of Serbia Email: ivan.djurickovic@ekologija.gov.rs</p> <p><b>SWEDEN</b> Ms. Maria Delvin Senior Adviser International unit Swedish Chemicals Agency Email: Maria.delvin@kemi.se</p> <p><b>YEMEN</b> Mr. Rakeeb Dahnna Director of Solid and Hazardous Waste Management - Coordinator of Basel Convention. Environment protection Authority _ Yemen Email: dahnna rakeeb@gmail.com</p>
--	--

<b>MEMBERS OF THE INTERNAL TASK TEAM</b>	
<p><b>BRS SECRETARIAT</b> Mr Frank Moser Programme Officer Secretariat of the Basel, Rotterdam and Stockholm Conventions United Nations Environment Programme Palais des Nations Email: <a href="mailto:frank-michael.moser@un.org">frank-michael.moser@un.org</a></p>	<p>Marijana Todorovic JPO -SAICM Chemicals and Health Branch Economy Division UN Environment Email: <a href="mailto:marijana.todorovic@un.org">marijana.todorovic@un.org</a></p> <p><b>MINAMATA SECRETARIAT</b> Ms Marianne Bailey Programme Officer</p>

<p><b>SAICM</b>  Jose de Mesa  Programme Management Officer  SAICM  Economy Division  UN Environment  Chemicals and Health Branch  Email: <a href="mailto:jose.demesa@un.org">jose.demesa@un.org</a></p>	<p>Secretariat of the Minamata Convention  United Nations Environment Programme  Email: <a href="mailto:Marianne.bailey@un.org">Marianne.bailey@un.org</a></p> <p><b>UNEP Asia Pacific Regional Office</b>  Mick Saito  UNEP Regional Office Asia Pacific  Email: <a href="mailto:mitsugu.saito@un.org">mitsugu.saito@un.org</a></p>
<b>SPECIAL PROGRAMME SECRETARIAT</b>	
<p>Ms. Monika Gail MacDevette  Chief of Branch  Chemicals and Health Branch, Economy  Division  UN Environment  Geneva, Switzerland  Email: <a href="mailto:Monika.Macdevette@un.org">Monika.Macdevette@un.org</a></p> <p>Mr Justus Mutiga  Budget and Finance Officer  Chemicals and Health Branch, Economy  Division  UN Environment  Geneva, Switzerland  Email: <a href="mailto:justus.mutiga@un.org">justus.mutiga@un.org</a></p> <p>Mr. Felix Herzog  Programme Management Officer  Secretariat of the Special Programme  Chemicals and Health Branch, Economy  Division  UN Environment  Geneva, Switzerland  Email: <a href="mailto:felix.herzog@un.org">felix.herzog@un.org</a></p> <p>Ms. Mookie Goodson  Intern  Special Programme Secretariat  Chemicals and Health Branch, Economy  Division  UN Environment  Geneva, Switzerland</p>	<p>Ms. Katherine Theotocatos  Coordinator  Special Programme Secretariat  Chemicals and Health Branch, Economy Division  UN Environment  Geneva, Switzerland  Email: <a href="mailto:katherine.theotocatos@un.org">katherine.theotocatos@un.org</a></p> <p>Ms. Dina Abdelhakim  Programme Management Officer  Secretariat of the Special Programme  Chemicals and Health Branch, Economy Division.  UN Environment  Geneva, Switzerland  Email: <a href="mailto:dina.abdelhakim@un.org">dina.abdelhakim@un.org</a></p> <p>Ms. Nicole Owusua Caesar  Programme Management Officer  Secretariat of the Special Programme  Chemicals and Health Branch, Economy Division  UN Environment  Geneva, Switzerland  Email: <a href="mailto:Nicole.caesar@un.org">Nicole.caesar@un.org</a></p> <p>Ms. Pascale Unger  Administrative Assistant  Special Programme Secretariat  Chemicals and Health Branch, Economy Division  UN Environment  Geneva, Switzerland  Email: <a href="mailto:pascale.unger@un.org">pascale.unger@un.org</a></p>

**ANNEX II**  
**AMENDMENTS ADOPTED TO THE RULES OF PROCEDURE OF THE EXECUTIVE BOARD**

**III. Representation**

**Rule 3**

1. Each representative shall be designated in writing by the government of the recipient country or donor concerned as member of the Executive Board. Representatives shall normally serve for two years.

*1bis* To give effect to paragraph 1, the Secretariat will, with the support of UNEP's Governance Affairs Office, issue a call for nominations at least six months before the end of the term of the Board.

*1ter* In the event that more than one nomination is submitted for any particular seat of a full Board member, the Secretariat will, with the support of UNEP's Governance Affairs Office make every effort to mediate between the nominating countries and with the regional grouping in order to select a member of the Board within a reasonable time. If the mediation is not successful, then a secret ballot will be conducted in line with Rule 56 of the Rules of Procedure of the United Nations Environment Assembly and with the support of UNEP's Governance Affairs Office.

*1qua* In the event of a delay in finalizing the selection from one or more donors or regions, the outgoing Board member will continue to serve on the Board until the selection process is finalized.

2 In the call for nominations, countries will be requested to identify in addition to a full Board member an alternate as well as a full Board member in the text of their nomination letter, to ensure full representation of all regions and constituencies at meetings of the Executive Board when a full Board member is unable to fulfill his or her functions, whether temporarily or permanently, or has resigned.

*2 bis* In the event that more than one nomination is submitted for any particular alternate, [the Secretariat will, with the support of UNEP's Governance Affairs Office will make every effort to mediate between the nominating countries and with the regional grouping in order to select a member of the Board within a reasonable time. If the mediation is not successful, then] a secret ballot will be conducted in line with Rule 56 of the Rules of Procedure of the United Nations Environment Assembly and with the support of UNEP's Governance Affairs Office.

3. A written notification of the designation of such representative shall be submitted to the secretariat before the commencement of a meeting which the representative is to attend. If necessary an alternative representative may be designated for a particular meeting.

**VII. Officers**

**Rule 13**

1. The Executive Board may decide to identify alternates to co-chairs from amongst the representatives of recipient countries, and representatives of donor countries, either at the time of electing the co-chairs or as needed. If a co-chair cannot preside at a meeting, or any part thereof, or cannot participate in the intersessional consultations with the Secretariat then the alternate co-chair shall be requested to take his/her place on a temporary basis.

2. If a co-chair resigns or is otherwise unable to complete his or her term or the functions, a replacement shall be elected by the Executive Board from amongst the representatives of recipient countries, or representatives of donor countries, as the case may be, to complete the original two-year term.



## ANNEX III

### RECOMMENDATION FOR THE EXTENSION OF DURATION OF THE SPECIAL PROGRAMME

#### ADOPTED BY THE EXECUTIVE BOARD OF THE SPECIAL PROGRAMME DURING ITS RESUMED SIXTH MEETING HELD ONLINE ON 1-2 SEPTEMBER 2021

The Executive Board of the Special Programme to support institutional strengthening at the national level for implementation of the Basel, Rotterdam and Stockholm Conventions, the Minamata Convention and the Strategic Approach to International Chemicals Management,

*Recalling* paragraphs 5 and 7 of UNEA resolution 1/5 which welcomed an integrated approach to address the financing of the sound management of chemicals and wastes and underscored that the three components are mutually reinforcing, and the adopted Terms of Reference for a Special Programme, to be funded by voluntary contributions, to support institutional strengthening at the national level to enhance the implementation of the Basel, Rotterdam, Stockholm Conventions, the Minamata Convention and the Strategic Approach to International Chemicals Management,

*Recalling* also that under paragraph 24 of the Terms of Reference, the Special Programme will be open to receive voluntary contributions and applications for support for seven years from the date it is established and that on the basis of a satisfactory review and evaluation, and subject to a recommendation from the Executive Board to the United Nations Environment Assembly, the Special Programme may be eligible for a one-time extension, not to exceed an additional five years.

*Recognizing* that to date, 57 projects across the African, Asia-Pacific, Central and Eastern European and Latin America and the Caribbean regions have been funded following four rounds of applications, and that the fifth round of applications for funding is currently under review and will be considered for approval in early 2022 while *recognizing further* that there continues to be interest from many eligible countries who stand to benefit from implementing Special Programme funded projects.

*Taking note of* the document prepared by the Secretariat describing the future added value of the Special Programme, and *noting further* that the Special Programme plays an important role in supporting developing countries, taking into account the special needs of least developed countries and small island developing States, as well as countries with economies in transition, with priority given to those with least capacity, in establishing and maintaining the sustainable national capacity for sound management of chemicals and waste,

*Also noting* that voluntary contributions and pledges to the Special Programme Trust Fund to date amount to USD 32,191,722 and *recognizing* the need to enhance resource mobilization and broadening the resource and donor base of the Programme.

*Welcoming* the mid-term evaluation conducted by the Evaluation Office of the United Nations Environment Programme in 2019 while *recognizing* that the Special Programme was accorded an overall rating of 'satisfactory' with regards to the performance of the Special Programme to date and that it observed that for the sustainability of the projects many countries would require to establish cost recovery mechanisms or other forms of financing, and *acknowledging* that the mid-term evaluation meets the prerequisite for a satisfactory review and evaluation for the one-time extension of the duration of the Special Programme,

1. *Recommends* the United Nations Environment Assembly to extend the duration of the Special Programme for a period of five years, in accordance with paragraph 24 of the Terms of Reference set out under UNEA resolution 1/5.
2. *Recommends* to the United Nations Environment Assembly to include the Strategic Approach and the sound management of chemicals and waste beyond 2020 in the Special Programme.