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English only



United Nations Environment Assembly of the United Nations Environment Programme

160th meeting of the Committee of Permanent Representatives to the United Nations Environment Programme

Nairobi, 8 December 2022

Hybrid meeting

14:00 – 17:00 (GMT+3)

Agenda item 6: Implementation of paragraph 41 (j) of the Chair's Summary of the 9th annual subcommittee meeting of the Committee of Permanent Representatives.

This Secretariat background note outlines proposals pertaining to paragraph 41 (j) of the Chair's Summary of the 9th annual subcommittee meeting of the Committee of Permanent Representatives, which took place from 24 to 28 October 2022, for further consideration by the CPR Bureau at its meeting scheduled for 5 December, and for the Committee at its 160th regular meeting on 8 December 2022.

In particular, the note outlines 5 recommendations for consideration by the Committee, and a draft decision. It includes a draft standing agenda for future quarterly meetings of the Committee and a [draft roadmap for UNEP Governing Bodies for the period January 2023 – February 2024](#).

The Committee is invited to review the note, to consider the recommendations therein, and to take action on the draft decision under section 3.

Recommendations for implementation of paragraph 41 (j) of the Chair’s Summary of the 9th annual subcommittee meeting of the Committee of Permanent Representatives

1. Background

At the [9th annual subcommittee meeting of the Committee of Permanent Representatives](#), which took place from 24 to 28 October 2022, the Committee considered the status of the implementation of the [outcome of the consensual process for review by the Committee of Permanent Representatives](#) (agenda item 8).

As background to the discussion, the Secretariat delivered a [presentation about the status of the implementation](#) of the Outcome, with a dedicated [background note](#) providing additional information.

The main messages and recommendations emanating from the discussion under sub-item 8 a) – “Overall status of implementation of the outcome” were captured in **paragraphs 40 and 41** of the [Chair’s Summary](#) from the meeting. More specifically, paragraph 41 (j) of the Summary pertains to the implementation of paragraph 10 of the Outcome of the consensual process for review, which reads as follows:

“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.”*

Paragraph 41(j) of the Chair’s Summary of the 9th annual subcommittee meeting of the CPR states:

“j) Regarding implementation of paragraph 10 of the Outcome, recommended the CPR Bureau supported by the Secretariat to: i) prepare a strategically planned roadmap for CPR quarterly and subcommittee meetings, indicating provisional relevant agenda items, well in advance of the meetings; ii) develop a standing agenda for quarterly CPR meetings that will include a report of the CPR subcommittees with recommendations for consideration by the CPR, quarterly reports to the CPR, relevant audits and evaluation reports, and preparations for UNEA-6; iii) prepare annotated agendas well in advance to the meetings that provides information on background documents, focus of the discussion and possible recommendations; iv) prepare background documents well in advance that will include possible recommendations; and v) clearly outline agreed recommendations and decisions in the report of the CPR, with the understanding that there is a specific agenda item during which those recommendations are agreed upon.”

2. Recommendations

Taking into account the discussions held at the meeting of the 9th CPR annual subcommittee, the Secretariat puts forward the following recommendations to the Bureau of the CPR and to the Committee to facilitate the implementation of paragraph 10 of the Outcome of the CPR-based review and paragraph 41 (j) of the Chair’s Summary of the 9th annual subcommittee meeting of the CPR.

- i) Prepare a strategically planned roadmap for CPR quarterly and subcommittee meetings, indicating provisional relevant agenda items, well in advance of the meetings*

Recommendation 1: The Committee may wish to entrust the CPR Bureau supported by the Secretariat to prepare a draft roadmap for UNEP Governing Bodies covering all CPR meetings for each upcoming calendar year, to be updated regularly, taking into account inputs and requests from Members of the Committee and the Secretariat as appropriate. The next roadmap should cover the period January 2023 – February 2024, and be made available before the end of 2022. [A draft roadmap is available [here](#).]

- ii) Develop a standing agenda for quarterly CPR meetings that will include a report of the CPR subcommittees with recommendations for consideration by the CPR, quarterly reports to the CPR, relevant audits and evaluation reports, and preparations for UNEA-6*

Recommendation 2: The following draft standing items should be included in the provisional

agenda for future quarterly CPR meetings, with the understanding that additional items may be added as needed:

1. Opening of the meeting and adoption of the provisional agenda of the [XXX] meeting of the Committee of Permanent Representatives.
2. Adoption of the draft minutes of the [XXX-1] meeting of the Committee of Permanent Representatives.
3. Report of the Executive Director. *[Except for first CPR meeting in a UNEA year]*
4. Preparations for the upcoming session of the United Nations Environment Assembly.
5. Report of the sub-committee, including consideration of possible recommendations from the sub-committee.
6. Any other business. *[This item will include a standard update on relevant UNEP evaluation reports and audits, when relevant].*
7. Closing of the meeting.

iii) *Prepare annotated agendas well in advance to the meetings that provides information on background documents, focus of the discussion and possible recommendations*

Recommendation 3: The Committee may wish to request the Secretariat, in consultation with the CPR Chair, to make available an annotated agenda for the quarterly CPR meetings and at least 28 days before the quarterly meetings and 10 days before the sub-committee meetings, with the understanding that it may be revised as needed, and that it will include information on relevant background documents and focus of the discussion.

iv) *Prepare background documents well in advance that will include possible recommendations;*

Recommendation 4: The Committee may wish to request the Secretariat, as a general rule, to continue to make available background documents at least 21 days before the quarterly meetings and 7 days before the sub-committee meetings and that these documents, where relevant and appropriate, will include possible recommendations and/or decisions for consideration by the Committee (an example is provided in section 3 below).

v) *Clearly outline agreed recommendations and decisions in the report of the CPR, with the understanding that there is a specific agenda item during which those recommendations are agreed upon.*

Recommendation 5: The Committee may wish to request the Secretariat to make additional efforts to ensure that the draft Chair's Summary (prepared by UNEP) and meeting report (prepared by UNON) from quarterly meetings include agreed decisions, and that draft meeting summaries from the sub-committee meetings include a section with relevant requests to the Secretariat and/or recommendations for consideration and possible adoption by the Committee at its quarterly meetings under agenda item 6 in the standing provisional agenda.

3. Draft decision

The Committee is invited to consider for adoption the following decision:

The Committee agrees with the recommendations [1-5] set out in Section 2 of document UNEP/CPR/160/6 and invites the Secretariat to report back on their implementation at its next quarterly meeting scheduled for 9 March 2023.