

UNEA Delegates Handbook

Presented at the Joint Retreat of the UNEA Bureau and CPR Bureau

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Mandate

- **The CPR, in its CPR-based review**, requested the Secretariat to prepare, in consultation with UNEA Bureau and the CPR, a handbook for delegates, which would serve to familiarize delegates with the work of UNEP, including its governing bodies, inter-sessional work, the work of the Bureau and other pertinent matters.
- The UNEA Delegates Handbook will be **published in all six UN languages** and available online and possibly printed copies.
- The aim is to have the Handbook **published before UNEA-6**.
- Handbook is designed to suit every delegate but will be **most useful to those attending the UNEA sessions for the first time**.

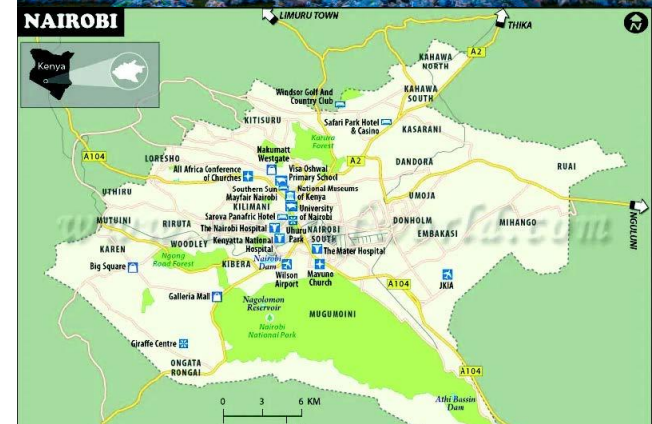
Scope

- Highlights **essential information** on the work of UNEA and the CPR, including provisions of the Rules of Procedure of UNEA and established practices.
- Provides **practical guidance** related to delegates' stay in Nairobi.
- Describes **services provided** by the United Nations Office at Nairobi, including conference services, security, medical, hospitality and common services



Content

- **Brief introduction on UNEP**
- **UNEA** – role, sessions, theme, Bureau, organization of work, documentation, registration, credentials, seating arrangement, interpretation, webcast, side events, other events
- **Committee of Permanent Representatives (CPR)** - composition, Bureau and meetings of the Committee
- **Major Groups and Stakeholders**
- **Communication** and public information for UNEA
- **United Nations Office at Nairobi** – conference services and common services
- **General information on Kenya**



Thank you



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