Unea Delegates Handbook

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

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Date: 7 July 2023, Tangier, Morocco
**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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