

Meeting of the Bureau of the Ad hoc open-ended working group on a science-policy panel to contribute further to the sound management of chemicals and waste and to prevent pollution
Tuesday, 8 August 2023
15:00 – 18:00 (EAT; GMT + 3)
Online meeting

**“MUST HAVE” VS “NICE-TO-HAVE” ELEMENTS
FOR THE PROPOSALS TO BE DEVELOPED BY OEWG**

1. At its meeting held on 26 June 2023, the Bureau requested the Secretariat to make a proposal for the “must have” vs “nice-to-have” elements for the proposals to be developed by OEWG for consideration at the next Bureau meeting, noting this may serve as a basis for preparing the annotated agenda and scenario note for OEWG 2.
2. This present document uses the “skeleton outline” (presented as document OEWG.2/3 at the 26 June 2023 Bureau Meeting, now OEWG.2/2, see Annex I for updated OEWG 2 meeting documents numbering) as the basis for providing this proposal. In developing this proposal, the “must have” label has been used to identify those items that are essential to be completed in order to establish the panel. The “nice to have” label has been used to identify those items which, if they are not finalized by the close of OEWG 3, would not preclude the panel’s establishment, however, may delay the start of the panel’s work.
3. Table 1 below takes each item from the skeleton outline (column one), clarifies which of the OEWG 2 documents contain material that may populate that part of the skeleton outline (column two), and categorizes it as “must have” or “nice to have.”

Table 1. Categorized list of elements from skeleton outline

Element from skeleton outline	Potential source of agreed text in OEWG.2 documents <i>(see Annex I for updated document numbering/titles)</i>	Must Have or Nice to Have?
A. Scope and Functions of the Panel	OEWG.2/3	Must Have
B. Operating Principles of the Panel	OEWG.2/3, INF/2	Must Have
C. Institutional Arrangements	OEWG.2/4, INF/4	Must Have
Annex 1: Rules of procedure of plenary sessions	OEWG.2/4, INF/4	Must Have
Annex 2: Financial arrangements	OEWG.2/4, INF/4	Must Have
Annex 3: Relationships with relevant key stakeholders	OEWG.2/5, INF/5	Must Have
Annex 4: Process for determining and executing the work programme	OEWG.2/6, INF/6	Must Have
Annex 5: Procedures for the review and adoption of reports	OEWG.2/6, INF/7	Must Have
Annex 6: Arrangements for identifying and engaging with experts	OEWG.2/6, INF/8	Must Have
Annex 7: Conflict of Interest Policy	OEWG.2/6, INF/9	Must Have

4. With respect to the Bureau’s request to identify those elements that would be “nice to have” at the conclusion of the OEWG process, the Secretariat has provided below a non-exhaustive list of items that are not currently contained in the “skeleton outline”. Resolution on these “nice to have” items prior to the panel’s establishment may be a means of ensuring that the panel can start to deliver on its functions.

Table 2. **Categorized list of other potential elements**

(* denotes items identified as “items for future work” in the workplan in Appendix to Annex III of the OEWG 1-2 report).

Item/Issue	Document(s) in which this is already addressed at least in part <i>(see Annex I for updated document numbering/titles)</i>	Must Have or Nice to Have?
*Horizon scanning procedures	OEWG.1/5 on functions	Nice to Have
*Policy for safeguarding commercially-sensitive information	OEWG.1/INF/7	Nice to Have
*Communications strategy	OEWG.1/5 on functions	Nice to Have
*Indicative budget for the panel	N/A	Nice to Have
* Gender policy and implementation plan	N/A	Nice to Have
Conceptual framework	OEWG.1/4 on scope	Nice to Have
Procedures for dealing with errors	N/A	Nice to Have

Annex I:

This Annex presents the updated (since last Bureau meeting) numbering for document prepared for OEWG.2

Table 1: Working Documents OEWG 2 (as of 24 July 2023)

Document number	Document Title
UNEP/SPP-CWP/OEWG.2/1	Provisional agenda
UNEP/SPP-CWP/OEWG.2/1/Add.1	Annotated provisional agenda
UNEP/SPP-CWP/OEWG.2/2	Skeleton Outline
UNEP/SPP-CWP/OEWG.2/3	Scope and objective, functions and operating principles
UNEP/SPP-CWP/OEWG.2/4	Institutional arrangements and rules of procedure for sessions of the plenary
UNEP/SPP-CWP/OEWG.2/5	Relationship with relevant key stakeholders
UNEP/SPP-CWP/OEWG.2/6	Work-related processes and procedures
UNEP/SPP-CWP/OEWG.2/7	Update from the Secretariat on the options for the timetable and organization of the future work of the ad hoc open-ended working group

Table 2: Information Documents OEWG 2 (as of 24 July 2023)

Document number	Document Title
UNEP/SPP-CWP/OEWG.2/INF/1	Scenario note by the OEWG Chair
UNEP/SPP-CWP/OEWG.2/INF/2	Background document on operating principles
UNEP/SPP-CWP/OEWG.2/INF/3	Mapping of capacity building activities in the chemicals, waste and pollution space
UNEP/SPP-CWP/OEWG.2/INF/4	Background document on institutional arrangements
UNEP/SPP-CWP/OEWG.2/INF/5	Background document on stakeholder relationships
UNEP/SPP-CWP/OEWG.2/INF/6	Documents and decisions relevant to the process for determining and executing the work programme of the panel
UNEP/SPP-CWP/OEWG.2/INF/7	Documents and decisions relevant to the arrangements for identifying and engaging with experts to contribute to the work of the panel
UNEP/SPP-CWP/OEWG.2/INF/8	Documents and decisions relevant to the procedures for the review and adoption of reports and assessments produced by the panel
UNEP/SPP-CWP/OEWG.2/INF/9	Documents and decisions relevant to conflict of interest
UNEP/SPP-CWP/OEWG.2/INF/10	Responses to needs and questions the panel may handle
UNEP/SPP-CWP/OEWG.2/INF/11	OEWG 1.2 meeting report