



**UNITED
NATIONS**

UNEP/SPP-CWP/OEWG.2/INF/1/Rev.1



**United Nations
Environment
Programme**

Distr.: General
28 November 2023
English only

**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
Second session**

Nairobi, 11–15 December 2023

Item 3 (b) of the provisional agenda*

Organizational matters

**Scenario note for the second session 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**

Note by the Chair of the ad hoc open-ended working group

1. The present note has been prepared considering the decisions taken at the first session 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 (held in Nairobi and online on 6 October 2022 and in person in Bangkok from 30 January to 3 February 2023), and in consultation with the Bureau members elected at those meetings. It contains the proposed organization of work and structure and general expectations for the second session of the working group and general expectations for the outcomes of the session in order to assist participants in their preparations.

I. Modalities

2. The second session of the ad hoc open-ended working group will be held from Monday to Friday, 11 to 15 December 2023 at the United Nations Environment Programme (UNEP) headquarters in Nairobi.¹ The meeting will be hosted by the Hashemite Kingdom of Jordan.

3. Facilities will be made available for informal consultations, technical briefings, and preparatory meetings of regional and other groups on Saturday and Sunday, 9 and 10 December 2023, at the same venue, prior to the formal opening of the meeting. Arrangements have also been made for meetings of contact groups and informal groups.

4. The second session will be held as an in-person meeting. The plenary sessions will be conducted in the six official languages of the United Nations and be live streamed. The exceptional fully in-person nature of the session is to accommodate the need to finalize the election of the remaining members of the Bureau of the ad hoc open-ended working group, potentially to be conducted through a secret ballot.

* UNEP/SPP-CWP/OEWG.2/1.

¹ Practical information for participants can be found in the logistics note available at <https://www.unep.org/events/conference/oewg-2-science-policy-panel-contribute-further-sound-management-chemicals-and>.

5. Future meetings of the ad hoc open-ended working group may be held in hybrid format, subject to any decision taken in that respect at the second session, and taking into account the availability of funding.

6. The United Nations Environment Assembly of UNEP, in its resolution 5/8, decided that “the ad hoc open-ended working group should include Governments and regional economic integration organizations and be open to observers from United Nations entities, relevant multilateral agreements, other international instruments and intergovernmental bodies, including those that are members of the Inter-Organization Programme for the Sound Management of Chemicals, and stakeholder representatives” (para. 7). It also requested the Executive Director to “cooperate closely with the secretariats of relevant multilateral environmental agreements and relevant international organizations and bodies, as appropriate” (para. 8). The Executive Director extended invitations to attend the second session of the ad hoc open-ended working group accordingly.

II. Election of officers

7. During the first and second parts of its first session, the ad hoc open-ended working group elected the following officers, in accordance with rule 18 of the rules of procedure of the Environment Assembly.

Chair:	Gudi Alkemade (Kingdom of the Netherlands) ²
Vice-Chairs:	Linroy Christian (Antigua and Barbuda)
	Jinhui Li (China) ³
	Oumar Diaouré Cisse (Mali)
	Saqlain Syedah (Pakistan)
	Michel Tschirren (Switzerland)
	Valentina Sierra (Uruguay)
Rapporteur:	Cyrus Mageria (Kenya)

8. To ensure adequate regional representation in the composition of the Bureau, while taking into account the need to ensure gender balance, the ad hoc open-ended working group will be invited to consider the election of the remaining officers, possibly through a secret ballot.

III. Organization of work

Schedule and organization of work at the second session

9. The ad hoc open-ended working group is continuing deliberations on substantive matters that began at its first session, and therefore no opening statements are expected under agenda item 1 (Opening of the session). Member States and stakeholders are welcome to submit statements in writing to the secretariat for posting as in-session documents on the session website.

10. In order to facilitate effective and efficient work at the session, the ad hoc open-ended working group may wish to allow for general statements under agenda item 4 (Preparation of proposals for the establishment of a science-policy panel) by regional and political groups and the group of stakeholders with the aim of exchanging general views and overarching perspectives on the preparation of proposals for the establishment of a science-policy panel. Member States and stakeholders are reminded that their written submissions concerning the meeting documents received by the deadline of 30 November 2023 are posted on the session website for all delegates to access and consult.

11. Under agenda item 4, the ad hoc open-ended working group may wish to organize discussions in plenary session according to the working documents prepared by the secretariat. For each working document, the working group may wish to invite Member States to consider the specific topics and proposals outlined in the relevant documents (including information documents) following a brief presentation of the relevant documents by the secretariat. Once Member States have intervened regarding a given working document, stakeholders may also be invited to provide their views.

² The Chair was elected during the resumed first session in accordance with rules 56 and 57 of the rules of procedure of the Environment Assembly.

³ Jinhui Li (China) was elected by means of a silence procedure, in accordance with rule 19 of the rules of procedure of the Environment Assembly, following the resignation of Qadoori Jabir (Iraq).

12. Contact groups and informal groups will be established as needed. Contact groups are open to participation by all Member States and representatives of observers, unless otherwise decided by the Chair or the co-facilitators of contact groups. Contact group meetings may be held in parallel, while avoiding, to the extent possible, parallel meetings on closely related issues. Efforts will be made to ensure that no contact group meets concurrently with a plenary meeting and that no more than two contact group meetings are held concurrently.
13. Depending on the progress made in plenary session, the ad hoc open-ended working group may wish to consider the establishment of contact groups to consider the following issues:
- (a) Scope, functions, operating principles and conflicts of interest;
 - (b) Institutional arrangements and relationships with relevant key stakeholders;
 - (c) Work-related processes and procedures of the panel: determining the work programme; identifying and engaging experts; review and adoption of reports and assessments;
 - (d) Intersessional work and budget in advance of the third session and beyond.
14. Additional contact groups and/or informal groups may be established as needed.
15. Given the anticipated limited time available and the limited size of delegations, and to facilitate an iterative process, the ad hoc open-ended working group may wish to limit contact group sessions for working on specific issues to 90 minutes, and to ensure that any established group is provided with a clear and concise mandate. In order to facilitate engagement in the contact groups and consultations, contact group co-facilitators and convenors of any informal groups will regularly report in plenary session on progress made and on the timing and detailed mandate of their next meetings.
16. Contact groups may want to consider working on the basis of the working and information documents provided for the second session. To facilitate work in the contact groups, the secretariat was requested by the Bureau to provide draft texts that could be considered as a starting point for discussions in the contact groups. These draft texts are provided in document UNEP/SPP-CWP/OEWG.2/INF/10. Contact groups and other informal groups will work in English, and, accordingly, documents and non-papers considered at their meetings will be in English. The outcomes of contact groups will be provided for consideration in plenary session as conference room papers.
17. The Chair and contact group co-facilitators may also establish other types of informal groups and share modalities for their organization with Member States and stakeholders as relevant.
18. A proposed structure for the organization of work for the second session and the preceding meetings is set out in annex I to the present note, and a tentative schedule for the work of the contact groups is set out in annex II. Both documents are subject to adjustment depending on the progress of the session and guidance by the Bureau and the co-facilitators.

IV. Consideration of proposals by the ad hoc open-ended working group at its second session

19. The aim of the second session is to continue the work of developing proposals for the establishment of the science-policy panel to contribute further to the sound management of chemicals and waste and to prevent pollution, as called for under Environment Assembly resolution 5/8.
20. To facilitate discussions, the secretariat has prepared working and information documents that the ad hoc open-ended working group may wish to use as a basis for its deliberations. The working group may also wish to consider the range of issues to be considered further when developing other elements of the panel (see UNEP/SPP-CWP/OEWG.1/7, para. 80).

A. Skeleton outline for proposals for the establishment of a science-policy panel

21. The secretariat has prepared for the consideration of the ad hoc open-ended working group document UNEP/SPP-CWP/OEWG.2/2, which provides a skeleton outline for proposals to be developed by the working group for consideration at the intergovernmental meeting to establish the panel. The skeleton outline is based on the elements set out in Environment Assembly resolution 5/8 on the establishment of a science-policy panel and takes into account the outcomes of the first and second parts of the first session of the ad hoc open-ended working group. The proposed skeleton outline suggests describing the scope and functions of the panel, the operating principles of the panel, and institutional arrangements for the panel in the main document including proposals to be

recommended for adoption by the intergovernmental meeting. The proposals for rules of procedure, financial procedures, and work-related processes and procedures are proposed to be included in the annexes to be recommended for consideration at the first session of the panel, which would allow flexibility for future updating of those rules, procedures, processes and policies as needed.

22. It is envisaged that the ad hoc open-ended working group will work to agree on text for the relevant sections of the skeleton outline. To support this process, the secretariat has prepared document UNEP/SPP-CWP/OEWG.2/INF/10, which contains draft texts for consideration by the working group to be taken as a starting point for the discussions on the proposals to be included in the skeleton outline.

23. The ad hoc open-ended working group may wish to agree on which part(s) of the proposed skeleton it needs to finalize and recommend for adoption at the intergovernmental meeting, and which part(s) may be recommended and be finalized by the science-policy panel itself, once it has been established.

24. The ad hoc open-ended working group may wish to consider requesting the Bureau, with the support of the secretariat, to compile the outcomes of its second session, using the skeleton outline, if the latter is agreed at the second session, to produce a document that can serve as a basis for discussion at the third session.

B. Scope and objective, functions and operating principles of a science-policy panel

25. With respect to the scope and objective, functions and operating principles of the panel, the secretariat has prepared document UNEP/SPP-CWP/OEWG.2/3, which summarizes outcomes on the scope and objective and on functions from the working group's resumed first session; outlines the intersessional work assigned to the secretariat with regard to operating principles; and sets out proposed text for draft operating principles, taking into account Environment Assembly resolution 5/8. The document is to be read in conjunction with information documents UNEP/SPP-CWP/OEWG.2/INF/2, UNEP/SPP-CWP/OEWG.2/INF/3, UNEP/SPP-CWP/OEWG.2/INF/9 and UNEP/SPP-CWP/OEWG.2/INF/10.

26. The ad hoc open-ended working group may wish to consider document UNEP/SPP-CWP/OEWG.2/3 and the way forward suggested therein. The working group may also wish to consider the range of issues to be considered further when developing other elements of the panel (see document UNEP/SPP-CWP/OEWG.1/7, para. 80).

C. Institutional arrangements and rules of procedure

27. With respect to institutional arrangements and rules of procedure, the secretariat has prepared document UNEP/SPP-CWP/OEWG.2/4, which has two parts, one on institutional arrangements and the other on the rules of procedure for plenary sessions. The first part contains an introduction on institutional arrangements, including existing models and implications of institutional design choices, followed by a detailed discussion of potential structures, composition, modalities of work and functions. The document is to be read in conjunction with document UNEP/SPP-CWP/OEWG.2/INF/4, which reviews in greater detail the institutional arrangements of existing science-policy interfaces and outlines typical rules of procedure used to reflect the relevant institutional arrangements, and document UNEP/SPP-CWP/OEWG.2/INF/10.

28. The ad hoc open-ended working group may wish to consider document UNEP/SPP-CWP/OEWG.2/4, including the way forward suggested therein, and, in particular:

- (a) To agree on elements (decision-making body, administrative oversight and scientific bodies, other bodies, secretariat arrangements and financial arrangements) of the institutional arrangements to be addressed in the outcome document;
- (b) To discuss the financial arrangements needed to ensure a functioning panel;
- (c) To provide a mandate for possible intersessional work, including for documents to be prepared ahead of its third session;
- (d) To consider a draft structure for the rules of procedure, in the light of discussions on the institutional arrangements of the panel. Although the ad hoc open-ended working group may only consider the rules of procedure in greater detail at its third session, initial consideration could facilitate mandating the development of a document including options and providing an annotated outline for the rules of procedure, if such work were to be agreed on.

D. Relationships with relevant key stakeholders

29. With respect to the relationships of the panel with relevant key stakeholders, the secretariat has prepared document UNEP/SPP-CWP/OEWG.2/5, which covers (a) the potential roles of stakeholders on the panel, and (b) approaches for establishing relationships with relevant key stakeholders. The document should be read in conjunction with document UNEP/SPP-CWP/OEWG.2/INF/5, which contains a detailed overview of the relationships with relevant key stakeholders of existing science-policy interfaces.

30. The ad hoc open-ended working group may wish to consider document UNEP/SPP-CWP/OEWG.2/5, including the draft proposal on the relationships with relevant key stakeholders and the way forward suggested therein and, in particular:

(a) To agree on the description of stakeholders and their roles on the panel and on the approaches to be pursued by the panel in establishing relationships (formal or informal) with relevant key stakeholders;

(b) To provide guidance on possible intersessional work and on documents that could be prepared ahead of its third session.

E. Work-related processes and procedures

31. With respect to the work-related processes and procedures of the panel, the secretariat has prepared document UNEP/SPP-CWP/OEWG.2/6, which has four parts: (a) processes for determining the work programme of the panel, including a prioritization framework; (b) arrangements for identifying and engaging with experts to contribute to the work of the panel; (c) procedures for the review and adoption of reports and assessments produced by the panel; and (d) procedures for addressing potential conflicts of interest. The document is to be read in conjunction with information documents UNEP/SPP-CWP/OEWG.2/INF/6, UNEP/SPP-CWP/OEWG.2/INF/7, UNEP/SPP-CWP/OEWG.2/INF/8, UNEP/SPP-CWP/OEWG.2/INF/9 and UNEP/SPP-CWP/OEWG.2/INF/10.

32. The ad hoc open-ended working group may wish to consider document UNEP/SPP-CWP/OEWG.2/6, on the work-related processes and procedures of the panel, including the way forward suggested therein, and, in particular:

(a) To consider the process for determining the work programme, including a prioritization framework;

(b) To consider the procedures for the preparation of the panel's deliverables, including the criteria for the nomination and selection of the experts and the review and adoption of reports and assessments;

(c) To consider the options for development of procedures for addressing potential conflicts of interest;

(d) To provide a mandate for possible intersessional work and documents that could be prepared ahead of its third session.

F. Options for the timetable and organization of work of the ad hoc open-ended working group

33. The secretariat has prepared document UNEP/SPP-CWP/OEWG.2/7 containing an update on intersessional work undertaken since the resumed first session of the working group, information on the budget and expenditures, and a provisional workplan for the remainder of the working group's tenure.

34. The working group may wish to consider the overall approach to the negotiation process with respect to the sequencing and proposed clustering of issues for the discussions at its subsequent and final session, the provisional timetable and organization of work proposed for the establishment of the science-policy panel, and any supporting information to be provided and intersessional work to be undertaken in preparation for its third session.

35. The working group may also wish to consider the funding and other resources required to facilitate the fulfilment of its mandate. In doing so, it may wish to consider the current budget situation and the status of extra-budgetary contributions from Member States to date and of contributions from UNEP.

V. Possible outcomes of the second session of the ad hoc open-ended working group

36. Participants may wish to reflect on the desired outcomes of the session. Expectations might include that the ad hoc open-ended working group will have:

- (a) Elected its remaining officers and established its full Bureau;
- (b) Agreed on a skeleton outline for the proposals for the establishment of a science-policy panel to contribute further to the sound management of chemicals and waste and to prevent pollution, and recommended any further activities to be undertaken in this regard during the intersessional period, including on the sequencing and clustering of issues for the conduct of its work;
- (c) Finalized considerations on the development of a proposal for the objective and the principal functions of the panel and recommended any further activities to be undertaken in this regard during the intersessional period;
- (d) Finalized considerations on the proposal for the operating principles of the panel and recommended any further activities to be undertaken in this regard during the intersessional period;
- (e) Agreed on the development of a proposal for institutional arrangements, as well as on the table of contents for the rules of procedure for sessions of the panel's plenary, and recommended any further activities to be undertaken in this regard during the intersessional period;
- (f) Agreed on a description of stakeholders in the context of the panel and the modalities for the participation of relevant key stakeholders in the panel's work;
- (g) Considered work-related processes and procedures of the panel, including with regard to what can be developed by the panel itself, and recommended any further work to be undertaken, including with respect to additional information that may be needed or options to be developed by the secretariat;
- (h) Finalized the dates, venue and provisional agenda of the third session;
- (i) Confirmed any additional intersessional work to be carried out, subject to the availability of funds, during the period leading up to its third session, including on submissions by Member States and relevant key stakeholders and possible regional meetings and/or stakeholder consultations.

Annex I

Tentative schedule¹ for the second session of the ad hoc open-ended working group

	<i>Saturday, 9 December 2023</i>	<i>Sunday, 10 December 2023</i>	<i>Monday, 11 December 2023</i>	<i>Tuesday, 12 December 2023</i>	<i>Wednesday, 13 December 2023</i>	<i>Thursday, 14 December 2023</i>	<i>Friday, 15 December 2023</i>
8–9 a.m.		Regional and other groups' meetings	Bureau meeting (tentative)	Bureau meeting	Bureau meeting	Bureau meeting	Bureau meeting
9–10 a.m.	Setting the scene Brief surprise exercise	Regional and other groups' meetings	Regional and other groups' meetings	Regional and other groups' meetings	Regional and other groups' meetings	Regional and other groups' meetings	Regional and other groups' meetings
10 a.m.–1 p.m.	Informal consultations	Regional and other groups' meetings	Agenda item 1 Agenda item 2 Agenda item 3 Agenda item 4	Agenda item 4 (continued) Agenda item 5	Plenary stocktake Contact groups/ informal groups	Plenary stocktake Contact groups/ informal groups	Plenary stocktake Agenda item 6 Agenda item 7
1–3 p.m.	Lunch break	Lunch break	Lunch break	Lunch break Contact groups/ informal groups	Lunch break Contact groups/ informal groups	Lunch break Contact groups/ informal groups	Lunch break
3–6 p.m.	Informal consultations (continued)	Regional and other groups' meetings Briefing on voting procedures Bureau meeting	Agenda item 4 (continued)	Contact groups/ informal groups	Contact groups/ informal groups Plenary stocktake	Contact groups/ informal groups	Agenda item 8 Agenda item 9
6 p.m. onwards			Contact groups/ informal groups	Contact groups/ informal groups	Contact groups/ informal groups	Contact groups/ informal groups	

¹ Based on the provisional agenda (UNEP/SPP-CWP/OEWG.2/1). A more detailed schedule is available on the session website.

Annex II

Tentative initial schedule for meetings of proposed contact groups (subject to change as the session progresses)

	<i>Monday, 11 December 2023</i>		<i>Tuesday, 12 December 2023</i>		<i>Wednesday, 13 December 2023</i>		<i>Thursday, 14 December 2023</i>		<i>Friday, 15 December 2023</i>
10 a.m.–1 p.m.					CG1 <i>(continued)</i>	CG2 <i>(continued)</i>	CG1 <i>(continued)</i>	CG4 <i>(continued)</i>	
1–3 p.m.			CG3 Identification of experts	CG2 Secretariat	CG1 <i>(continued)</i>	CG2 <i>(continued)</i>	CG1 <i>(continued)</i>	CG4 <i>(continued)</i>	
3–6 p.m.			CG3 Determining the work programme CG1 Capacity- building	CG2 Relationships with stakeholders Financial arrangements	CG1 <i>(continued)</i>	CG3 Review and adoption procedures Financial rules and procedures	CG3 <i>(continued)</i>	CG4 <i>(continued)</i>	
7–10 p.m.	CG1 Operating principles Conflicts of interest	CG2 Decision- making bodies, oversight bodies, subsidiary bodies	CG1 <i>(continued)</i>	CG2 <i>(continued)</i>	CG4 Budget	CG3 <i>(continued)</i>	CG3 <i>(continued)</i>	<i>(to be confirmed)</i>	