

Intergovernmental negotiating committee to develop an international legally binding instrument on plastic pollution, including in the marine environment.

Bureau meeting

Friday, 10 November 2023

16:00-19:00 (GMT+2)

In-person meeting

Conference Room 8, UNON

MINUTES OF THE MEETING

Agenda item 1: Opening of the meeting and adoption of the agenda.

1. The Chair of the INC, H.E. Mr. Gustavo Meza-Cuadra, welcomed the members of the INC Bureau and opened the meeting.
2. The meeting was attended by the following members:

INC Chair: Ambassador Gustavo Meza-Cuadra Velasquez (Perú);

African States: Ms. Juliet Kabera (Rwanda); Mr. Cheikh Ndiaye Sylla (Senegal);

Asia-Pacific States: Mr. Hiroshi Ono (Japan); Mr. Mohammad Al-Khashashneh (Jordan);

Eastern European States: Ms. Irma Gurguliani (Georgia);

Latin American and Caribbean States: Ambassador Luis Vayas Valdivieso (Ecuador);

Small-Island Developing States: Ms. Asha Challenger (Antigua and Barbuda);

Western European and Other States: Ms. Johanna Lissinger-Peitz (Sweden); Ms. Larke Williams (United States of America).
3. The secretariat was represented by Mrs. Jyoti Mathur-Filipp, Executive Secretary, Ms. Brenda Koekkoek, Senior Programme Officer, and Ms. Marianna Bolshakova, Programme Officer.
4. The Executive Secretary, Mrs. Jyoti Mathur-Filipp, welcomed the Bureau to Nairobi and referred to the documentation previously shared with the Bureau, which has also been shared online: Guidance for the preparatory day and proposed contact groups to be established at INC-3, the tentative provisional schedule from Monday to Wednesday, and a presentation on intersessional work. Mrs. Mathur-Filipp further informed the Bureau that registrations for the preparatory meeting stand at 1933 persons, which is a very close number to the registrations for the INC itself. No additional registration for the preparatory meeting was required and the majority of delegates indicated that they would be participating in the meeting.
5. Regarding documentation, Mrs. Mathur-Filipp informed the Bureau that all working documents for the preparatory meeting and for INC-3 are available online, including the information document on budget overview for the period 2023-2025. She also informed that two information documents submitted by UN entities and multilateral environmental agreements are available online.

6. The Chair informed the Bureau that the Government of Estonia advised him on 10 November that a Vice-Chair from the Eastern European States, Mr. Kaupo Heima of Estonia has resigned from his position as INC Bureau member. In accordance with the draft rules of procedure applied to the work of the INC, if a Vice-Chair resigns, a new Vice-Chair shall be elected for the unexpired term, with due regard to rule 9, paragraph 2. In the current case, with the resignation of the Bureau member representing Eastern European States, a Vice-Chair shall be elected for the remainder of the term from the region of Eastern European States. The Chair further informed that he will invite in plenary the group of Eastern European States to undertake the necessary consultations on a single candidate for the one vacant seat for the region, and will invite the group to communicate to him the information on the nomination by Thursday, 16 November. Further, he indicated that election of officers will be taken up on Sunday, 19 November.
7. The [agenda](#) was adopted.

Agenda item 2: Preparations for the preparatory meeting mandated by the intergovernmental negotiating committee to develop an international legally binding instrument on plastic pollution, including in the marine environment at its second session.

8. Under this agenda item, the Chair invited the Bureau to consider the preparations for the preparatory meeting mandated by the committee at its second session, including logistical arrangements.
9. The Executive Secretary informed the Bureau that the meeting will have two 3-hour sessions with full interpretation in the 6 UN languages. Further, the Executive Secretary informed that the badges for INC-3 will grant access to the preparatory meeting, and there will be no limits on access to the compound of the United Nations Office in Nairobi for INC-3. However, due to space limitations in the plenary room, the secretariat will issue secondary access cards (“floating badges”), to access the plenary room. This is also the case for the preparatory meeting. Further, she indicated that each delegation from Member States will be provided with a maximum of 4 secondary access cards marked “INC-3 Plenary” to enter the plenary room. Observers from intergovernmental organizations and from UN System entities will be provided with a maximum of 3 secondary access cards to enter the plenary room and observers from NGOs will be provided with 1 secondary access card, due to the high number of registered NGOs. An overflow room will be available and plenary sessions will be streamed in English in Conference Room 1 (both for the preparatory meeting and for INC-3). UN TV will be streaming in all UN languages.
10. The Chair of the INC recalled that at the previous Bureau meeting he was asked to explore the possibility of flexible time allocation to accommodate the significant interest in discussions on principles and scope. He further informed that as per the common practice of UN meetings with official interpretation, the meeting will have two slots of 3 hours each, with a break for lunch of 2 hours. The time allocation for each item to be considered by the meeting has been discussed with the preparatory meeting co-facilitators. While the running of the meeting is ultimately in their hands, he explained that it is his understanding that the co-facilitators are also sensitive to ensuring enough time is allocated to discuss

the various elements. It is not possible to extend the meeting beyond 18.00 hours due to the interpretation constrains.

11. The Chair informed the Bureau that the secretariat and his team have had meetings with the proposed co-facilitators of the preparatory meeting, and even though none of the documents shared for this meeting assign time limit to each item on the agenda, a possible planning for time allocation could include opening and discussions of preamble, definitions, principles, and scope under agenda item 2 at the morning plenary. Discussions on institutional arrangements and final provisions as well as on agenda item 3 on intersessional work in the afternoon plenary. The Chair further indicated that the substantive content of the co-facilitators' summary will depend on the content of the discussions, and that their verbal summary is expected to reflect the views expressed by members of the committee in the meeting with a view to subsequently filling the current gaps in the zero-draft. In addition, their written summary is foreseen to inform discussions in contact group 3. Taking into consideration the mandate for contact group 3, the structure and content of the summary could therefore be informed also by its expected role in INC-3 discussions. The summary will be made available on Monday morning on the website.
12. Members of the Bureau provided the following comments on the preparatory meeting:
 - a) Thanked the Chair for incorporating comments made by the Bureau in the Chair's reflection note;
 - b) Noted that as some delegations did not have enough time to consider the content of the synthesis report since it had been released recently it is important for the co-facilitators to emphasize in the meeting that consideration of the topics included in the synthesis report will continue during INC-3;

Agenda item 3: Preparations for the third session of the intergovernmental negotiating committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC-3).

13. Upon invitation of the Chair, the Executive Secretary provided an update on the opening plenary and other arrangements scheduled for 13 November, and thereafter the schedule for the rest of the session, including a tentative schedule for contact group meetings. The Executive Secretary indicated that on 13 November there will be two back-to-back plenary meetings starting at 10 a.m. in conference room 2. It is expected that the committee will cover in plenary agenda item 1 on the opening of the session, agenda item 3 (b) on the adoption of the agenda, agenda item 3 (a) on the rules of procedure, agenda item 3 (c) on the organization of work, and finish with agenda item 4, where the Chair intends to establish the contact groups. There will be a break between 1 and 3 p.m. in between the two plenaries. Further, the Executive Secretary informed that the President of Kenya would be opening the session, and a notification on this will be sent out tomorrow. The secretariat anticipates that each day will finalize at the latest by 11 p.m., and noted that security after 11 p.m. has additional costs.
14. The Executive Secretary informed the Bureau of the latest number of registrations for the session. A total of 2347 registrations have been approved. With thanks to funds from various donors, the secretariat has been able to process travel for 238 funded delegates. However, the secretariat has received various last-minute cancelations (approximately 20

funded delegates so far). A number of tickets have been lost due delegates not being able to board flights.

15. Ms. Brenda Koekkoek, Senior Programme Officer, was invited to present on the proposed schedule for the proposed contact groups to be established at INC-3, which is available on the website.
16. Members of the Bureau provided the following comments on INC-3:
 - a. Understood the need to start first with contact group 3;
 - b. Requested discussion between the co-facilitators of the contact groups and the Bureau members;
 - c. Requested to add more information to the schedule that is posted online, i.e., which agenda items will be covered in plenary;
 - d. Requested a bureau meeting on Monday morning;
 - e. Discussed the possible outcome of INC-3;

Agenda item 4: Any other matters

17. The Executive Secretary updated the Bureau on the steps taken for the preparations for INC-4. The Government of Canada will host a booth outside Conference Room 1, on specific days/times during INC-3, to answer questions regarding the visa application process for Canada.
18. No other matters were raised.

Agenda item 5: Closing of the meeting

19. The Chair informed the Bureau that given that they will be meeting more frequently during the week, the secretariat will only share a list of the action points emerging from this meeting as well as future Bureau meetings during the week, and that no meeting minutes will be provided for the meetings to be held during INC-3.
20. The Executive Secretary reminded the Bureau of the heads of delegation reception that will take place on 11 November.
21. The meeting closed at 19:00.

Annex: Action points.

Action Points

Meeting of the Bureau of the intergovernmental negotiating committee to develop an international legally binding instrument on plastic pollution, including in the marine environment.

10 November 2023

Issue	Action Point	Responsibility
Bureau meetings	Schedule a Bureau meeting on Monday morning	INC Secretariat
Preparations for INC-3	In Plenary, on Monday 14 November invite the group of Eastern European States to undertake the necessary consultations on a single candidate for the one vacant seat for the region, and to communicate the information on the nomination to the Chair by Thursday, 16 November.	Chair
	Add to the tentative schedule information e.g., what items will be discussed in Plenary	INC Secretariat
	Pass information on entrance and exit to/from UNON compound to the respective regions as follows: the entrance to the UNON complex is open daily from 7.30 am until 8 pm. Delegates must remain on the premises as late as necessary, however, entry into the venue will not be allowed after 8 pm. Exit after 8 pm will be via the main gate.	Bureau
Others	Courtesy reply to acknowledge receipt of letter submitted by the independent group of scientists mobilized by the International Science Council, the Scientists' Coalition for an Effective Plastics Treaty, and delegates from the Global Council for Science and the Environment, lead authors of the report of the Munderoo Monaco Commission on Plastic and Human Health, and Monterey Bay Aquarium in support of the INC process.	Chair and INC Secretariat

Next meeting: 13 November 2023, 08:30 -09:00 (GMT+2), Conference Room 8, UNON (in-person)