

## Orientation session for members of the Committee of Permanent Representatives

**Tuesday, 17 September 2024, 10:00 – 17:30 (Nairobi Time).**

**Meeting Format: HYBRID | Venue: Conference Room #4**

**Moderator – Henry Ndede – Governance Affairs Office, United Nations Environment Programme**

TIME	PROGRAMME	CONTRIBUTOR/FACILITATOR
10:00	Opening of the orientation session	H.E. Mr. Firas Khouri, Chair, Committee of Permanent Representatives and Ambassador and Permanent Representative of the Hashemite Kingdom of Jordan to UNEP (5 min)
10:05	Structure and Functions of the Policy and Programme Division (PPD)	<p><b>Ms. Janice Golding</b>, Head, Project Review and Oversight Unit</p> <ul style="list-style-type: none"> <li>Structure &amp; Functions of PPD (5 min)</li> </ul> <p><b>Ms. Kanako Okano</b>, Special Assistant to the Director, PPD (10 min)</p> <ul style="list-style-type: none"> <li>Medium-Term Strategy</li> <li>Programme of Work &amp; Budget</li> </ul> <p><b>Ms. Rosemary Mukasa</b>, Head of Performance Monitoring and Reporting (5 min)</p> <ul style="list-style-type: none"> <li>UNEA Monitoring and Reporting Portal</li> </ul> <p style="text-align: right;"><b>Q&amp;A - Policy and Programme Division (10 min)</b></p>
10:35		<p><b>Ms. Mirey Atallah</b>, Chief of Branch, Climate Change Division (10 min)</p> <p><i>Back-up: Ruth Zugman Do Cuotto, Niklas Hagelberg, John Christensen</i></p> <p style="text-align: right;"><b>Q&amp;A – Climate Change Division (10 min)</b></p>
10:55		<p><b>Mr. Daniel Cooney</b>, Director, Communications Division (10 min)</p> <p style="text-align: right;"><b>Q&amp;A – Communications Division (10 min)</b></p>
11:15		<p><b>Ms. Elisa Tonda</b>, Head of Resources and Markets Branch, Industry and Economy Division (10 min) <i>Back-up: Kakuko Nagatani-Yoshida, Maria Cristina Zucca and Steven Stone</i></p> <p style="text-align: right;"><b>Q&amp;A – Industry &amp; Economy Div (10 min)</b></p>
11:35		<p><b>Mr. Andrew David Raine</b>, Deputy Director, Law Division (10 min)</p> <p><i>Back-up: Ms. Patricia Mbote – Director, Law Division</i></p> <p style="text-align: right;"><b>Q&amp;A – Law Division (10 min)</b></p>
11:55		<p><b>Mr. Maarten Kappelle</b>, Chief, Scientific Assessment Branch, Early Warning &amp; Assessment Division (10 min)</p> <p style="text-align: right;"><b>Q&amp;A – EWA Division (10 min)</b></p>
12:15		<p>UNEP’s mandate and its organizational structure</p> <p><b>Corporate Services Division (CSD)</b></p> <p><b>Ms. Elizabeth Mrema</b>, Deputy Executive Director UNEP and Acting Director, Corporate Services Division (10 min)</p> <p><b>Ms. Kathleen Creavalle</b>, Deputy Director, Corporate Services Division (5 min)</p> <p style="text-align: right;"><b>Q&amp;A - Corporate Services Division (10 min)</b></p>
12:40		<b>Mentimeter Session (10 Min)</b>
12:50		<b>LUNCH BREAK (70 Min)</b>

14:00		<p><b>Mr. Jason Jabbour</b>, Office of the Chief Scientist (10 min)</p> <p style="text-align: right;"><b>Q&amp;A – Chief Scientist (10 min)</b></p>
14:20		<p><b>Ms. Golestan Sally Radwan</b>, Chief Digital Officer (10 min)</p> <p style="text-align: right;"><b>Q&amp;A – Chief Digital Officer (10 min)</b></p>
14:40		<p><b>Ms. Susan Gardner</b> Director, Ecosystems Division (10 min) - Virtual Presentation from Washington DC - <i>Back-up: Bruno Maggy Pozzi</i></p> <p style="text-align: right;"><b>Q&amp;A – Ecosystems Division (10 min)</b></p>
15:00	<p><b>Structure and Functions of Governance Affairs Office (GAO).</b></p> <p><b>UNEP's Governing Bodies</b> Structure and Functions of UNEA, the CPR and their Bureaux</p>	<p><b>Ms. Radhika Ochalik</b>, Secretary Governing Bodies &amp; Director GAO (10 min)</p> <ul style="list-style-type: none"> <li>• <i>Structure &amp; Functions of GAO</i></li> <li>• <i>UNEA mandate &amp; role of UNEA Bureau</i></li> </ul> <p><b>Mr. Ulf Bjornholm</b>, Deputy Secretary &amp; Head, Governing Bodies Unit (10 min)</p> <ul style="list-style-type: none"> <li>• <i>CPR mandate and role of the CPR Bureau</i></li> </ul> <p style="text-align: right;"><b>Q&amp;A – Secretariat of Governing Bodies (10 min)</b></p>
15:30	<p><b>Civil Society Engagement</b> Major Groups &amp; Stakeholders</p>	<p><b>Mr. David Ombisi</b>, Program Officer, Civil Society Unit. (10 min)</p> <ul style="list-style-type: none"> <li>• <i>Major Groups &amp; Stakeholders</i></li> </ul> <p style="text-align: right;"><b>Q&amp;A – Civil Society Engagement (5 min)</b></p>
15:45	<p><b>E-deleGATE</b></p>	<p><b>Ms. Carlota Estalella Alba</b>, Program Management Officer &amp; UNEA Coordinator (5 min PPT &amp; DEMO)</p> <p style="text-align: right;"><b>Q&amp;A – E-deleGATE (5 min)</b></p>
15:55	<p><b>UNEA Rules of Procedure</b></p>	<p><b>Mr. Stadler Trengove</b>, Principal Legal Advisor, Law Division ((10 min)</p> <p><i>Back-up: Mr. Gerhard Kreutzer</i></p> <p style="text-align: right;"><b>Q&amp;A – Rules of Procedure (10 min)</b></p>
16:15	<p><b>UNEP Evaluation Office</b></p>	<p><b>Ms. Janet Wildish</b>, Senior Evaluation Officer, UNEP (10 min)</p> <p><i>Back-up: Michael Spilsbury, Director, Evaluation Office,</i></p> <p style="text-align: right;"><b>Q&amp;A – Evaluation Office (10 min)</b></p>
16:35	<p><b>The UNON Capital Project</b> <b>UNON - DCS (Division of Conference Services)</b></p>	<p><b>Ms. Nadya Omar-Yanga</b>, Officer-in-Charge Planning and Coordination Section, Division of Conference Services on <b>behalf of Mr. Jack Howard</b>, Principal Programme Management Officer, UNON (5 min)</p> <p><b>Ms. Leah Karingithi</b>, Officer-in-Charge, Division of Conference Services (5 min)</p> <p><b>Ms. Nadya Omar-Yanga</b>, Officer-in-Charge Planning and Coordination Section, Division of Conference Services (5 min)</p> <p><b>Mr. Mohamed Assi</b>, Chief of Arabic Interpretation, Interpretation Section, Division of Conference Services (10 min)</p> <p><i>Back-up: Mr. Pedro Espinosa, Chief, Interpretation Section</i></p> <p style="text-align: right;"><b>Q&amp;A – UNON Conference Services (5 min)</b></p>
17:05		<p><b>Mentimeter Session (10 Min)</b></p>

<b>17:15</b>	<b>Closing Remarks</b>	<b>H.E. Mr. Firas Khouri</b> , Chair, Committee of Permanent Representatives and Ambassador and Permanent Representative of the Hashemite Kingdom of Jordan to UNEP (5 min)
<b>17:20</b>	<b>Closing Remarks</b>	<b>Ms. Elizabeth Maruma Mrema</b> , Deputy Executive Director, United Nations Environment Programme (5 min)