



**United Nations
Environment
Programme**



Distr.: General
26 August 2024

Original: English



**European
Commission**

**1st Meeting of the UNEP/EC
Working Group to develop a toolkit
on plastic pollution sources
Brussel, 3-4 September 2024**

Draft Workplan of the Working Group

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Draft Workplan of the Working Group

The Working Group to develop a toolkit to identify and quantify the sources of plastic pollution in the aquatic environment is established under the UNEP/EC project: Global: Identifying and quantifying plastic contaminant sources and leakages into the aquatic environment. The working group will be comprised of assessment experts, modellers and pollution control experts, and other professionals with technical knowledge on plastic pollution and modelling, including assessment experts from the river basin organisations/regional seas programmes with experiences in identifying and quantifying plastic pollutants entering the freshwater/marine environments. The meetings of the working group will be organised three times during the toolkit development -through either physical or online meetings-, but some work will also be conducted between the meetings. One more meeting will be organised during the application of the developed tool to get feedback from the application process to improve the toolkit. Members of the working group will be selected taking into consideration the areas of their expertise, regional balance and gender balance and ensuring that developing country situations are fully considered.

The terms of reference of the Working Group have been defined:

To fulfill the development of the toolkit, some of the main tasks of the WG are:

- i. Collect information on the existing tools/methodologies as well as on the research results related to the plastic pollution sources, including plastic leakage from human activities and sector activities;
- ii. Identify major human activities and sector activities that are associated with plastic discharge or emission;
- iii. Develop specific methodologies to estimate the amount of plastic pollution or leakage from identified sources;
- iv. Develop data category and quality standards to apply the toolkit and suggest data systems to be developed during the toolkit application;
- v. Review a draft toolkit from technical and scientific perspectives;
- vi. Prepare toolkit application modality;
- vii. Advise on the pilot application of the toolkit to a pilot country;
- viii. Advise data collection in the pilot country
- ix. Revise the toolkit based on the feedback from the pilot application of the toolkit; and
- x. Finalize a practical toolkit for online publication.

Below is a draft workplan of the Working Group. It should be modified based on the discussion of the first meeting, so that the working group will agree on the workplan.

<i>Timing</i>	<i>Action</i>	<i>Lead</i>	<i>WG member input</i>
September 2024	First meeting of the Working Group	UNEP Project team and EC Task Manager	Input during the meeting
September – October 2024	WG member input on existing models/methodologies as well as their application results	UNEP project coordinator	WG member provides input by emails
October-December 2024	Analysis of the existing tools and methodologies by UNEP	UNEP project coordinator	WG members will be consulted on the analysis depending on the expertise
January -February 2025	Formulation of proposals for toolkit components corresponding to source categories	UNEP project coordinator	WG members will be consulted on the development of empirical formulae
February 2025	Second Meeting of the Working Group	UNEP Project team and EC Task Manager	Discuss analysis of application of models and methodologies as well as proposal for the toolkit components
March – April 2025	Preparation of a draft toolkit	UNEP project coordinator	WG members may be consulted to obtain specific written input
May 2025	3rd meeting of the Working Group	UNEP project coordinator	To discuss a draft toolkit
May-June 2025	Finalisation of the toolkit	UNEP project coordinator	

The 2nd and 3rd meetings of the working group may be organized online. The fourth meeting to discuss and facilitate the application of the toolkit will be later scheduled, upon the completion of the toolkit development.