

**GOVERNANCE AFFAIRS OFFICE – YEAR 2024 WORKPLAN RETREAT
GOVERNING BODIES UNIT AND CIVIL SOCIETY UNIT
27 MAY – 29 MAY 2024**

SUMMARY ACTION ITEMS

I. Primary Objectives of the Mission

- In May 2024, the Governing Affairs Office planned for a staff retreat at Sweetwaters Serena Camp, Ol Pejeta Conservancy (Nanyuki), to work on the two unit's workplans; Civil Society Unit (CSU) and the Governing Bodies Unit (GBU)
 - i. **Goal** - To create detailed 2024/ 25 workplans for the Civil Society Unit (CSU) and the Governing Bodies Unit (GBU) that outline clear objectives, initiatives, timelines, and performance metrics aimed at improving environmental governance, increasing stakeholder participation, and ensuring effective implementation of UNEP's mandates and priorities.
 - ii. **Objective** - To enhance the strategic alignment and operational efficiency of the Civil Society Unit and the Governing Bodies Unit by collaboratively developing comprehensive and actionable workplans for 2024/ 25 that address key environmental governance challenges and foster stronger engagement with civil society and member states.

II. Key Observations and Conclusions

GOVERNING AFFAIRS, WORKPLAN RETREAT, 2024 / 2025

The Secretariat of Governing Bodies and Stakeholders also known as the Governance Affairs Office, is integral to supporting the UN Environmental Assembly (UNEA) and its subsidiary intersessional bodies including the Committee of Permanent Representatives (CPR).

The retreat report outlines the workplan objectives and key results for GBU and CSU. For GBU the period 2024/25 emphasizes its role in providing efficient secretariat support, contributing to UNEP/UNEA related intergovernmental processes and serving as the main focal point for external relations with Member States.

GOVERNING BODIES UNIT

Objective 1: Provide Efficient and Effective Secretariat Support to the Environment Assembly and its Subsidiary Bodies

Key Results

- Preparations for UNEA-7 are on track and both the UNEA and CPR Bureaux receive robust support from the UNEP secretariat.

- The annual subcommittee meeting and other CPR meetings are well-organized, resulting in comprehensive guidance from Member States on the preparation of the draft Medium-Term Strategy (MTS) and Programme of Work (POW) to be adopted at UNEA-7.

Member States will be regularly informed and briefed on developments regarding UNEP governing bodies, ensuring transparency and effective communication. Similarly, UNEP leadership and divisions will be kept abreast of these developments to ensure cohesive engagement across the organization. Meetings with regional and political groups, including those involving the Executive Director (ED) and Deputy Executive Director (DED), will be well-organized to facilitate meaningful dialogue. Additionally, GBU will forecast UNEA-7 documentation needs, ensuring that documentation focal points are fully briefed on the necessary timeframes and templates.

Objective 2: Contribute to successful preparations for other UNEP-related intergovernmental processes on request.

Key Results

- Achieve timely issuance and transmission of outcomes from UNEA-6 in all official UN languages, especially to the General Assembly when required.
- Adequate support, as needed and requested, will be provided for the Intergovernmental Negotiating Committee (INC) on plastic pollution and the third meeting of the Open-Ended Working Group (OEWG) on Sustainable Production and Consumption (SPP).

GBU will also identify focal points for implementing UNEA-6 outcomes and support the Programme Planning and Documentation (PPD) and Conference Services Division (CSD) on the allocation of seed funding for the implementation of UNEA-6 resolutions.

Objective 3: Serve as the Main Interface for External Relations with Representatives of the Governing Bodies, Including Through Training and Digital Transformation

Key Results

- Enhance GAO's role as the main interface for external relations by regularly updating and improving the CPR and UNEA websites to ensure they are relevant, user-friendly, and current.
- Enhanced e-services and online tools.
- Equipping Member States with the resources needed for effective communication and engagement with the Secretariat.
- To increase the number of Member States accredited to CPR and maintain up-to-date directories and email lists of Member States. Ensuring effective communication with Member States will remain a priority, facilitating transparency and active participation in UNEP's governance processes.

With the three holistic objectives, the Governing Bodies Unit is committed to providing efficient secretariat support, contributing to UNEP-related intergovernmental processes, and serving as the main interface for external relations. These efforts will significantly enhance the operational efficiency and strategic alignment of UNEP's governing bodies, ultimately supporting the organization's mission to promote sustainable environmental governance globally.

CIVIL SOCIETY ORGANIZATION

Objective 1: Facilitate Participation of Major Groups and Stakeholders (MGS) in the Intergovernmental Decision-Making Process

Key Results

- Active and meaningful participation of MGS in UNEA and CPR meetings, ensuring that all accreditation requests are handled within four months and increasing newly accredited organizations by at least 50 annually.
- Capacity-building initiatives will be conducted for newly accredited organizations, and regular MGFC meetings will be held to maintain communication between UNEP and MGFC, facilitating better relations with accredited organizations.
- Mechanisms for MGS engagement will be enhanced through workshops and support for the “Group of Friends.”
- Respond to requests from UNEP Senior Management, Regional Offices, Member States, and individual MGS for specific support.
- MGS will be engaged regionally through RCMs in all UNEP regions, preparing for UNEA-7 in collaboration with Regional Offices and Regional Facilitators. MGS will present their views in at least three issues of “Perspectives” per year.

Objective 2: Support UNEP-Related Intergovernmental Processes and MGS-Related Activities

Key Results

- Support MGS activities related to UNEA resolutions, including SPP follow-up, and advise UNEP Divisions on best practices for MGS engagement.
- Support will be provided for implementing UNEP’s Youth engagement strategy and assisting Regional Offices with MGS matters.
- CSU will work to strengthen relationships with civil society units in other UN organizations, participating in the Inter-Agency Support Group on Indigenous Peoples issues and collaborating with the UNPFII. MGS will be meaningfully engaged in preparing the UNEP Medium-Term Strategy 2026-2029 and the related Programme of Work.
- Support will be provided for requests related to MGS events and initiatives.

Objective 3: Enhance External Relations through Training and Digital Transformation

Key Results

- Ensure that the civil society website and UNEP intranet are regularly updated and improved.
- The Stakeholder Engagement Handbook will be updated and translated into six UN languages.
- Develop a new user-friendly IT accreditation system for MGS, and online platforms such as the Resolution Portal and Indico will be reviewed.
- Consider MGS' views in developing the E-delegates platform and maintain updated mailing lists for MGS. Feedback from MGS will be actively sought through online surveys to inform relevant activities and processes.

With the above objectives the Civil Society Unit is focused on fostering meaningful engagement and collaboration with Major Groups and Stakeholders. Through continuous enhancement of its mechanisms, digital tools, and capacity-building efforts, to support UNEP’s mission and ensure that the voices of civil society are integral to global environmental governance.

FRONT OFFICE WORKPLAN

Objective 1: Ensure Timely and Effective Implementation of Administrative, Management, Human Resources, and Financial Rules and Regulations

Within GAO, the front office is mandated to maintain the highest standards of administrative management, human resource and financial projections for CSU and GBU. For the periodic year 2024/25 the front office key targets are to ensure;

- 100% staff compliance with mandatory trainings, ensuring staff possess relevant knowledge and skills for positions held.
- 100% staff compliance with e-performance and workplan ensuring alignment with organizational goals and personal development plans.
- Office is adequately staffed and financed.
- 100% compliance with leadership dialogue.
- Mission and travel requests are approved within 21 days of travel.

UNEA-6 LESSONS LEARNED

GBU and CSU had an informal session highlighting the several lessons learned from UNEA-6 and the preparatory process. A detailed report on UNEA-6 internal lessons learned can be made available upon request.

III. Contact Persons Related to the Outcome of the Mission

Radhika Ochalik and Ulf Bjornholm

IV. Annexes

- Agenda
- List of persons met
- GAO (Governance Affairs Office) Organigramme

Staff signature	Supervisor's signature
Ulf Bjornholm, Senior Programme Management Officer, Governance Affairs Office.	Radhika Ochalik Secretary of Governing Bodies, Governance Affairs Office.
Signature:	

<p>Date:</p>	<p>UNEP</p>
<p>Aline Nsengimana Umutoni, Special Assistant, Political Affairs, Governance Affairs Office.</p> <p>Signature:</p> <p>Date:</p>	<p>Signature:</p> <p>Date:</p>
<p>David Ombisi, Programme Management Officer, Governance Affairs Office.</p> <p>Signature:</p> <p>Date:</p>	
<p>Henry Ndede, Programme Management Officer, Governance Affairs Office.</p> <p>Signature:</p> <p>Date:</p>	
<p>Carlota Estalella Alba, Coordination Officer, Governance Affairs Office.</p> <p>Signature:</p> <p>Date:</p>	
<p>Laetitia Zobel, Programme Management Officer, Governance Affairs Office.</p> <p>Signature:</p> <p>Date:</p>	
<p>Marie-Pia Tixier, Management And Programme Analyst, Governance Affairs Office.</p>	

<p>Signature:</p> <p>Date:</p>	
<p>Ruiwen Zhang, Associate Expert, Governance Affairs Office.</p> <p>Signature:</p> <p>Date:</p>	
<p>Linda Kegeedi, Senior Administrative Assistant, Governance Affairs Office.</p> <p>Signature:</p> <p>Date:</p>	
<p>Isaiah Otieno, Senior Information Systems Assistant, Governance Affairs Office.</p> <p>Signature:</p> <p>Date:</p>	
<p>Isaiah Otieno, Senior Information Systems Assistant, Governance Affairs Office.</p> <p>Signature:</p> <p>Date:</p>	
<p>Cosmus Mutuku, Senior Finance and Budget Assistant, Governance Affairs Office.</p> <p>Signature:</p> <p>Date:</p>	
<p>John Bernard, Information Systems Assistant, Governance Affairs Office.</p>	

<p>Signature:</p> <p>Date:</p>	
<p>Monica Mutira, Administrative Assistant, Governance Affairs Office.</p> <p>Signature:</p> <p>Date:</p>	
<p>Rachel Gomba, Administrative Assistant, Governance Affairs Office.</p> <p>Signature:</p> <p>Date:</p>	
<p>Paul Ng'Ang'A, Team Assistant, Governance Affairs Office.</p> <p>Signature:</p> <p>Date:</p>	
<p>Melissa Ngilandala, UNV, Governance Affairs Office.</p> <p>Signature:</p> <p>Date:</p>	
<p>Sabine Walsh, Governance Affairs Office.</p> <p>Signature:</p> <p>Date:</p>	
<p>Edwike Nyauncho, UNV, Governance Affairs Office.</p>	

<p>Signature:</p> <p>Date:</p>	
<p>Brian Eddy Mbanga, UNV, Governance Affairs Office.</p> <p>Signature:</p> <p>Date:</p>	
<p>Shang Zhang, UNV, Governance Affairs Office.</p> <p>Signature:</p> <p>Date:</p>	
<p>Michelle Tracy Achieng, UNV, Governance Affairs Office.</p> <p>Signature:</p> <p>Date:</p>	
<p>Peter Kirongothi, UNV, Governance Affairs Office.</p> <p>Signature:</p> <p>Date:</p>	
<p>Maria Aarre HAANES, UNV, Governance Affairs Office.</p> <p>Signature:</p> <p>Date:</p>	
<p>Rayan Herpin, Intern</p>	

Governance Affairs Office.

Signature:

Date:

ANNEX 1: AGENDA OF THE GAO WORKPLAN RETREAT

Partner Institution: Just Know your Coffee Cup (JKCC)

Agenda

27th May 2024

Time	Agenda Item	Speakers
2:30 pm - 3:00 pm	Introduction and opening remarks, introducing objectives of the retreat.	Radhika and Ulf Note taker- Brian
3:00 pm – 5:00 pm	Governing Bodies Unit Workplan: <ul style="list-style-type: none"> • Objective One • Objective Two • Objective Three 	Paul Shang John and Brian Note taker- Michelle and Rayan
5:00pm – 5:30pm	Tea Break	
5:30 pm – 6:30 pm	UNV/Intern meeting with management	-
7:00 pm- 9:00 pm	Dinner	-

28th May

Time	Agenda Item	Speaker
6:00 am -8:30 am	Game Drive and Visit to Rhino and Chimpanzee Sanctuary	Self-Organized
8:30 am- 9:30 am	Breakfast	-
9:30 am- 9: 45 am	Icebreaker Activity	Henry
9:45 am – 11:45 am *We shall have a working tea session	Civil Society Unit Workplan	David Ombisi, Laetitia, Isaiah Note taker- Melissa and Maria
10:30 am –11:00am	Group photo and Coffee break	
11:45 am– 1:30 pm	Finalization of workplans	Radhika and Ulf Note taker- Sabine, Edwike

1:30 pm – 2:30 pm	Lunch break	
2:45pm – 3:45 pm	Team building activities and a proposal of archery	Team building Coach
3:45 pm -5:15 pm	UNEA-6 lessons learned and assessment	Ulf and Marie-Pia Note taker- Peter
6:00 pm – 7:00 pm	G-Staff meeting with management	All G-Staff
7:00 pm- 8:00 pm	Dinner	
8:00pm- 9:00 pm	Bonfire- informal reflections on how to collaborate better between CSU and GBU	Carlotta Note taker – Brian

29th May

Time	Agenda items	Speaker
7:00 am- 9:00 am	Breakfast (P-Staff breakfast meeting with the management)	-
9:00 am – 10:30 am	UNEA 7- preparations/ recap of the retreat <ul style="list-style-type: none"> • How best to improve future retreats 	Radhika, Ulf, Carlota Note taker- Peter
10:30 am - 11:00 am	Coffee Break	-
11:30 am- 12 noon	Lunch and Departure	-

ANNEX 2: LIST OF PARTICIPANTS

1. Radhika Ochalik
2. Ulf Bjornholm
3. David Ombisi
4. Laetitia Zobel
5. Isaiah Otieno
6. Melissa Ngilandala
7. Peter Kirongothi
8. Aline Nsengimana
9. Marie-Pia Tixier
10. Carlota Estalella
11. Ruiwen Zhang
12. John Njuguna
13. Paul Ng'ang'a
14. Rachel Gomba
15. Sabine Walsh
16. Maria Haanes
17. Edwike Nyauncho
18. Henry Ndede
19. Brian Mbanga
20. Michelle Achieng
21. Shang Zhang
22. Rayan Herpin
23. Cosmus Mutuku
24. Linda Kegeri
25. Monica Mutira

Governance Affairs Office – Organigramme, 22 May 2024

