

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

Bureau meeting

Saturday, 23 November 2024

14:30- 17:00 (UTC+9)

DRAFT ACTION POINTS

INC BUREAU MEETING 23 NOVEMBER 2024

1. The meeting was attended by the following members:

INC Chair: Mr. Luis Vayas Valdivieso (Ecuador);

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

Asia-Pacific States: Mr. Hiroshi Ono (Japan);

Eastern European States: Ms. Irma Gurguliani (Georgia); Mr. Harry Liiv (Estonia);

Latin American and Caribbean States: Mr. Gustavo Meza-Cuadra Velasquez (Peru) (joining online);

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).

2. Mr. Mohammed Albarrak (Saudi Arabia) participated in an observer capacity as the nominee of the Asia Pacific States for the position of a Vice-Chair.
3. The Bureau was joined by Executive Director of United Nations Environment Programme, Ms. Inger Andersen, for the first hour of the meeting.
4. The Bureau was also joined by UNEP principal legal adviser, Mr. Stadler Trengove.
5. The Secretariat was represented by the Executive Secretary of the INC, Ms. Jyoti Mathur-Filipp.
6. The INC-5 host country was presented by Director Shin, attending the meeting during agenda item 3a.
7. The Executive Secretary provided final registration numbers. The Secretariat received a total of 3940 approved registrations consisting of:
 - 1443 delegates from 178 Members of the Committee.
 - 1966 observers from 576 NGOs,
 - 45 observers from 13 intergovernmental organizations,
 - 63 observers from 17 UN entities; and
 - 276 participants from 171 Media outlets.

Participation per delegation from members of the Committee:

- 10 delegations with 1 registered delegate,
- 56 delegations with 2 delegates,
- 22 delegations with 3 delegates,
- 58 delegations with between 4-9 delegates, and
- 38 delegations with more than 10 delegates registered.

Geographical composition:

- Group of African States: 218 registered delegates;
- Group of Asia Pacific States: 630 registered delegates;
- Group of Eastern European States: 102 registered delegates;
- Group of Latin American and Caribbean States: 167 registered delegates; and
- Group of Western European and other States: 226 registered delegates.

Number of registrations of Ministers and Vice-Ministers: 11 Ministers and 19 Vice Ministers have registered.

The provisional list of participants will be circulated to all participants on the first day of the session.

Logistical updates

8. The Executive Secretary provided further logistical updates. The final notification on information and updates was just circulated. The in-Session Documents platform will open on Monday morning at 10:00 when the session opens. The venue will be open from 7:00 each day, and delegates will be able to re-enter the venue until 21:00 from Monday to Wednesday. From Thursday, delegates can enter the venue until midnight to accommodate later sessions. Operating hours for the cafeterias in the meeting venue will be from 8:00 am to 21:00 on Levels 1 and 2 of the BEXCO Centre. There is no system of secondary access cards to access the plenary room. However, delegations of each Member of the Committee will be assigned four seats in total (one microphone, two seats at the speaker table and two seats behind the speaker table). An overflow room in Room 205 will be set up to watch Plenary sessions in English. Daily Subsistence Allowance distribution will take place in Room 218 located on the second floor from 10:00 from 24 November 2024 onwards.
9. The INC-5 host country welcomed the Bureau on behalf of the Ministry of Foreign Affairs and provided logistical updates. He informed the Bureau that volunteers around the BEXCO venue will be available to help with any questions. He also informed the Bureau about the host country reception, to be held on 25 November 2024 from 18:30 onwards, which will follow a 1+1 formula, allowing for two delegates per delegation to attend, in addition to all Bureau members. Tickets for this will be issued with registration.

Updates on the Diplomatic Conference of Plenipotentiaries

10. The Executive Director provided the Bureau with updates on the Diplomatic Conference of Plenipotentiaries. With the momentum and determination to conclude the fifth session with a positive outcome, there is a need to move to the next steps, one of which will be the Diplomatic Conference. The Executive Director recapped that three offers from four countries to host the diplomatic conference were received. These include Ecuador, Peru and Rwanda as a joint proposal and Senegal. She had reached out to all four potential hosts encouraging them to consult amongst themselves with the view of making a single proposal. Whereas no such consolidation of the hosting proposal has been put forward as of now, UNEP also sought a written input from

all the proponents outlining technical details of the offers to facilitate further evaluation of the proposals. The decision on where the Diplomatic Conference was expected to be hosted was within the mandate of the Executive Director as the designated convener of the Conference. The Executive Director expressed her hope that further consultations with the proponents might enable her to provide information on the location to the INC during its closing plenary. However, if it was not possible to reach the conclusion on the matter by the time the final plenary, she will continue her consultations in early 2025.

11. The UNEP Principle Legal Adviser presented document [INC-5 INF-1 which sets out a Note by the Executive Director on considerations related to the Diplomatic Conference](#). Annex 1 of the document contained the note from the Executive Director on the convening of the Diplomatic Conference, and annex 2 included relevant procedures with regard to treaties and international agreements for which the Secretary General serves as depository. He further informed the Bureau that the UN legal team will organize a one-hour technical briefing session on the Diplomatic Conference for the Adoption of the instrument. The in-person briefing will be held on 24 November 2024 from 13:00 to 14:00 local time in Busan. The briefing will take place in Contact Group 2 Room (Room 205) on the Second Floor of BEXCO and will be open to all interested Members.

Organization of work in-session

12. The Chair provided clarification on the proposed approach during contact group meetings and the flow of work through the plenary and legal drafting group at INC-5. The overall approach to the session was set out in his [Scenario Note](#) and its [Supplementary Note](#) following inputs received during the online Heads of Delegations meeting on 18 November 2024.
13. The Chair recalled the list of the proposed Co-Chairs he presented to the Bureau at the previous meeting and informed that one of the proposed Co-Chairs of Contact Group IV was no longer able to attend the session and a delegate from the Republic of Korea will be proposed to take on this role.
14. The Chair noted that the schedule of work for the first three days of the session was published online. Subsequent daily schedules will be made available online as the session progresses. He proposed for contact groups to start their discussions on areas which had higher levels of convergence. These could go through a discussion in the contact group, and be then forwarded through the plenary to the legal drafting group, in order for the legal drafting group to commence its work early on in the session, possibly on Tuesday, 26 November 2024.
15. Contact Groups 2 and 4 would start their work after the conclusion of the plenary on Monday, with a view to finalizing some of the articles for consideration by the plenary on Tuesday. Contact groups 1 and 3 would start their work on Tuesday evening, 26 November 2024, beginning with a round of discussions on issues where no text has been proposed in the non-paper. The Co-Chairs of each group would need to have the flexibility to organize the work of their groups and to propose appropriate working modalities, including, where necessary, informal consultations open to all interested Members. Informal consultations focused on finding convergence could be particularly useful on issues for which the non-paper did not propose text. To maximize efficient use of time, the co-Chairs of Contact Groups 1 and 3 could also engage with Members in the course of Tuesday, including through any informal consultations, as appropriate.

Documentation

16. The Secretariat provided information with regards to the system for the in-session documents in line with the Chair's supplementary note:

- **Conference Room Papers (CRPs)** from the contact groups, the Legal Drafting Group, the Chair, and any designated informal groups, for consideration by the plenary will be accessible via the INC-5 web page under the 'In-session Documents' tab. The CRP system will be reserved for communicating such documents.
 - Consistent with the system used at the fourth session:
 - **Members and groups of States may submit text proposals by self-uploading** them to the online In-Session Documents Platform.
 - **Members and Observers may submit plenary statements**, including on behalf of groups of States and groups of Organizations, by self-uploading them directly to the online In-Session Documents Platform from 10 a.m. on Monday, 25 November, once the session begins.
 - The online In-Session Documents Platform for the fifth session will open from Monday, 25 November at 10 a.m.
17. The INC Chair strongly urged Members to focus on collective textual proposals submitted following coordination among Members to facilitate the development of further convergence.

Legal Drafting Group

18. Some of the Bureau members indicated that bilateral consultations are taking place with regard to the expressions of interest to Co-Chair the legal drafting group. The Chair noted this and expressed his availability for any such consultations, should it be of assistance.

Next Bureau meetings

19. Bureau meetings during the session were scheduled for Monday 8.30 to 9.00 am and Tuesday until Sunday from 19:00 to 20:00, with flexibility to change or schedule different Bureau meetings, as needed.