

**Programme for Orientation Session for New Members of the Committee of
Permanent Representatives
Tuesday 7 November 2017, 9:00 am to 1:30 pm, Conference Room 4**

TIME	AGENDA	FACILITATOR
9.00 am – 9.10 am (10 min)	Introductions and welcome remarks	H.E. Mr. John Moreti, Chair of the Committee of Permanent Representatives
9.10 am – 9.20 am (10 min)	Introduction to UN Environment Programme: History, structure and place in the UN System	Jorge Laguna-Celis, Secretary of Governing Bodies
9.20 am – 9.30 am (10 min)	The work of the Governing Bodies of UN Environment	Rosemary Semafumu Mukasa, Deputy Secretary of Governing Bodies
9.30 am – 9.45 am (15 min)	Understanding the Essence of UN Environment: The Medium Term Strategy, Programme of Work and Budget	Sheila Aggarwal-Khan, Acting Director, Policy and Programme Division
9.45 am – 10.25 am (40 min)	Brief introduction to the work of Divisions <ul style="list-style-type: none"> - Policy and Programme Division (10 min) - Corporate Services Division (10 min) - Science Division (10 min) - Law Division (10 min) 	Sheila Aggarwal-Khan, Acting Director, Policy and Programme Division Sami Dimassi, Acting Director, Corporate Services Division Jian Liu, Acting Director, Science Division Elizabeth Mrema, Director, Law Division
10.25 am – 11.05 am (40 min)	COFFEE BREAK <ul style="list-style-type: none"> - Tour of UN Environment (Greening the UN) 	Shoa Ehsani Climate Neutral Officer, Economy Division
11.05 am – 11.45 am (40 min)	Brief introduction to the work of Divisions <ul style="list-style-type: none"> - Ecosystems Division (10 min) - Economy Division (10 min) - Communications Division (10 min) - Regional Office for Africa (10 min) 	Mette Wilkie, Director, Ecosystems Division Tim Kasten, Deputy Director, Economy Division (representing Ms. Ligia Noronha, Director, Economy Division) Naysan Shaba, Director, Communications Division Robert Wabunoha, Regional Office for Africa (Representing Ms. Juliette Biao Director, Regional Office for Africa)

TIME	AGENDA	FACILITATOR
11.45 am – 12.05 pm (20 min)	QUESTIONS AND ANSWERS	
12.05 pm – 12.15 pm (10 min)	Civil Society engagement	Laetitia Zobel, Civil Society Unit (representing Mr. Alexander Juras, Head, Civil Society Unit)
12.15 pm – 12.25 pm (10 min)	Private Sector engagement	Kamar Yousuf, Head, Partnerships Unit
12.25 pm – 12.55 pm (30 min)	Briefing by the Division of Conference Services, UN Office at Nairobi <ul style="list-style-type: none"> - Briefing on the Department for General Assembly and Conference Management (DGACM) - Briefing on logistical arrangements of the UN Environment Assembly 	Shivona Tavares, Chief, Division of Conference Services, UN Office at Nairobi Francisco Vasquez, Chief, Planning and Coordination Section, UN Office at Nairobi
12.55 pm – 1.10 pm (15 min)	QUESTIONS AND ANSWERS	
1.10 pm	CLOSING	Chair of the Committee