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**United Nations Environment
Assembly of the United Nations
Environment Programme**

**Annual subcommittee meeting of the Committee of Permanent Representatives
to the United Nations Environment Programme**

Sixth meeting

Nairobi, 7-11 October 2019

Conference Room 1

**Note on the implementation of UNEA decision 4/2, “Provisional agenda, date and venue of the fifth
session of the United Nations Environment Assembly”**

This note provides background information and recommendations with regard to paragraphs 8 - 14 of UNEA decision 4/2, in response to the request to the Executive Director in paragraph 11 of that decision. On this basis, the meeting is invited to consider progress made and the way forward on the implementation of the decision as a whole, including in particular with regard to the process for review by the Committee of Permanent Representatives as outlined in paragraph 10 of the decision, and on the request to the Executive Director to submit an action plan for the implementation of paragraph 88 of the outcome document of the United Nations Conference on Sustainable Development, in accordance with paragraph 14.

This document is complemented by document UNEP/CPR/SC2019/6, which specifically addresses subparagraph 10 d) in UNEA decision 4/2.

Note on the implementation of decision UNEP/EA.4/2 entitled “Provisional agenda, date and venue of the fifth session of the United Nations Environment Assembly”

I. Introduction

1. This document provides information related to the implementation of UNEA decision 4/2, which has initiated three streams of work on international environmental governance, namely:
 - Preparation of the commemoration of the creation of UNEP by the UN Conference on the Human Environment in 1972 (paragraph 8) – see Section II;
 - Process for review by the CPR to improve the efficiency and effectiveness of the UNEP governing bodies (paragraphs 9-13) – Section III; and
 - Preparation of an action plan for the implementation of paragraph 88 of the outcome document of the UN Conference on Sustainable Development (paragraph 14) – Section IV.
2. The document aims to support discussion at the 6th annual subcommittee meeting on each of these three work streams, with a particular focus on the process for review by the Committee of Permanent Representatives (CPR), on the basis of inputs and ideas from Member States, stakeholders and the Secretariat. The objective is to put forward possible options as a basis for future consideration under the process for review by the CPR, with a view to ensuring timely, transparent and consultative implementation of the mandate given to the secretariat through UNEA decision 4/2.

II. Commemoration of the creation of the UNEP (UNEP+50)

3. In June 1972, Governments met in Stockholm, Sweden, at the UN Conference on the Human Environment. The main political outcomes were the Stockholm Declaration on the Human Environment, with 26 principles, and the Stockholm Action Plan with 106 recommendations covering environmental assessment, environmental management, and supporting measures. Member States gathering also decided to create UNEP, with the mandate to keep the world environment under review, catalyze international action, provide policy guidance, coordinate environmental activities within the UN system, and catalyze support for the implementation of environmental programmes and policies. Later in 1972, the General Assembly formally created the Programme and decided that the Programme should be located in Nairobi, Kenya, thereby locating the first UN headquarters function to the Global South.
4. The Stockholm Conference was a landmark event that laid new ground for numerous environmental policy initiatives worldwide and established a solid foundation for multilateral environmental cooperation at global and regional levels. It was followed by a series of other influential UN conferences focused on the environment-development nexus, including the UN Conference on Environment and Development held in Rio de Janeiro, Brazil, in 1992, with its follow-up conferences in Johannesburg, South Africa, in 2002 and again in Rio in 2012, subsequently leading up to the adoption of the 2030 Agenda on Sustainable Development and the SDGs in 2015, and to the upgrading and strengthening of UNEP.
5. At UNEA-4, Member States mandated the Executive Director to commemorate the creation of UNEP, as reflected in following decisions:
 - Paragraph 8 of [UNEA decision 4/2](#) “requests the Executive Director to prepare, in consultation with Member States, the commemoration of the creation of the United Nations Environment Programme by the United Nations Conference on the Human Environment held in Stockholm from 5 to 16 June 1972, making use of contributions from relevant stakeholders”.

- Paragraph 7 of [UNEA resolution 4/23](#) *“requests the Executive Director to prepare a proposal for science-policy input on the global environment, in consultation with Member States and making use of contributions from relevant stakeholders, in commemoration of the creation of the United Nations Environment Programme, in line with the recommendation of the United Nations Conference on the Human Environment, held in Stockholm from 5 to 16 June 1972”*.
6. In this context, it can also be noted that General Assembly in its resolution [A/73/233 \(L.108\)](#) endorsed a set of recommendations from the ad hoc open-ended working group established pursuant to General Assembly resolution 72/277 entitled “Towards a Global Pact for the Environment”, including the recommendation to *“Forward these recommendations to the United Nations Environment Assembly for its consideration, and to prepare, at its fifth session, in February 2021, a political declaration for a United Nations high-level meeting, subject to voluntary funding, in the context of the commemoration of the creation of the United Nations Environment Programme by the United Nations Conference on the Human Environment, held in Stockholm from 5 to 16 June 1972, with a view to strengthening the implementation of international environmental law and international environmental governance, in line with paragraph 88 of the outcome document of the United Nations Conference on Sustainable Development entitled, “The future we want”*.
 7. The commemoration of the creation of UNEP in 2022 provides a unique opportunity to take stock of progress made to protect the global environment and the human wellbeing, including under the auspices of UNEP, and to consider a forward-looking vision on how to strengthen efforts to effectively integrate environmental sustainability in the context of the implementation of the UN 2030 Agenda, and reflect on possible future multilateral action to address areas and approaches where additional efforts are needed to fully achieve the environmental dimension of sustainable development.
 8. It will be necessary for Member States to consider further guidance, in a timely manner, on the modalities of the commemoration – such as the level of ambition and participation, format, scope, expected outcomes, venue, budget, timing, etc.
 9. Subject to further guidance from member States, some of the possible options for the commemoration in 2022 may include one or a combination of the following possible formats:
 - A ceremonial commemoration event to celebrate of the creation of UN Environment Programme.
 - A UNEA Special Session in Nairobi or elsewhere.
 - A UN event or conference at the highest political level in a dedicated host country, with a strong and visionary political impact and outcome prepared and negotiated in Nairobi, comparable with the outcomes from the Stockholm Conference in 1972.
 - A UN General Assembly commemoration event in New York, with or without a political outcome.
 - Dedicated forums or summits for parliamentarians, youth or other specifically targeted stakeholders’ contribution to the commemoration.
 - A “virtual” UN meeting, using the latest information and communication technology and artificial intelligence solutions to maximize impact while minimizing the environmental footprint.
 - A series of multistakeholder-led events, activities or meetings, possibly also including voluntary pledges and commitments, to leverage support for the commemoration.
 10. Regardless the choice of format, it may make sense to time the commemoration with the celebration of the World Environment Day on 5 June 2022. Further, lessons learned from the global celebration of World Environment Day demonstrates the power of a “rolling global event” that includes many more participants than those gathered in one primary locus.
 11. Possible political outcomes may include:

- A visionary political declaration taking stock of progress made and outlining a long-term vision on how to best address remaining gaps and challenges in the next 50 years (2072), also taking into account the recommendations in General Assembly resolution A/73/233.
 - Agreements, including through targeted resolutions and decisions, to take action on specific emerging issues.
 - Concrete actions and pledges to strengthen implementation of the existing commitments and instruments.
 - Possible launch of new initiatives in areas where progress has been insufficient.
 - Agreements on institutional follow-up and/or financial resources in support of implementation of the political outcome.
 - A global plan of action to protect the environment and human health in the context of the 2030 Agenda and beyond.
 - Voluntary pledges/commitments by key stakeholders, including Member States, private sector, civil society and individuals.
 - Partnership agreements in support of implementation of the political outcomes.
12. Several of the above-mentioned options may be combined. Regardless of the final choice of format and level of ambition, the commemoration could entail a global awareness-raising campaign that would inspire citizens around the world to take action towards environmentally friendly and healthy lifestyles. The commemoration event(s) should also be underpinned by strong science-policy input, drawing on the findings in the Global Environment Outlook series and other relevant global environmental assessments, with the objective of providing an authoritative assessment of the state of the world environment 50 years after the creation of UNEP as well as forward-looking recommendations. It should also build on key milestones expected to be agreed in 2020, including the review of the nationally determined contributions of the Paris Agreement, the adoption of the post-2020 framework on biodiversity, and the future global framework on chemical and waste.
13. Based on the mandates provided in UNEA decision 4/2 and UNEA resolution 4/23, it is foreseen that the UNEP Secretariat will take the lead in preparatory process for its 50th anniversary commemoration, in close cooperation with Member States, the Secretariats of Multilateral Environmental Agreements and other relevant UN organizations. The Secretariat will engage in early consultations particularly with the UNEA and the CPR Bureaus in order to initiate timely preparations.
14. The Executive Director intends to put in motion the following initiatives, taking into account existing and additional future guidance from Member States and other stakeholders:
- Establish an advisory panel of eminent persons that will contribute to a successful commemoration of UNEP.
 - Put in place an internal Secretariat Task Force for the commemoration.
 - Reach out to leading representatives from Member States, UN organizations and civil society and private sector entities to solicit views on how to best undertake the 50 year commemoration.
 - Mobilize all interested stakeholders to influence and engage actively in the commemoration, through disseminating information, creating online platforms, organizing events and offering training opportunities.
 - Prepare for a substantial Executive Director's report on the commemoration of UNEP, including a set of recommendations, for consideration by UNEA-5.

III. Process for review by the CPR

15. Paragraph 11 of decision 4/2 “Requests the Executive Director to conduct a mapping exercise and provide an input paper on the topics specified in paragraph 10 of the present decision at least 3 weeks ahead of the 6th annual subcommittee meeting.” An initial [mapping exercise](#) was considered by the CPR at its 146th meeting held on 20 June 2019. The present section complements the mapping exercise and responds to the request to develop an “input paper” based on the written inputsⁱ submitted by Member States and stakeholders. Through the written inputs, Member States and stakeholders underlined that there is room to further clarify the roles of UNEP governing bodies to effectively deliver on their mandates.
16. The subsequent sections provide a set of possible options for further consideration based on a synthesis of observations and suggestions made by Member States and stakeholders, as well as from other UN entities (see Annex). These options also draw from relevant recommendations included in the [“UNEA-4: Assessment and lessons-learned”](#) paper prepared by the Secretariat and endorsed by the CPR in June 2019.
17. The possible options are organized in accordance with the three topics specified in paragraph 10:
 - a) *The preparation, working arrangements, and scheduling of sessions of the UNEA and the objectives, preparation, working arrangements and the scheduling of meetings of its subsidiary body, namely the meeting of the Open-ended CPR and the regular and annual meetings of the subcommittee of the CPR;*
 - b) *The respective roles and responsibilities of the Bureau of the UNEA and of the Bureau of the CPR, including those related to interactions with their respective constituencies;*
 - c) *Criteria, modalities and timing for presenting and negotiating draft resolutions and decisions;*

III(a) Options related to UNEA and CPR objectives, preparation, working arrangements and scheduling

18. Organization of UNEA

- 18.1. Clarify whether to continue the UNEA-3 and UNEA-4 practice of organizing the meetings of the open-ended CPR (OECPR) back-to-back with UNEA, possibly in combination with measures to ensure effective, participatory and inclusive intersessional preparations.
- 18.2. Clarify the “reach” of UNEA theme – i.e. whether it applies only to the high-level segment or whether it covers the entire five-day session. In addition, should the UNEA theme be a guiding factor for resolution preparation? Various events such as dialogues and webinars could also be organized to raise awareness about the theme in the lead up to UNEA.
- 18.3. Rationalize the number of side and other events to enable small delegations to participate and ensure that these events do not compete with negotiations.
- 18.4. Facilitate participation by Geneva-based Permanent Representatives to UNEP by ensuring that UNEA dates do not overlap with the Human Rights Council or other major conferences/meetings in Geneva.
- 18.5. Foster closer dialogue and collaboration between UNEA and the MEAs and their governing bodies. This could be done for example through their Chairs or members of their respective Bureaus by identifying mutual priorities for cooperation and for possible intergovernmental decisions that promote coherence and synergies on substantive issues.
- 18.6. Mobilize MEAs participation in and contributions to UNEA, keeping in mind their respective mandates; organizing dedicated dialogue with MEAs could be explored, for example through the organization of an “MEA Day” during UNEA which would enable the MEA Chairs/Presidents or members of their respective Bureaus holding dialogue sessions on mutual priorities for cooperation that promote coherence and synergies on substantive issues.

- 18.7. Deepen UNEA’s imprint at the regional level by, for example, organizing interactive briefing sessions with the participation of the members of the UNEA Bureau during the regional forums of ministers of environment and/or the regional forums on sustainable development. Ensure that key UNEA outcomes and messages are duly considered and harvest policy insights at the regional level.
- 18.8. Better leverage the UN Science-Policy-Business Forum on the Environment to strengthen science-policy interface and find a strategic timing for the Forum in relation to OECPR and UNEA.
- 18.9. Alternatively, consider consolidating the Science-Policy-Business Forum and the Sustainable Innovation Expo into a single forum.
- 18.10. Bring together the heads of global environmental assessments and subsidiary scientific and technology bodies of the multilateral environmental agreements to discuss emerging environmental challenges and identify synergistic solutions.
- 18.11. Finalise flagship scientific assessments well in advance of UNEA so that delegations can reflect on the key findings from these assessments in their decision-making process.
- 18.12. Prepare “science briefs” in consultation with the scientific community and other stakeholders on the theme of UNEA and/or proposed resolutions, highlighting relevant scientific facts, ongoing initiatives and past resolutions.
- 18.13. Organize science-based discussions or “information sessions” with stakeholder participation on technical aspects of proposed resolutions.
- 18.14. Create a subsidiary scientific mechanism that can promote science-policy interface with relevant UNEP governing bodies.
- 18.15. Improve stakeholder participation both during UNEA and OECPR and throughout the intersessional period, including in the context of selecting the UNEA theme, and at regional levels.
- 18.16. Encourage stronger participation from local, indigenous communities and small and medium-sized enterprises, learning from stakeholder engagement practices in processes such as the Strategic Approach to International Chemicals Management.
- 18.17. Provide dedicated trainings or briefings for stakeholders on the UNEP governing bodies and how to contribute to them.

Relevant lessons-learned from UNEA-4

Lesson #1: Timely identification of politically appealing, strategic and policy-relevant themes for future UN Environment Assemblies and its High Level Sessions, based on broad consultations and benefiting from guidance from relevant scientific assessment reports, is of key importance.

Lesson #6: Further action and additional resources are necessary to ensure meaningful participation of Major Groups representatives at future UN Environment Assemblies.

Lesson #7: Regional environmental ministerial meetings, with stakeholder participation, provide a very valuable contribution to future UN Environment Assemblies.

Lesson #9: More consideration should be given to creating an optimal balance between political negotiations, the UNEA High-Level Segment, and official and non-official events, to ensure political ownership and alignment with its core mandate, and to avoid overloading the agenda of future UN Environment Assemblies.

19. CPR Meetings

- 19.1. Consider renaming the OECPR meeting, for example as a “Preparatory Committee” (PREPCOM), which convene biennially prior to UNEA, and the five-day annual subcommittee meetings, for example as a “Review and Oversight Committee” (ROC), to better reflect their functions and thereby also attract more attention and interest from stakeholders and capital-based experts.
- 19.2. Clarify or reinforce the role of the annual subcommittee, whose full potential may yet to be realized. Its oversight function on the implementation of the programme of work and resolutions could be widened to also guide the tabling of new resolutions. The annual subcommittee may also wish to consider such reports as those from the Advisory Committee on Administrative and Budgetary Questions, the Joint Inspection Unit and the UN Office of Internal Oversight Services (OIOS)
- 19.3. Clarify the differences between regular quarterly CPR meetings (convening four times per year, chaired by the CPR Chair with interpretation provided)¹, subcommittee meetings (convened 1-2 times per month on a needs basis and chaired by the CPR Chair, without interpretation) and Secretariat briefings to the CPR (convened ad hoc and Chaired by the Secretariat).
- 19.4. Improve the identification and formulation of decisions and conclusions from CPR meetings to provide clear guidance and strategic direction to the Secretariat and other implementing partners on the implementation of the programme of work and UNEA resolutions.
- 19.5. Improve the interactive online calendar of meetings for the UNEP governing bodies, building on guidance from the CPR Bureau.
- 19.6. Reinforce the practice that supporting documents for regular meetings of the CPR and the annual subcommittee are made available online at least 3 weeks in advance, and for subcommittee meetings and bureau meetings at least 2 weeks in advance.
- 19.7. Solicit comments from Member States and stakeholders on meeting documents in advance of each meeting and address them during the meeting where relevant and possible.
- 19.8. Maintain and strengthen the Secretariat’s information technology support to facilitate for remote participation of representatives from non-Nairobi-based Member States and stakeholders.

Relevant lessons-learned from UNEA-4

Lesson # 8: Timely availability of official working documents for future UN Environment Assemblies and for its subsidiary bodies remains a fundamental prerequisite.

Lesson #11: Logistic support during the 4th session of the UN Environment Assembly was effective, but there is room for further improvement.

III(b) CPR and UNEA Bureaus

20. CPR and UNEA Bureaus

- 20.1. Clarify the respective roles and responsibilities of the CPR and UNEA Bureaus, possibly by developing draft terms of reference for the Bureaus, for consideration and possible adoption by Member States through a consultative process.
- 20.2. Clarify the need for and objectives of joint Bureau meetings.
- 20.3. Explore the possibility of merging the two Bureaus into one central Bureau to oversee the work of all UNEP governing bodies in a consistent, coherent manner.

¹ Pursuant to Governing Council decision 14/4 “Periodicity and duration of sessions of the Governing Council” of 1987: “Decides that the Committee of Permanent Representatives established by Council decision 13/2 should continue to meet at least four times a year with the Executive Director on dates to be determined by the Committee itself, in consultation with the Executive Director, at its September meeting.”

- 20.4. Strengthen the consultation between members of the two Bureaus and their respective regional groups and present emerging regional positions at Bureau meetings, as well as report back to the regional groups on the outcomes of the Bureau meetings.
- 20.5. Consider ways in which Bureau members can help increase the visibility, relevance and impact of UNEA at national, regional and international levels, for example, by incorporating key messages relating to UNEA outcomes in public statements delivered at national and regional events and meetings as well as at the High-level Political Forum on Sustainable Development.

Relevant lessons-learned from UNEA-4

Lesson #4: The political outcomes of Environment Assemblies should have an increased impact and recognition in other international environment and sustainable development policy fora.

III(c) Resolutions and decisions

21. Member States identified the following key problems in the UNEA4 resolution/decision making process:
 - 21.1. Too many resolutions were tabled, some at a very late stage in the process, which left little time for constructive negotiation.
 - 21.2. Some resolutions duplicated previously adopted by UNEA resolutions, while others ventured into issues under the purview of other regimes, such as the UN Forum on Forest or the UN Framework Convention on Climate Change; yet others have lacked a convincing rationale for deliberation at UNEA.
 - 21.3. There has been a lack of shared understanding on what UNEA resolutions seeks to achieve collectively; and negotiations have become highly time-consuming, sometimes unnecessarily spilling over to weekend.
22. Possible options to rationalize and streamline the resolution process include:
 - 22.1. Rethink current practice of having only the Member States table the resolutions; the UNEA Bureau could be entrusted with the task of presenting omnibus resolutions on specific topics.
 - 22.2. While retaining the right to table resolutions as specified in the rules of procedure², set strict criteria for accepting resolutions for consideration by the UNEP governing bodies, for example: proposals should be sponsored by Member States from at least two different regions; compliance with submission deadline (except for last minute proposals due to urgent and extraordinary events); proposals pertain to substantive global environmental issues, etc.
 - 22.3. Member States to exercise “self-discipline” in submitting resolutions, including by meeting the deadline, and ensuring value added to UNEA.
 - 22.4. Focus of UNEA resolutions should not be limited to UNEA theme but retain the flexibility to address emerging issues.
 - 22.5. The UNEA or CPR Bureau, or another intergovernmental committee appointed by the CPR, could be mandated to enforce agreed procedures for tabling resolutions and review and express opinions on draft resolutions.

² Rule 44

Proposals and amendments shall normally be introduced in writing and submitted to the Executive Director, who shall circulate copies to the members in all the official languages of the United Nations Environment Assembly. As a general rule, no proposal shall be discussed or put to the vote at any meeting of the United Nations Environment Assembly unless copies of it have been circulated to all members not later than the day preceding the meeting. Subject to the consent of the United Nations Environment Assembly, the President may, however, permit the discussion and consideration of proposals or amendments even though these proposals or amendments have not been circulated or have only been circulated the same day.

- 22.6. The Secretariat could be requested to provide opinions on draft resolutions from both a legal and financial perspective, provided draft resolutions are tabled in a timely manner.
- 22.7. Consider practices to ensure that resolutions and the programme of work are mutually reinforcing.
- 22.8. Both Member States and the Secretariat should consult more actively with the MEAs and other international organizations with a view to foster better policy coherence and cooperation.
- 22.9. MEAs should be encouraged to share ideas for resolutions at UNEA and contribute to the implementation process.
- 22.10. The Secretariat could be requested to develop a comprehensive guidance manual for Member States on resolution preparation, negotiation and follow-up, as well as a separate manual for co-facilitators of the working groups would be useful, possibly based on an ex-post meeting with UNEA co-facilitators to identify common challenges and identify lessons-learned.

IV. Draft roadmap to prepare an action plan for the implementation of paragraph 88

23. This section builds on the discussion on the topic held at the 146th meeting of the CPR on 20 June 2019, and outlines a draft roadmap for the development of a draft action plan for the implementation of paragraph 88 of the Rio+20 outcome document, for final consideration at UNEA-5.

Dates	Elements
16 September 2019	Submission of a draft roadmap to the 6 th annual subcommittee meeting (7-11 October 2019) <ul style="list-style-type: none"> - Member States are invited to share their views on the expected scope and format of the action plan, and how to link it to the ongoing discussion on the medium-term strategy for 2022-2025.
October 2019	Roadmap update based on the inputs received by Member States and stakeholders at the annual subcommittee meeting
December 2019	What has been achieved so far? Synthesis of achievements made under each subparagraph, building on the relevant past reports of the Executive Director, in particular the latest report on the implementation of paragraph 88 submitted to UNEA-4. <ul style="list-style-type: none"> - The goal of this exercise is to review the progress made so far in the implementation of each subparagraph, with a view to identifying possible remaining gaps in the implementation. - Relevant past reports can be found at: https://www.unenvironment.org/explore-topics/environmental-rights-and-governance/what-we-do/supporting-2030-agenda/implementation
TBD	Thematic consultations on each paragraph (possibly in clusters), internally and with relevant stakeholders to feed into the next stage, which is to identify “What more needs to be done to fully implement paragraph 88”. <ul style="list-style-type: none"> - Consultations in the context of the CPR subcommittee meetings
June 2020	What more needs to be done? Analysis of possible new entry points for renewed implementation of the subparagraphs, taking into account the changed governance landscapes and opportunities offered by the 2030 Agenda on Sustainable Development, the SDGs and the UN reform.

	- The purpose of this analysis is to inform the development of a strategic and focused action plan in the post-2012 context.
Fall 2020	Submission of a first draft action plan for discussion at the 7 th annual subcommittee meeting - The action plan will identify activities to close possible implementation gaps, while seeking to address the respective roles to be played by the Secretariat, Member States and relevant stakeholders.
November 2020	Submission of a final draft action plan for consideration at UNEA-5 (22-26 February 2019)

24. Secretariat focal points for each of the subparagraphs are as follows, with the Law Division coordinating the preparation of the action plan.

(a) Universal membership	Governance Affairs Office
(b) Financial resources	Corporate Services Division
(c) UNEP's voice and coordination mandate	New York Office Environment Management Group Secretariat
(d) Science-policy interface	Science Division
(e) Evidence-based environmental information and awareness raising	Science Division Communication Division
(f) Capacity-building and access to technology	Economy Division
(g) Consolidation of headquarters functions	Executive Office Corporate Services Division
(h) Stakeholder participation	Governance Affairs Office

Annex: Compilation of practices in other governing bodies that could offer insights for the CPR review process

The Secretariat administered a questionnaire to the network of governing bodies of international organizations, intended to solicit information on the workings of other governing bodies. Many of the responding secretariats³ indicated that they too grappled with the challenges ranging from providing timely documentation, enhancing videoconference facilities, and organizing a focused, impactful meeting of the governing bodies. Some governing bodies have also recently undertaken reforms to meet the demands of Member States. It is notable that the Executive Boards of the UNDP, UNFPA, UNOPS, UNICEF, UN-Women and the WFP are in the joint process of improving their working methods, where decisions have been adopted to request the Executive Board Secretariats to present proposals for an optimal timing for convening the Joint Meeting of the Boards, adjusting the date of the second regular session, and improving the efficiency of the sessions of the Executive Board, among others.

The following table contains both factual practices and respondents’ observations for improvement, reproduced verbatim to the extent possible.

Organizational matters
<ol style="list-style-type: none"> 1. At the last Plenipotentiary Conference in 2018, it was agreed to focus on the substantive content, and no side events were held. 2. Recently, the secretariat has aided in organizing a few informal, inter-regional preparatory meetings to initiate discussions and start negotiations to find consensus before the start of the conference. 3. Outcomes of the meetings are captured in official summary records, drafted by the Executive Committee Secretariat and approved by the Council at the following meeting. The summary records are extremely brief and capture only the decision. 4. Continue to implement newly introduced procedure of using electronic means (timers, microphone cut off) to limit delegation statements to 3 minutes for individual delegations and 5 minutes for delegations speaking behalf of a group. 5. The Secretariat wish to completely stop printing documentation for all meetings in compliance with the greening the UN initiative. 6. The Corporate Secretariat continues innovation and refinement of systems to capture and systematize knowledge and automatic distribution of documents. The Secretariat has developed AMWeb, a site that is optimized for viewing on mobile devices. 7. An on-line portal for delegates to deal with everything related to a formal session such as credentials could be ideal. 8. For the International Labour Conference (ILC), each national delegation is composed of two government members, one worker and one employer members. The duration of the ILC was progressively reduced to the two-week format.
Bureaus

³ Governing bodies that have responded to the questionnaire whose collective results form the basis of this compilation:

1. Agreement on the Conservation of Populations of European Bats (UNEP-administered)
2. European Space Agency
3. International Labour Organization
4. International Telecommunication Union
5. Organisation for Economic Co-operation and Development
6. UN Women
7. UN High Commissioner for Refugees
8. World Bank Group

1. The Officers assist the respective President/Chairs in the general conduct of business.
2. The Chairs shall lead the debates in a neutral manner. They have the responsibility to keep the discussions on topic. Vice-chairs are to assist their Chairs in any manner deemed necessary by the Chair.
3. Stressing the importance of continuity and smooth transition between outgoing and incoming bureaux, the Core Group converged on strongly recommending that, whenever possible, the Vice President for the regional group which is expected to assume the Presidency in the following year be selected as President of the Executive Board.
4. At the end of each plenary session, the 1st Vice Chair becomes Chair, the 2nd Vice Chair becomes the 1st Vice Chair and a new 2nd Vice Chair and Rapporteur are elected. This ensures continuity between the successive Bureaus (total 4 members in the Bureau).
5. Each formal session is prepared by the Bureau in accordance with the Rules of Procedure, including “preparation and organization of Board meetings, facilitation of transparent decision-making and promotion of dialogue. The Bureau shall brief the Board on its deliberations and shall not have the authority to make decisions on any substantive matters”.
6. As part of internal reform process, one Secretariat prioritized “Fostering a degree of transparency in Bureau and Board meetings, and identifying new and novel ways for members of regional groups to be briefed on Bureau proceedings”.
7. The Bureaus interact with their respective groups through the regional coordinators and groups’ secretariats.

Resolutions and decisions

1. The deadline for contributions from Member States is 3 months prior to the opening of the Conference, although there is also a firm deadline of 21 calendar days, which is the date most Member States retain. The Conference could accept proposals received after that date. The deadline for proposals to modify the Constitution or Convention is 6 months prior.
2. Ad hoc resolutions can emerge on shorter notice.
3. The secretariat usually drafts the decision it presents for adoption, but Member State are free to propose changes and modify the proposal. Typically, the draft decision is attached to a thematic conference room paper that explains the subject matter.
4. Draft resolutions are sent to Governors for voting with a lead time of 6 weeks. The lead time can be extended based on special circumstances.
5. Board members may want to continue the practice of starting the negotiations on the draft decisions one day before the start of each session.
6. The Rules of Procedure and “Chair’s Manual”, as well as Resolutions on Governance provide general guidance for meeting preparation.
7. Guiding principles further state that “documents tabled for decision distributed less than seven days in advance will be rescheduled for a succeeding Council session or decided by written procedure if Council so determines.”
8. Once the text is considered mature by the working party, the draft act is examined by the substantive committee which (if satisfied) agrees to its submission to the Council. The Executive Committee then examines the draft and (if satisfied) transmits it to the Council for adoption (usually without debate). While technical experts in working

parties/committees define the scope and content of a draft recommendation, the Executive Committee and Council examine it from a whole-of-government/political perspective.

9. Decision 2018/7 paragraph 3: “Requests the UN-Women Executive Board Secretariat to circulate draft decisions at least 2 weeks prior to the session so that the draft decisions are available at the pre-session, and strongly encourages the President to appoint, at that time, the facilitators for the respective draft decisions, in full respect to equitable regional representation, and in this regard strongly encourages Member States to provide their comments on draft decisions, if possible, prior to the first information consultations, with a view to starting informal consultations on the draft decisions a working day in advance of the session”.
10. Recently, Member States have requested a more comprehensive data base of all resolutions and decisions, including those included in summary records. It was been agreed to implement this suggestion, and the secretariat is researching ways to do so.
11. The Board has different instruments to monitor the implementation of its decisions. There are quarterly operations update and a corporate score card.

ⁱ Member States that have provided written inputs

1. Brazil
2. Canada
3. China
4. Mexico
5. Montenegro
6. Norway
7. Switzerland
8. United States of America
9. European Union

Major Groups and stakeholders (headquarters/registered addresses)

10. Center for International Environmental Law (Switzerland, USA)
11. Emirates Environmental Group (United Arab Emirates)
12. Institute for Sustainable Development and Research (India)
13. KenGrow Foundation (Kenya)
14. Marine Ecosystems Protected Areas Trust (Antigua and Barbuda)
15. Stakeholder Forum for a Sustainable Future (the Netherlands, United Kingdom)
16. World Animal Net (USA)