

Agenda Item 1.1: Summary of UN Environment Assembly Bureau Meeting, 20 June 2018

Agenda Item 1: Opening of the meeting and adoption of the agenda

1. The meeting was chaired by H.E. Mr. Siim V. Kiisler, President of the UN Environment Assembly Bureau and Minister for Environment of Estonia. He brought to the meetings attention that H.E. Mr. John Moreti, Chair of the Committee of Permanent Representatives, High Commissioner and Permanent Representative of Botswana will soon be vacating his post in Nairobi and therefore relinquishing his position as Chair of the Committee. The President and the meeting thanked H.E. Mr. Moreti, for his contribution to the Committee and cooperation with the Bureau of the Assembly.

The meeting was attended by the following members of the Bureau of the Environment Assembly:

- Antigua and Barbuda (VP) Mr. Michai Robertson, Ministry of Health and the Environment, representing H.E. Mr. Molwyn Joseph, Minister of Health and the Environment via video link, Latin America and Caribbean Group
- Switzerland (VP) H.E. Mr. Felix Wertli, representing H.E. Mr. Franz Perez, Ambassador, Head of International Affairs Division, Federal Office for the Environment, Western Europe and Others Group
- Finland (VP) Ms. Tuulia Toikka Kirsi, Ministerial Adviser, representing H.E. Mr. Kimmo Tiilikainen, Minister of Environment, Energy and Housing via video link, Western Europe and Others Group
- Brazil (VP) H.E. Mr. Fernando Coimbra, Ambassador and Permanent Representative-designate to the UN Environment Programme, Latin America and Caribbean Group
- South Africa (VP) Ms. Shahkira Parker representing H.E. Ms. Edna Molewa, Minister of the Environment via audio link, Africa Group
- Czech Republic (VP) H.E. Mr. Vladislav Smrž, Deputy Minister, Ministry of Environment via audio link, Eastern European Group
- Gabon (VP) Mr. Yannick Ongonwou Sonnet, Director General of the Environment and Nature Protection, representing H.E. Mr. Pacôme Moubélet-Boubeya, Minister of Forest, Sea and Environment via video link, Africa Group
- Pakistan (Rapporteur) H.E. Mr. Raza Bashir Tarar, High Commissioner and Permanent Representative, Asia-Pacific Group

Other representatives present:

- H.E. Mr. Pavel Řezáč, Ambassador and Permanent Representative of Czech Republic in Nairobi
- H.E. Ms. Koleka Anita Mqulwana, High Commissioner and Permanent Representative of South Africa in Nairobi
- Ms. Amanda Mkhwanazi, Deputy Permanent Representative of South Africa at the Permanent Mission of South Africa in Nairobi
- Mr. Toni Sandell, Deputy Permanent Representative of Finland at the Permanent Mission of Finland in Nairobi

The Bureau of the Committee of Permanent Representatives was represented ex officio by:

- H.E. Mr. John Moreti, Chair of the Committee of Permanent Representatives, High Commissioner and Permanent Representative of Botswana
- H.E. Ms. Francisca Ashietey-Odunton, nominated Chair of the Committee of Permanent Representatives, High Commissioner and Permanent Representative of Ghana

The UN Environment Programme was represented by:

- Mr. Ulf Bjornholm, Deputy Secretary of Governing Bodies
- Mr. Stadler Trengrove, Principal Legal Officer
- Mr. Dirk Wagner, Sub-Programme Coordinator - Resource Efficiency

2. The meeting adopted the provisional agenda, after agreeing to address agenda item 3.3 before agenda item 2.

Agenda Item 2: Exchange of views on the draft concept note of the theme of the Fourth Session of the UN Environment Assembly

3. Following an exchange of views among members of the Bureau, the meeting recalled that the concept note was developed by the Secretariat following a previous request from the Bureau of the Assembly, to provide guidance on theme, and that as such it should not be considered a negotiated text. The meeting took note of the draft concept note and requested the Secretariat to finalize the note, taking into account the comments made at the meeting.

Agenda Item 3: Preparations for the High-Level Political Forum

4. The President informed the meeting that he will be in New York on 16 - 22 July to address the High Level Segment of the High-Level Political Forum on Monday 16 July 2018 in his capacity as President of the UN Environment Assembly.
5. The meeting welcomed the opportunity for the President of the Assembly to address the Forum and agreed to invite members to send possible comments on the draft key messages to the Secretariat by Wednesday 27 June 2018 at the latest.

Agenda Item 4: Preparations for the Fourth Session of the UN Environment Assembly

4.1. Preparations for the Intersessional period

6. Participants took note of the Committee of Permanent Representatives' decision to hold the 5th Annual Sub-Committee meeting of the Committee of Permanent Representatives from 22 to 26 October 2018 and to schedule the 4th Open-ended meeting of the Committee of Permanent Representatives from 4 to 8 March 2019.

4.2. Structure of the Fourth Session of the UN Environment Assembly

7. The meeting requested the Secretariat to update the draft structure of the fourth session of the UN Environment Assembly based on comments made at the meeting, and agreed to provide further guidance with a view to adopt the structure by the second Joint Preparatory Retreat of the Bureaux of the UN Environment Assembly and of the Committee of Permanent Representatives to be held in Tallinn in September 2019.

4.3. Progress update on the Zero draft of the Ministerial Outcome

8. The meeting took note of a revised roadmap for the development of the Ministerial Outcome Document as follows:
 - First draft outline - End of July 2018;
 - Member States' feedback on the first outline – until August 2018;
 - Discussion of the first draft outline at the second Joint Retreat – 6 to 7 September 2018
 - Development and distribution of a “zero-draft” – October 2018
 - Member States' feedback on the zero-draft - until December 2018
 - Presentation of a the 1st full draft Outcome Document – January 2018
 - Member States' feedback on the 1st draft Outcome Document – January 2018
 - Presentation of a revised 2nd draft Outcome Document, for consideration and finalization at the Assembly – February 2018

4.4 Regional Preparatory meetings

9. The Secretariat informed the meeting about the schedule of planned regional preparatory meetings for the Assembly, to allow for members of the Bureau to participate in these meetings. The regional meetings are in most cases held at ministerial level and are prepared with the assistance of the UN Environment Programme Regional Offices.

Agenda Item 5: Preparations for the Second Joint Preparatory Retreat of the Bureaux of the UN Environment Assembly and of the Committee of Permanent Representatives and Stakeholder Conference

10. The President recalled the invitation to the Second Joint Preparatory Retreat of the Bureaux in Tallinn on 6-7 September, which will be preceded by a High-level International Environment Stakeholder Conference in Tallinn entitled “The Earth Innovation Forum” on 5 September 2018. The Earth Innovation Forum will focus on the following four thematic areas:
 - i. Governance, partnerships and emerging global issues;
 - ii. Data and technology;
 - iii. The green economy and new business models;
 - iv. Sustainable lifestyles and urban environment innovation.
11. The President also invited members of the two Bureaux to a high-level dinner hosted on the evening of September 5, and to an excursion to an Estonian nature reserve on 8 September 2018, after the joint retreat.

Agenda Item 6: Organization of Work of the Bureau of the United Nations Environment Assembly

12. The Secretariat gave an update on the tentative Roadmap for the Fourth Session of the Assembly and informed the meeting that the Annual sub-committee of the Committee of Permanent Representatives will mainly focus on the implementation of the current Programme of Work and on a draft new programme of work and budget for the period 2020-21.

Agenda Item 7: Date for the next UN Environment Assembly Bureau meeting

13. The meeting agreed that the next UN Environment Assembly Bureau meeting should be held in early or mid-October 2018, after the distribution of a zero draft of the Ministerial Outcome Document. Exact date will be communicated at a later stage.

Agenda Item 8: Other Matters

14. A member of the Bureau reported back from a workshop on International Environmental Governance hosted in Ittingen by the Government of Switzerland on 6 to 8 June 2018, which focused on the mandate of UN Environment Programme's governing bodies.

Agenda Item 9: Closing of the Meeting

15. The meeting closed at 6:50 p.m.