



**UNITED  
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**EP**

UNEP/MED WG.470/2



**UNITED NATIONS  
ENVIRONMENT PROGRAMME  
MEDITERRANEAN ACTION PLAN**

18 March 2019  
Original: English

Meeting of INFO/RAC National Focal Points

Rome, Italy, 16-17 April 2019

**Agenda item 2: Organizational matters**

**Provisional Annotated Agenda**

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UNEP/MAP  
INFO/RAC - Rome, 2019



## Provisional Annotated Agenda

### Introduction

1. The following annotations to the provisional agenda have been prepared by the Secretariat to assist the meeting with its deliberations.

### Agenda item 1 Opening of the meeting

2. The meeting will be opened on Tuesday, 16 April 2019 at 09.30 a.m. by the representatives of the host country, the Coordinating Unit of the UN Environment/Mediterranean Action Plan and INFO/RAC.
3. All the INFO/RAC Focal Points have been invited to attend the meeting or to designate their representatives.

Information document(s) of special relevance for this agenda item	
UNEP/MED WG.470/Inf. 1	<i>Provisional List of Participants</i>

### Agenda item 2 Organizational matters

#### 2.1. Rules of Procedure

4. The Rules of Procedure for meetings and conferences of the Contracting Parties to the Convention for the protection of the Mediterranean Sea against pollution and its protocols (UNEP/IG.43/6, Appendix XI) will apply *mutatis mutandis* to this meeting.

#### 2.2. Election of officers

5. While observing the principle of equitable geographical distribution, the meeting will elect from amongst the representatives of the Contracting Parties, a chairperson, two vice-chairpersons and a rapporteur.

#### 2.3. Adoption of the agenda

6. The *Provisional Agenda* issued as document UNEP/MED WG.470/1 and annotated in this document, will be proposed for adoption by the meeting. The meeting will be also invited to review and adopt the timetable proposed at the end of this document.

#### 2.4. Organization of work

7. It is proposed that the meeting be held in daily sessions from 09:00 a.m. to 1 p.m. and from 3.00 p.m. to 5:30 p.m., subject to adjustments as necessary.
8. It is expected that the meeting addresses all items of the agenda within the allotted sessions.

9. The working languages of the meeting will be English and French. Simultaneous interpretation will be available for all the plenary sessions.

<b>Working document(s) of special relevance for this agenda item</b>	
UNEP/MED WG.470/1	<i>Provisional Agenda</i>
UNEP/MED WG.470/2	<i>Provisional Annotated Agenda</i>
<b>Information document(s) of special relevance for this agenda item</b>	
UNEP/MED WG.470/Inf.2	<i>Provisional List of Documents</i>

**Agenda item 3. Progress Report on the Status of Implementation of the Programme of Work on Knowledge Management, Information and Communication.**

10. Referring mainly to document UNEP/MED WG.470/5, the Director of INFO/RAC will present the status of implementation of the activities carried out by INFO/RAC during the past year highlighting the main achievements and challenges met during the implementation of INFO/RAC 2018/2019 Programme of Work.
11. Participants are expected to comment on and take note of the progress achieved on the implementation of the activities carried out and provide advice in accordance with the Terms of Reference for INFO/RAC Focal Points.

<b>Working document(s) of special relevance for this agenda item</b>	
UNEP/MED WG.470/3	<i>Progress Report on the Status of Implementation of the Programme of Work on Knowledge Management, Information and Communication</i>
<b>Information document(s) of special relevance for this agenda item</b>	
UNEP/MED WG.470/Inf. 3	<i>Programme of Work 2018/2019</i>

**Agenda item 4. MAP Operational Communication Strategy**

12. Making reference to document UNEP/MED WG.470/4, INFO/RAC will present the MAP Operational Communication Strategy.
13. The Contracting Parties representatives will be invited to provide their comments and inputs on the provided document and complement it, where necessary.

<b>Working document(s) of special relevance for this agenda item</b>	
UNEP/MED WG.470/4	<i>MAP Operational Communication Strategy</i>

**Agenda item 5. MAP Data Management Policy**

14. Referring mainly to document UNEP/MED WG.470/5, INFO/RAC will present the general data policy concepts in order to prepare the general data policy agreements among the Barcelona Convention Contracting Parties.
15. The Contracting Parties representatives will be invited to provide their comments and inputs on the document and complement it, where necessary.

<b>Working document(s) of special relevance for this agenda item</b>	
UNEP/MED WG.470/5	<i>MAP Data Management Policy</i>
<b>Information document(s) of special relevance for this agenda item</b>	
UNEP/MED WG.470/Inf. 4	<i>Architecture of Spatial Data Infrastructure (SDI)</i>
UNEP/MED WG.470/Inf. 5	<i>SDI user guideline</i>

**Agenda item 6. Draft of the Programme of Work 2020/2021 on Knowledge Management, Information and Communication.**

15. Under this agenda item, the Secretariat will introduce document UNEP/MED WG. 470/6 *Draft of the Programme of Work 2020/2021 on Knowledge Management, Information and Communication*.
16. The Contracting Parties representatives will be invited to provide their comments and inputs on the document and complement it, where necessary. Based on the comments and recommendations of the meeting, the Secretariat will elaborate a new version of the document after the meeting, that will serve as basis for the INFO/RAC activities to be integrated in the overall UNEP/MAP Programme of Work for 2020-2021 that will be submitted to the meeting of MAP Focal Points and COP 21 for adoption as appropriate.

<b>Working document(s) of special relevance for this agenda item</b>	
UNEP/MED WG.470/6	<i>Draft of the Programme of Work 2020/2021 on Knowledge Management, Information and Communication.</i>

**Agenda item 7. Any other matters**

17. Under this agenda item, the meeting will be invited to raise and discuss other matters that may require attention, as agreed during the adoption of the Provisional Agenda.

**Agenda item 8. Conclusions and recommendations**

18. The meeting will be invited to review and adopt the conclusions and recommendations prepared by the Secretariat and submitted by the Rapporteur.

**Agenda item 9. Closure of the meeting**

19. The meeting is expected to be closed on Wednesday 17 April 2019, at 5:30 p.m.

## PROPOSED TIMETABLE

### DAY 1: Tuesday 16 April 2019

<b>09.00 – 9.30</b>	<i>Welcoming of the participants and registration</i>
<b>09.30 – 10.00</b>	<b>Agenda item 1.</b> Opening of the meeting <b>Agenda item 2.</b> Organizational matters
<b>10.00 – 10.30</b>	<b>Agenda item 3.</b> <i>Progress Report on the Status of Implementation of the Programme of Work on Knowledge Management, Information and Communication.</i>
<b>10.30 – 10.45</b>	<i>Coffee break</i>
<b>10.45 – 13.00</b>	<b>Agenda item 4.</b> <i>MAP Operational Communication Strategy</i>
<b>13.00 – 15.00</b>	<i>Lunch</i>
<b>15.00 – 16.00</b>	<b>Agenda item 4.</b> <i>MAP Operational Communication Strategy (continued)</i>
<b>16.00 – 16.15</b>	<i>Coffee break</i>
<b>16.15 – 17.30</b>	<b>Agenda item 5.</b> <i>MAP Data Management Policy</i>

### DAY 2: Wednesday 17 April 2019

<b>09.30 – 11.00</b>	<b>Agenda item 5.</b> <i>MAP Data Management Policy (continued)</i>
<b>11.00 – 11.15</b>	<i>Coffee break</i>
<b>11.15 – 13.00</b>	<b>Agenda item 6.</b> <i>Draft of the Programme of Work 2020/2021 on Knowledge Management, Information and Communication</i>
<b>13.00 – 15.00</b>	<i>Lunch</i>
<b>15.00 – 17.30</b>	<b>Agenda item 7.</b> Any other matters <b>Agenda item 8.</b> Conclusions and recommendations <b>Agenda item 9.</b> Closure of the meeting