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**MEDITERRANEAN ACTION PLAN**

Meeting of the Bureau of the Contracting Parties to the  
Convention for the Protection of the Marine Environment  
and the Coastal Region of the Mediterranean and its Protocols

Ankara (Turkey), 1-3 July 2013

**PROVISIONAL ANNOTATED AGENDA**

## PROVISIONAL ANNOTATED AGENDA

### Introduction

1. At the invitation of the Government of Turkey and in consultation with the President and members of the Bureau, it was decided that the meeting of the Bureau will be held in Ankara, Turkey on 1-3 July 2013.
2. The following annotations to the Provisional Agenda were prepared by the Secretariat to assist the meeting in its deliberations.

### **DAY 1: MONDAY, 1 JULY 2013**

#### **Agenda item 1:      Opening of the meeting (09:00-09:15)**

3. The meeting will be opened at 09.00 hrs on Monday, 1 July 2013, by the President of the Bureau, S.E.M. Jean-Pierre Thébault. A representative of the host country will also welcome Bureau members.

#### **Agenda item 2:      Adoption of the Provisional Agenda and organization of work**

4. The Provisional Agenda prepared by the Secretariat, was distributed as document UNEP/BUR/ 77/1.
5. The meeting will review and adopt the Provisional Agenda. Simultaneous interpretation in English and French will be available for all sessions.
6. It is expected that the Bureau will address all items of the Provisional Agenda during its three-day meeting. It is envisaged to close the meeting of the Bureau at 18:00 on 3 July 2013 after adopting its conclusions and recommendations. As agreed, the report of the meeting will be very succinct and will be prepared by the Secretariat and distributed by email to the members of the Bureau for adoption.

#### **Agenda item 3:      Discussions on Specific issues (09:15-12:30)**

*(Coffee Break: 10:30-11:00)*

7. The Executive Secretary and Coordinator of MAP will present document UNEP/BUR/ 77/4 on Specific Issues.
8. The Bureau will be invited to exchange views on the following issues:

#### **3.1. Update on Financial Situation**

9. A financial update including information on income and expenditures until 31 May 2013, as well as a modified 3-step proposal for 2013 will be presented to the Bureau members for their comments and recommendations.

### **3.2. Governance Decision IG.20/13**

10. With reference to the operational paragraphs of the Governance Decision IG.20/13 which was adopted during COP 17 in Paris in February 2012, it is planned to present issues regarding “Financial Rules and Procedures of the Barcelona Convention” before the lunch break. In the afternoon, issues regarding “Memorandum of Understanding (MOU) between the Bureau of the Contracting Parties and UNEP concerning Secretariat Services to and support of the Barcelona Convention”, the note on staff contracts and the issues related to MAP Partners will be presented and Bureau’s guidance will be asked. Mr. Christoph Bouvier, Director of the Office for Operations in UNEP will participate in the discussions during the whole day.

#### **3.2.1 Financial rules and procedures**

11. As requested by the 76 Bureau meeting, a detailed note of comments made by Bureau members under this agenda item was circulated among Bureau members. The Secretariat has continued consultations with UNEP Office for Operations (OfO), UNEP/DEPI and UNON. UNEP’s final revised version of the Barcelona Convention Financial Rules and Procedures are attached as Annex III to UNEP/BUR/ 77/4.
12. The Bureau will be invited to consider the draft Financial Rules and Procedures and provide comments as need be

#### **Lunch Break: 12:30 – 14.00**

### **3.2. Governance Decision IG.20/13 (cont.) (14:00-18:00)**

*(Coffee Break: 15:30-16:00)*

#### **3.2.2 Memorandum of Understanding (MOU) between the Bureau of the Contracting Parties and UNEP concerning Secretariat Services to and support of the Barcelona Convention**

13. The Secretariat has transmitted the comments made by the Bureau on the draft MoU between the Bureau of the Contracting Parties and UNEP concerning Secretariat Services to and support of the Barcelona Convention during its 76th Meeting to the relevant UNEP Services (DEPI and Office for Operations (OfO)) and continued consultations with both units and UNEP’s final version of the draft MOU is attached as Annex IV to UNEP/BUR/ 77/4.
14. The Bureau is invited to consider the draft Memorandum of Understanding and provide comments as need be

#### **3.2.3 Note on Staff Contracts**

15. The Secretariat will present the note on staff contracts as per operational paragraph 7 of the 17th CoP decision on Governance (IG.20/13) for perusal of the Bureau;
16. The Bureau will be invited to consider this note on staff and its implications.

#### **3.2.4 MAP Partners**

17. The Secretariat will update the Bureau on the process regarding the update of the MAP Partners list, present the procedure followed for the renewal of accreditation together with a proposal for the renewal of accreditations including new applications for accreditation

18. The Bureau will be invited to approve the renewal of accreditation of proposed MAP Partners and approve the new applications, and also to support the adoption of a decision at the next COP asking the Secretariat to proactively seek and propose relevant NGOs to offer them the opportunity to be associated with the work of the Mediterranean Action Plan.

## **DAY 2: TUESDAY, 2 JULY 2013**

5. General orientations on the Programme of Work (2014-2015)

### **Agenda item 4: Organization of 18th Meeting of the Contracting Parties, 3-6 December 2013, Istanbul, Turkey (09:00–10:00)**

*(Coffee Break: 10:00-10:30)*

19. The Secretariat will update Bureau on the progress in organization of COP18, and also present the draft decisions prepared in coordination with MAP components.
20. The Bureau will be invited to exchange views on the substantive issues for the 18th Meeting of Contracting Parties to the Barcelona Convention, provide views and comments in this regard; and Consider and comment on the proposed Decisions for consideration by the 18th Meeting of Contracting Parties, as need be.

### **Agenda item 5. General orientations on the Programme of Work (2014-2015) (10:30-12:30)**

21. The Executive Secretary and Coordinator of UNEP/MAP will present the proposal on the priorities and process of 2014 – 2015 Programming, as well as the Secretariat's considerations regarding the next Strategic Programming exercise.
22. Upon request of a member of Bureau an integrated discussion will take place on overarching issues concerning the PoW (including the new 5 year Programme), budget, including financial rules, and the implementation of the Functional Review under this agenda item.
23. The Bureau will be invited to provide its views and considerations regarding the basis and scope for the forthcoming MAP Programme of Work.

### **Lunch break: 12:30-14:00 hrs**

### **3.2. Governance Decision IG.20/13 (cont.) (14:00-17:00)**

*(Coffee Break: 15:30-16:00)*

#### **3.2.5. Partnership Agreements**

24. The Secretariat will update the Bureau on the progress achieved in establishing agreements with the Union for the Mediterranean, IUCN and the Secretariat of the Convention on Biodiversity.
25. Bureau members are expected to provide their views and recommendations as appropriate.

### **3.2.6. Terms of Reference of the Bureau**

26. The Secretariat will explain the process of analysis and present the revised terms of reference of the Bureau as requested by the operational paragraph 1 of Governance Decision IG.20/13 adopted at the 17th Meeting of the Contracting Parties.
27. Bureau members are expected to provide their views and recommendations on the new Terms of Reference of the Bureau as appropriate.

### **3.2.7. Other issues in Governance Decision IG.20/13**

28. The Secretariat will update the Bureau on the remaining issues in Governance Decision IG.20/13.
29. Bureau members are expected to provide their views and recommendations as appropriate.

### **Agenda item 5: Amendments to Rules of the Compliance Committee**

30. The Secretariat will update the Bureau on the content of the amendments to rules of the Compliance Committee.
31. Bureau members are expected to support the proposals of amendments proposed by the Compliance Committee and recommends their adoption by the Eighteenth Meeting of the Contracting Parties.

## **DAY 3: WEDNESDAY, 3 JULY 2013**

### **Agenda item 6: Progress Report by the Secretariat on activities carried out during the period March 2012 – June 2013 (09:00 – 10:30)**

*(Coffee Break: 10:30-11:00)*

32. The Executive Secretary and Coordinator of UNEP/MAP will present document UNEP/BUR/77/3 "Progress Report by the Secretariat on activities carried out during the period March 2012 – June 2013.
33. Bureau members are expected to comment on and take note of the progress achieved on the implementation of the activities carried out and advise the Secretariat as they may deem useful.

### **Agenda item 7: Any other business (11:00 – 11:30)**

34. The Bureau will consider other issues which may be raised during the meeting. At the time of formulating the annotated agenda, the Secretariat has not any issue to propose for discussion under this agenda item.

### **Agenda item 8: Adoption of Conclusions and recommendations (14:00 – 18:00)**

35. The Secretariat will submit for adoption a set of conclusions and recommendations.

**Agenda item 8:**      **Closure of the meeting**

36.      The meeting is expected to be closed by the President of the Bureau at 18:00 hrs on Wednesday 3 July 2013.

The report of the meeting will be circulated to the members of the Bureau by email at a later stage for adoption.

**TIMETABLE**

| <b>Monday, 1 July 2013</b>    |   |   |  |
|-------------------------------|---|---|--|
| 09:00 – 09:15                 | 1. Opening of the meeting<br>2. Adoption of the Provisional Agenda and organization of work   | President of the Bureau                 | <b>Working Document/s</b><br>UNEP/BUR/77/1 & UNEP/BUR/77/2 |
| 09:15– 12:30                  | 3. Report by the Secretariat on Specific Issues<br>3.1 Update on Financial Situation<br>3.2. Governance Decision IG.20/13<br>3.2.1 Financial Rules  | Coordinator of MAP                      | <b>Working Document/s</b><br>UNEP/BUR/77/4                 |
| 14:00 - 17:00                 | 3.2.2. Service Agreement<br>3.2.3. Note on Staff Contracts  | Coordinator of MAP                      | <b>Working Document/s</b><br>UNEP/BUR/77/4                 |
| 17:00 – 18:00                 | 3.2.4. MAP Partners<br><i>(session will continue on the afternoon of the 2<sup>nd</sup> day)</i>  | Coordinator of MAP                      | <b>Working Document/s</b><br>UNEP/BUR/77/4                 |
| <b>Tuesday, 2 July 2013</b>   |   |   |  |
| 09:00 – 10:00                 | 4. Update on COP18<br>4.1. Inter-ministerial Session and Istanbul Declaration<br>4.2. Decisions   | Coordinator of MAP                      | <b>Working Document/s</b><br>UNEP/BUR/77/4                 |
| 10:30 – 12:30                 | 5. General orientations on the Programme of Work (2014-2015)  | Coordinator of MAP                      | <b>Working Document/s</b><br>UNEP/BUR/77/4                 |
| 14:00 – 17:00                 | <i>(session 3.2. continues)</i><br>3.2. Governance Decision IG.20/13<br>3.2.5. Partnership Agreements<br>3.2.6. Terms of Reference of the Bureau<br>3.2.7. Other issues in Governance Decision IG.20/13 | Coordinator of MAP                      | <b>Working Document/s</b><br>UNEP/BUR/77/4                 |
| 17:00 - 18:00                 | 6. Rules of Procedure of Compliance Committee   | Coordinator of MAP                      | <b>Working Document/s</b><br>UNEP/BUR/77/4                 |
| <b>Wednesday, 3 July 2013</b> |   |   |  |
| 09:00 – 10:30                 | 7. Progress Reporting   | Coordinator of MAP                      | <b>Working Document/s</b><br>UNEP/BUR/76/3                 |
| 11:00 – 11:30                 | 8. Any other Business   | President of the Bureau and Secretariat |  |
| 14:00 - 18:00                 | 9. Conclusions and recommendations adoption   | President of the Bureau and Secretariat | Draft conclusions and recommendations (in session)         |
| 13:00                         | Closure of the Meeting  | President of the Bureau                 |  |