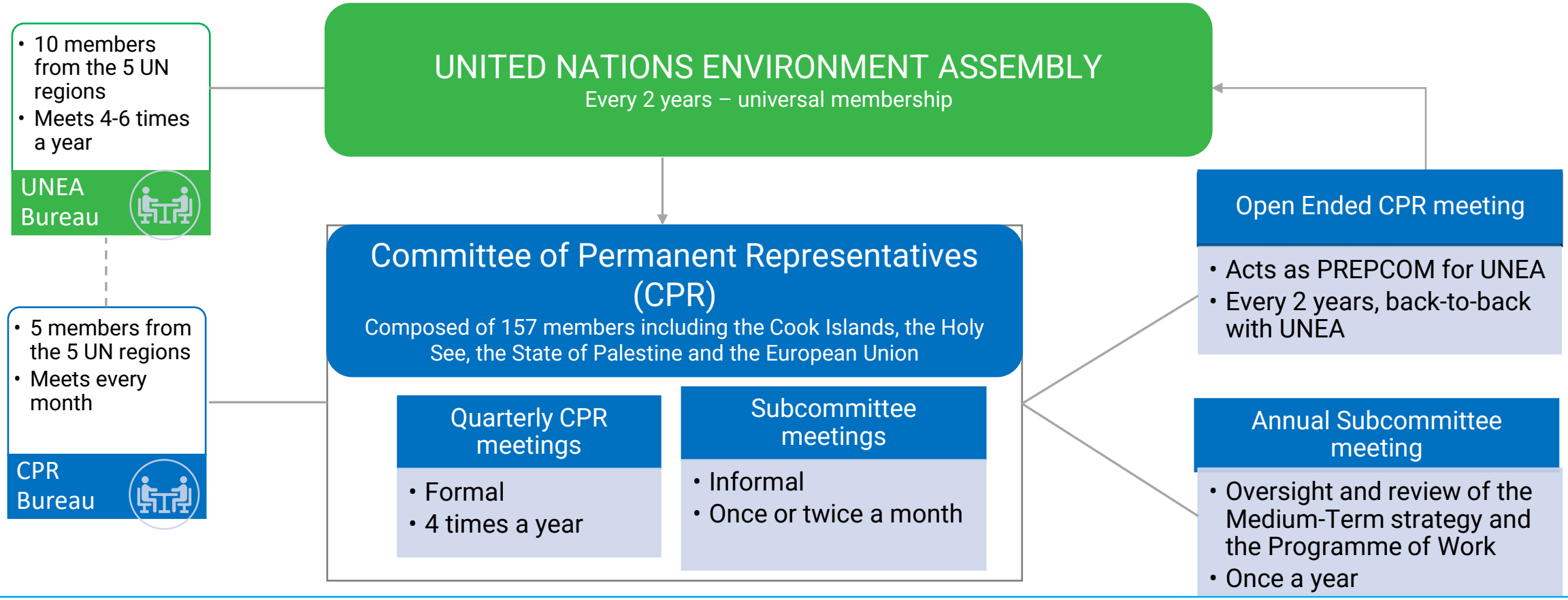
Structure and functions of UNEA and its Bureau

Ms. Caridad Canales
Deputy Director, Governance Affairs Office

UN Environment Programme Governance Structure



UN environment programme

UNEA-8: 2027

UNEA-7 Decision 7/7 - Provisional agenda, dates and venue of the eighth session of the United Nations Environment Assembly

November						
Mo	**Tu**	**We**	**Th**	**Fr**	**Sa**	**Su**
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Mo	**Tu**	**We**	**Th**	**Fr**	**Sa**	**Su**
		1	2	3	4	5
6	7	8	9	10	11	12

5-day OECPR-8: the eighth session of the Open-ended Committee of Permanent Representatives will be held **from 29 November to 3 December 2027**

5-day UNEA-8: the eighth session of the Assembly at the headquarters of the United Nations Environment Programme, in Nairobi, **from 6 to 10 December 2027**

UNEA-9 and future regular sessions of the Assembly will commence on the last Monday in February in odd-numbered years (UNEA-7 Decision 7/7)

February						
Mo	**Tu**	**We**	**Th**	**Fr**	**Sa**	**Su**
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

UNEA-9: 2029

3-day OECPR-9 will consist of a three-day meeting **from 21 to 23 February 2029** and be convened back-to-back with UNEA-9 in order to minimize financial costs

3-day UNEA-9 will consist of a three-day meeting **from 26 to 28 February 2029**

In the light of the reduced duration of the ninth session of the Environment Assembly, Member States will be strongly encouraged to limit the number of draft resolutions submitted for consideration by the Assembly, without prejudice to the rules of procedure of the Assembly, in particular rule 44.

UNEA-10 (2031)

24 – 28 February 2031

UNEA-11 (2033)

28 February – 4 March 2033

United Nations Environment Assembly (UNEA)

UNEA Bureau



Bureau

- 10 members - a President; 8 Vice-Presidents; and a Rapporteur
- Elected at the final meeting of a session and members hold office until their successors are elected
- Eligible for re-election
- Replacement of a Bureau member is governed by rule 19
- Oversees the preparations of UNEA and supports the general conduct of business of UNEA

President



His Excellency Matthew Samuda

President of UNEA and Minister of Water, Environment and Climate Change of Jamaica

Vice Presidents

African States - Vacant



His Excellency Hamad Yusuf Masauni

Vice President of UNEA and Minister of State, Vice-President's Office, Union and Environment of the United Republic of Tanzania



His Excellency Mosese Bulitavu

Vice President of UNEA and Minister of Environment and Climate Change of Fiji



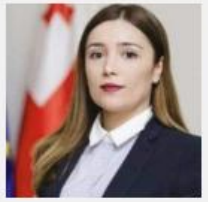
His Excellency Dammika Patabendi

Vice President of UNEA and Minister of Environment of Sri Lanka



Her Excellency Anikó Raisz

Vice President of UNEA and Minister of State for Environmental Policy of Hungary



Her Excellency Nino Tandilashvili

Vice President of UNEA and First Deputy Minister of Environmental Protection and Agriculture of Georgia



Her Excellency Joyelle Clarke

Vice President of UNEA and Minister of Sustainable Development, Environment, Climate Action and Constituency Empowerment of Saint Kitts and Nevis



His Excellency Jochen Flasbarth

Vice President of UNEA and State Secretary at the Federal Ministry for the Environment, Nature Conservation and Nuclear Safety of Germany

Rapporteur



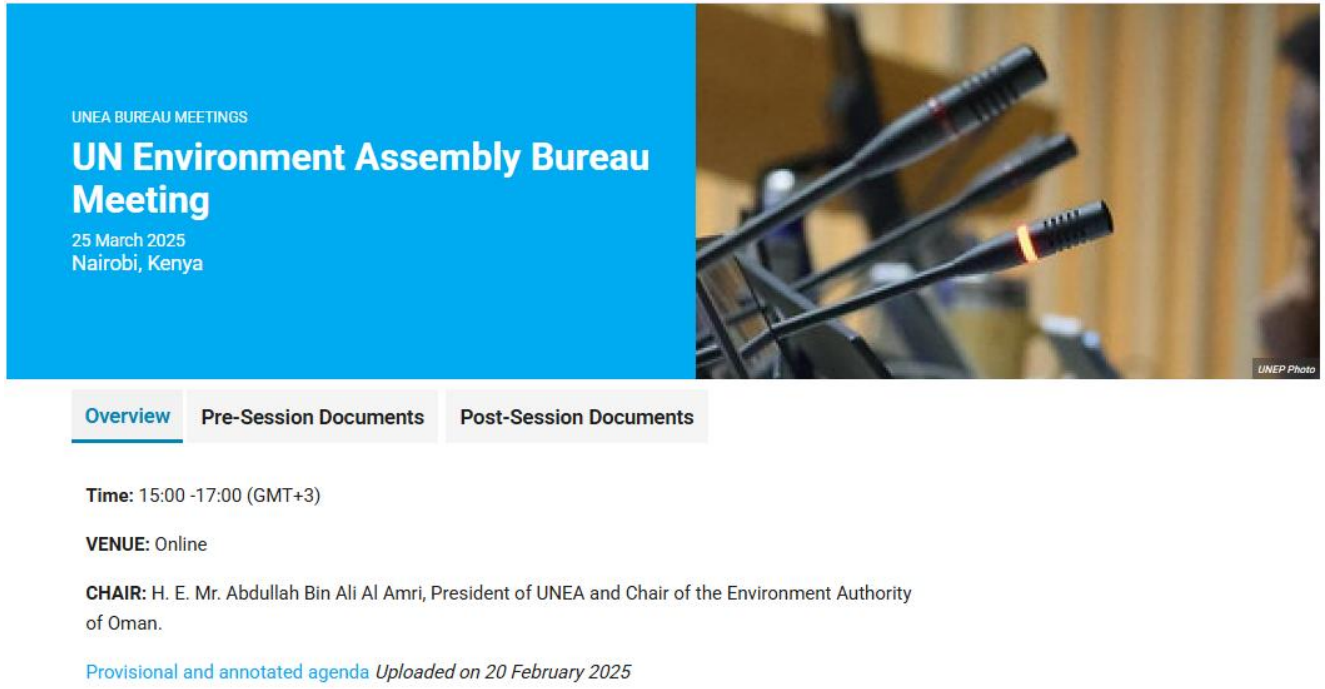
His Excellency Felix Wertli

Rapporteur of UNEA and Ambassador for the Environment, Head of International Affairs Division, Federal Office for the Environment, Federal Department of the Environment, Transport, Energy and Communications of Switzerland

- Carry out tasks given by UNEA and President
- Assist the President in the general conduct of business
- Prepare for upcoming UNEA session
- Coordinate with the CPR Bureau and the Chair
- Review credentials of representatives to UNEA

UN environment programme

UNEA Bureau meetings



- Meetings held in English
- Can be attended online
- Makes recommendations and provides guidance
- CPR Chair invited to participate as an ex officio member

UN environment programme

UNEA and CPR Joint Bureaux meetings

- Joint Bureaux meetings are regularly organized and co-chaired by the UNEA President and the Chair of the CPR.
- Some joint meetings take the form of a “retreat”, often with a specific topic to be discussed; these meetings are typically longer (1-2 days) and may be hosted by the President.
- Relevant decisions are taken separately by each Bureau

UN environment programme

Role of the UNEA president



- Declare the opening and closing of each meeting
- Rule on points of order
- Propose to the Assembly the limitation of time to be allowed to speakers and the number of items each representative may speak on a question
- Propose the closure of the list of speakers or closure of debate
- Propose the suspension or the adjournment of the meeting
- Call upon speakers in the order of inscription
- Call a speaker to order
- Represents the Environment Assembly in intergovernmental meetings

UN environment programme

United Nations Environment Assembly (UNEA)

Agenda

Agenda

- Adopted at the start of the session
- UNEA approves the provisional agenda ahead of a session

Approves the provisional agenda for the seventh session as follows:

1. Opening of the session.
2. Adoption of the agenda and organization of work.
3. Credentials of representatives.
4. Report of the Committee of Permanent Representatives.
5. International environmental policy and governance issues.
6. Programme of work and budget; other administrative and budgetary issues.
7. Stakeholder engagement.
8. Contributions to the meetings of the high-level political forum on sustainable development and implementation of the environmental dimension of the 2030 Agenda for Sustainable Development.
9. High-level segment.
10. Cooperation with multilateral environmental agreements.
11. Provisional agenda, dates and venue of the eighth session of the Environment Assembly.
12. Adoption of the resolutions, decisions and outcome document of the session.
13. Election of officers.
14. Other matters.
15. Adoption of the report.
16. Closure of the session.

UN environment programme

United Nations Environment Assembly (UNEA)

Structure



Structure of UNEA

- Opening plenary
- Leadership dialogues
- Multi-stakeholder dialogue
- High-level segment
- National statements
- Cooperation with Multilateral Environmental Agreements
- Closing segment
- Committee of the whole

UN environment programme

United Nations Environment Assembly (UNEA)

Reporting and Special Sessions



Reporting

- UN General Assembly – (document symbol A/GA session number/25)
- High-level political forum on sustainable development

Special Sessions

- UNEA can hold special sessions

UN environment programme

Access the Portal

🌐 **unea.unep.org/monitoring**

📑 **CPR Web page**

📘 **UNEP Resolutions Portal**

🌍 **UNEA webpage**

Also, searchable as “UNEA Monitoring Portal” in any browser.

Resolutions Reporting

Secretariat Reporting

- Mandatory
- Every 6 months
- Designated Secretariat focal points

Member State Reporting

- Voluntary
- Ad hoc
- By designated Member State focal points

Secretariat Report

Introduction	Implementation	Learning	Links	Next Steps
Summary Executive Director's mandate Member States actions required	Plan Milestones Results Resources Partners	Opportunities Challenges Risks Key Lessons Best Practices	Programme of Work Projects SDGs MEAs	Going Forward

Member States Report

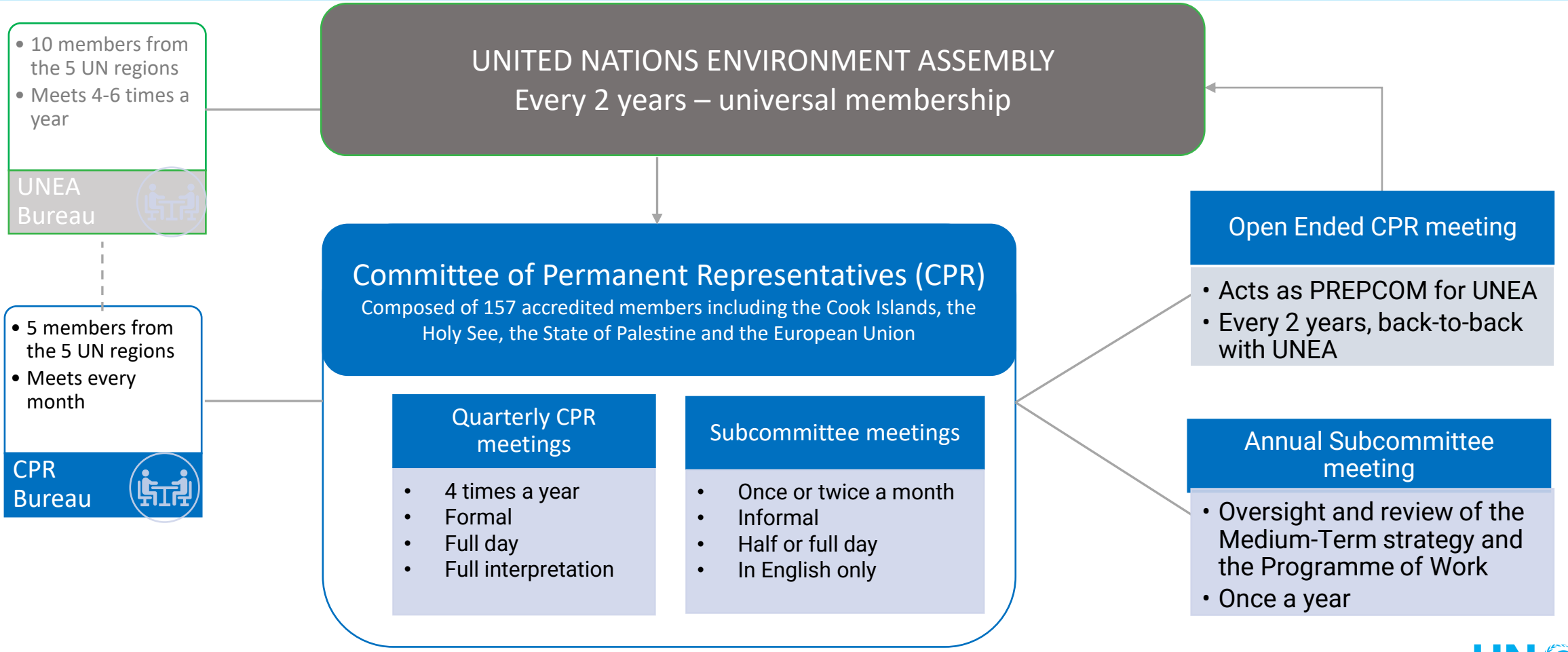
Introduction	Implementation	Learning	Links	Next Steps
• Summary • Executive Director's mandate • Member States actions required	• Results • Resources • Partners	• Key Lessons • Best Practices • Opportunities • Challenges • Gaps • Risks	• Contribution to SDGs & MEAs • Relevance to National and Regional Priorities	• Going Forward

UN environment programme

Structure and functions of the CPR and its Bureau

Committee of Permanent Representative (CPR)

Overview of Meetings



After consultation with the CPR bureau or at the request of at least 5 members, extraordinary CPR meetings may be convened

UN environment programme

Committee of Permanent Representative (CPR)

Overview



- Established in May 1985 (GC decision 13/2) to create a forum for dialogue between Member State missions in Nairobi and UNEP's Executive Director
- Open to all UN Member States and members of the specialized agencies (incl the European Union)
- Accredited Major Groups and Stakeholders representatives participate as observers with the right to make statements.
- Meets under the leadership of a 5-member Bureau comprising of a Chair, 3 Vice-Chairs and a Rapporteur based on nominations by regional groups and elected for a period of two years

CPR Bureau

5-member Bureau which consists of a Chair, 3 Vice-Chairs and a Rapporteur



H.E. Mr. Sultan Hajiyev

Chair, Ambassador and Permanent Representative of Azerbaijan to UNEP.



H.E. Ms. Marie Charlotte G. Tang

Vice Chair, Ambassador and Permanent Representative of Philippines to UNEP.



H.E. Mr. Anouar Ben Youssef

Vice Chair, Ambassador and Permanent Representative of Tunisia to UNEP.



H.E. Ms.Gisele Fernandez Ludlow

Vice Chair Ambassador and Permanent Representative of Mexico to UNEP



H.E. Mr. Andrew Barnes

Rapporteur, Acting High Commissioner and Permanent Representative of Australia to UNEP.

UN environment programme

Committee of Permanent Representative (CPR)



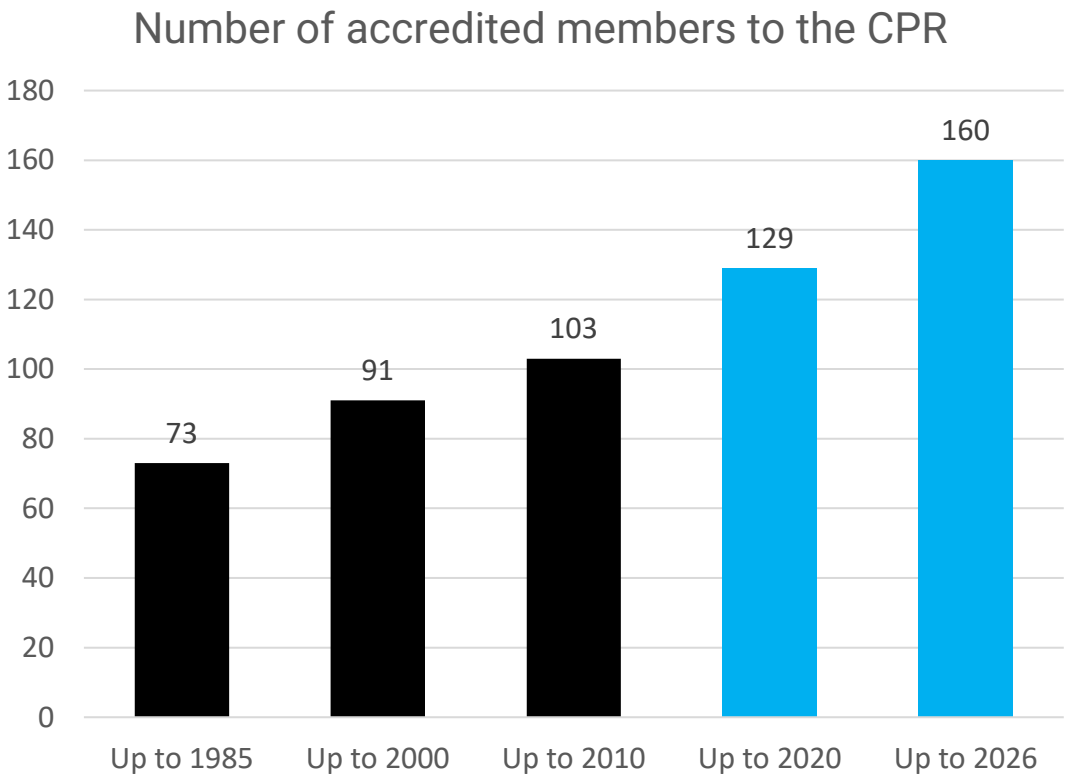
Mandate

1. Within the policy and budgetary framework provided by UNEA, to review, monitor and assess the implementation of UNEA decisions on administrative, budgetary and programme matters.
2. Review the draft programme of work and budget during their preparation by the Secretariat.
3. Review reports requested of the Secretariat by UNEA on the effectiveness, efficiency and transparency of the functions and work of the Secretariat and to make recommendations thereon to UNEA.
4. Prepare draft decisions for consideration by UNEA based on inputs from the Secretariat.
5. Contribute to the preparation of the agenda of UNEA.
6. Provide advice to its governing body on policy matters.
7. Convene thematic and/or programmatic debates.
8. Oversee the implementation and accountability by the Secretariat of the medium-term strategy and programme of work and budget.
9. Consider the frequency, schedule and programmatic focus of its meetings to enhance its efficiency and effectiveness and to improve its working methods.

Based on *Governing Council decisions 19/32 and 27/2*

Committee of Permanent Representative (CPR)

Membership - Regular and subcommittee meetings



Current membership – **160 members**
(101 in Nairobi; 59 outside Nairobi)

Accredited Members:

- 156 Member States
- 3 Observer States
- European Union

UN environment programme

Committee of Permanent Representative (CPR)

Annual Subcommittee of the Committee of Permanent Representatives (ASC)



Governing Council decision 27/2, February 2013

- Meets annually for 5 days
- Reviews the Medium-Term Strategy and Programme of Work and budget, to be endorsed by the CPR and for the governing body's approval
- If preceding a UNEA session, initiates preparations for the Environment Assembly
- Oversees their implementation and accountability of the Secretariat
- Conducts its meetings in English only

UN environment programme

Committee of Permanent Representative (CPR)

Open-ended Committee of Permanent Representatives (OECPR)



Governing Council decision 27/2, February 2013

- Contributes to the preparation of the agenda of UNEA;
- Provides advice to UNEA on policy matters;
- Prepares decisions for adoption by UNEA oversee implementation;
- Convenes thematic / programmatic debates;
- Promotes participation of the non-resident members of the Committee, particularly from developing countries;

Takes place back-to-back with the UN Environment Assembly (unless otherwise decided by UNEA)

UN environment programme

Working methods



Based on the outcomes of the Consensual Process for Review by the CPR, the **paragraph 41 (j)** of the Chair's Summary of the 9th ASC recommended that the CPR bureau, supported by the Secretariat

- Prepare a strategically planned roadmap for CPR quarterly and subcommittee meetings
- Develop a standing agenda for quarterly CPR meetings
- Prepare annotated agendas well in advance to the meetings
- Prepare background documents well in advance
- Clearly outline agreed recommendations and decisions in the report of the CPR

Further consensual conclusions, such as working timelines and arrangements are included in the guidance on the organization of work for the Committee of Permanent Representatives, endorsed by the CPR as its resumed 162nd meeting and in decision 171/2.

UN environment programme

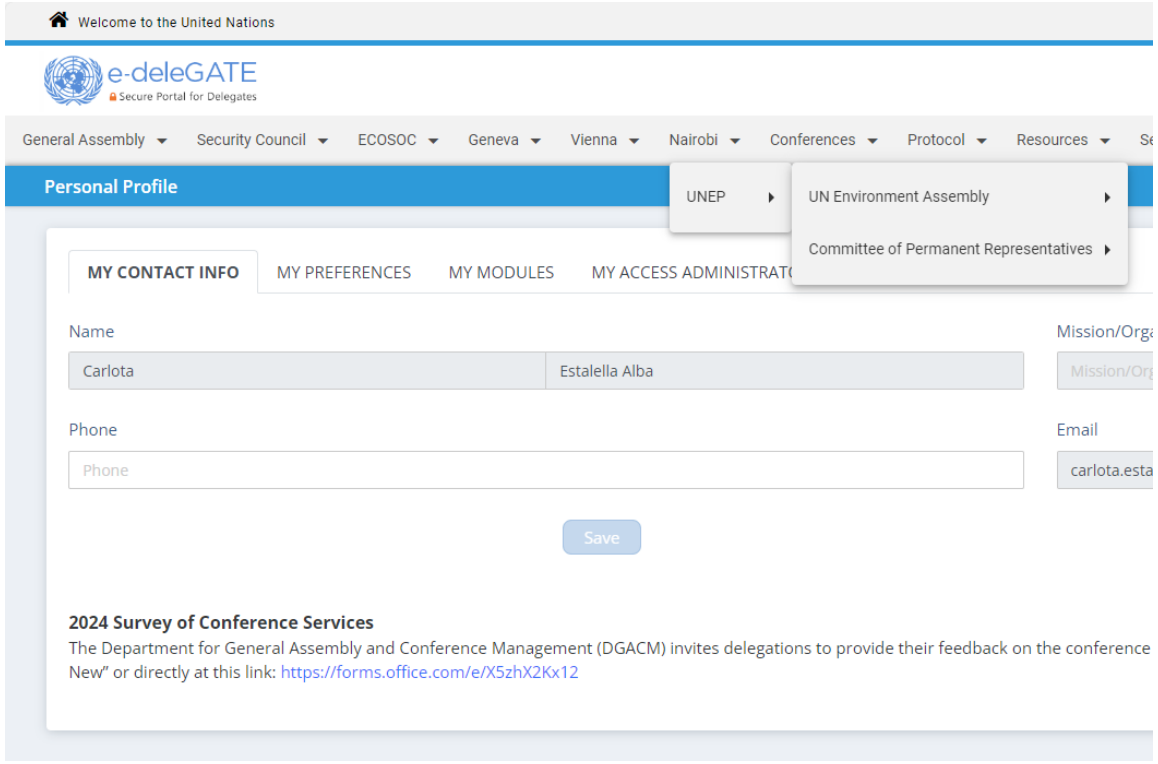
Identification, formulation and recording of CPR decisions

The 167th CPR meeting held on 17 December 2024, adopted a decision UNEP/CPR/167/9/Rev.1 which provide additional guidance on identification, formulation and recording of CPR decision as follows:

- **The secretariat, as a general rule, to compile and circulate, in a standalone document, in a standardized format, any draft decisions or draft recommendations proposed by members of the Committee at subcommittee meetings for consideration by the Committee at its quarterly meetings.**

e-deleGATE

https://e-delegate.un.org/



- **Only for Member States, observer States, IGOs, MEAs and UN entities.**
- **Minimum 2 admins per Member State**
  - Admins can create unlimited users and admins
- **How to get an e-Delegate account**
  - If you don't have an e-deleGATE account, contact your e-deleGATE administrators in your Mission/Organization/Ministry.
  - They will create an account for you so you can receive CPR and UNEA-related correspondence.
  - If you don't know who your administrators are, please contact us on unep-sgb@un.org
- **Contact your admins to reset your e-Delegate password**

Email from the UNEP Secretariat

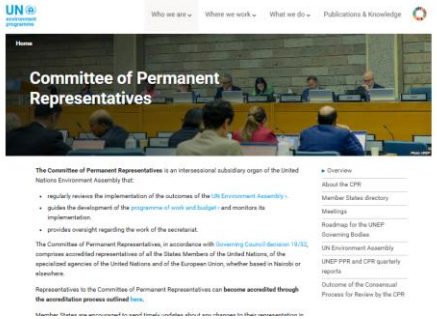
https://e-delegate.un.org/

Date	Subject	Attachments
30 Sep 2026	Meeting Summary: Twelfth Meeting of the Group of Friends	Summary of the twelfth meeting of the Group of Friends.pdf Presentation on stakeholder engagement in MEA settings.pdf Spotlight presentation on the Scientific and Technological Community (STC) Major Group.pdf
30 Sep 2026	[Invitation] CPR Subcommittee meeting | 8 October 2026 | 10:00-13:00 (GMT+3)	
25 Sep 2026	[Reminder] Secretariat briefing on the implementation of UNEA resolution 6/13 | 29 September 2026, 14:00 to 15:00 (GMT+3)	
24 Sep 2026	[Circulation] Operative paragraph 3 | CPR Subcommittee meeting | 24 September 2026	Operative paragraph 3 of draft Decision UNEP-CPR-

All emails sent by the UNEP Secretariat are available under:

- For CPR related emails: Nairobi/UNEP/Committee of Permanent Representatives/Announcements
- For UNEA related emails: Nairobi/UNEP/UN Environment Assembly/Announcements

Working with the UNEP Secretariat



How to?	Resource
Receive official emails and updates from the Secretariat	e-deleGATE
View upcoming key meetings	Roadmap for the UN Environment Programme Governing Bodies | UNEP - UN Environment Programme
Find documents related to a specific meeting	Meetings | UNEP - UN Environment Programme
Read the statements delivered at a meeting	UN Journal
Find contact details of missions, ministries and focal points	Member States directory | UNEP - UN Environment Programme
Register for participation in a quarterly CPR meetings or UNEA	Indico (exact link provided by email)

Contacting UNEP by email

Related to	Office	Email account
Letters and Notes Verbales related to the work of UNEP	Executive Office of UNEP	unep-executiveoffice@un.org
Other kinds of correspondence e.g. emails on the work of UNEP and its meetings	Office of the Secretariat of Governing Bodies	unep-sgb@un.org
Invitations to meetings and events addressed to the Executive Director and the Deputy Executive Director	Executive Office of UNEP	unep-executiveoffice@un.org
Accreditation to the CPR, changes to the directory of CPR members and environmental focal points from capitals	Office of the Secretariat of Governing Bodies	unep-gao-directory@un.org
Communication related to the work of the CPR and its meetings	Office of the Secretariat of Governing Bodies	unep-sgb@un.org
Communication related to UNEA preparations* and the work of UNEA	Office of the Secretariat of Governing Bodies	unep-sgb@un.org
Communication related to the major groups and stakeholders	Civil Society Unit	unep-civilsociety@un.org

UN environment programme

Thank you

UN environment programme

Governance Affairs Office

United Nations Avenue, Gigiri
PO Box 30552 – 00100 GPO Nairobi, Kenya

www.unep.org