

Committee of Permanent Representatives
Bureau Meeting
3 June 2025
10:00 - 12:00 (GMT+3)
Conference Room 9 and online

Agenda item 4: Working methods of the Committee of Permanent Representatives

This background document has been prepared by the Secretariat for the consideration and possible guidance by the Bureau of the Committee of Permanent Representatives.

The note outlines guidance for the members of the Committee of Permanent Representatives on the preparation of draft recommendations for adoption by the CPR to ensure their conformity with the Committee's mandate and the applicable strategic framework of the United Nations Environment Programme (UNEP).

A. Background

1. The [final outcome of the Consensual Process for Review by the Committee of Permanent Representatives](#) endorsed in the United Nations Environment Assembly (UNEA) in its [decision 5/4, paragraph 1](#), provides measures for the improvement of the efficiency and effectiveness of the Committee of Permanent Representatives (the Committee) of UNEA and its subsidiary bodies.
2. The Committee recommended, *inter alia*, in paragraph 41 (j) of the [Chair's Summary](#) of the [9th annual subcommittee meeting](#), that the Bureau of the Committee, supported by the Secretariat, clearly outline agreed recommendations and decisions in the report of the Committee, with the understanding that there is a specific agenda item during which those recommendations are agreed upon.
3. The Committee, in the [guidance on the organization of its work](#) as endorsed at the [resumed 162nd meeting of the CPR](#), further recommended that the subcommittee may, as appropriate, prepare draft decisions or recommendations to be included in the report of the subcommittee for consideration at the quarterly meetings of the Committee.
4. The Committee, in its [Decision 167/2](#), paragraph 2, adopted at its 167th meeting, requested 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.
5. The Committee, in its [Decision 167/2](#), paragraph 1, also requested the Secretariat “to prepare [...] a note on the mandate of the Committee”. The Secretariat circulated the note on 16 September 2024 (available [here](#)).

B. Guidance

6. When drafting a recommendation, proponents should:
 - (a) Ensure its compliance with the mandate of the Committee; and
 - (b) Ensure its alignment with UNEP's Medium-Term Strategy, Programme of Work, resolutions and decisions of the United Nations Environment Assembly, and—where relevant—international instruments, in particular Multilateral Environmental Agreements (MEAs).
8. Each recommendation presented by a proponent should be complemented by:
 - (a) A citation of the Committee's mandate provision to which the draft recommendation relates to, **using the template annexed to the present document** and indicating to which specific sub-paragraph(s) of the Governing Council (GC) decisions 19/32 and 27/2 the draft recommendation relates to; and
 - (b) A short (3-5 lines) rationale behind the proposed recommendation, including a reference to relevant strategic priorities, including those contained in the Programme of Work and the Medium-Term Strategy.

ANNEX

Template for the submission of draft recommendations proposed by members of the CPR at its subcommittee meetings

Delegation		
Date of the meeting at which the draft recommendation was proposed		
Text of the draft recommendation		
Relation to the CPR mandate¹	Mandate of the CPR	<i>(please tick "X" as appropriate)</i>
	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. GC Decision 19/32, subparagraph 7 (a)	
	2. Review the draft programme of work and budget during their preparation by the Secretariat. GC Decision 19/32, subparagraph 7 (b) and GC decision 27/2, paragraph 11	
	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. GC Decision 19/32, subparagraph 7 (c)	
	4. Prepare draft decisions for consideration by UNEA based on inputs from the Secretariat. GC decision 19/32 subparagraph 7 (d); GC decision 27/2, subparagraph 9 (c)	
	5. Contribute to the preparation of the agenda of UNEA. GC Decision 27/2, subparagraph 9 (a)	
	6. Provide advice to its governing body on policy matters. GC Decision 27/2, subparagraph 9 (b)	
	7. Convene thematic and/or programmatic debates. GC Decision 27/2, subparagraph 9 (d)	
	8. Oversee the implementation and accountability by the Secretariat of the medium-term strategy and programme of work and budget. GC Decision 27/2, paragraph 11	
	9. Consider the frequency, schedule and programmatic focus of its meetings to enhance its efficiency and effectiveness and to improve its working methods. GC Decision 27/2, paragraph 12	
Short (3-5 lines) rationale behind the proposed recommendation		

¹ This checklist summarizes the mandate of the CPR to take decisions within the framework established by the United Nations Environment Assembly (UNEA) and its predecessor, the Governing Council (GC or "the Council"). It has been developed taking into account the [note on the mandate of the CPR dated 16 September 2024](#) prepared by the Secretariat.