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**Ad hoc open-ended working group on a science-policy panel
to contribute further to the sound management of
chemicals and waste and to prevent pollution
Second session**

Nairobi, 11–15 December 2023

Item 3 (b) of the provisional agenda**

**Adoption of the agenda and other organizational matters:
organizational matters**

Draft annotated agenda

1. The United Nations Environment Assembly of the United Nations Environment Programme (UNEP) decided, through its resolution 5/8, to convene an ad hoc open-ended working group on a science-policy panel to contribute further to the sound management of chemicals and waste and to prevent pollution that would begin its work in 2022, with the ambition of completing it by the end of 2024.
2. The first part of the first session of the ad hoc open-ended working group was held in Nairobi on 6 October 2022 and the second part, namely the resumed first session, was held in person in Bangkok from 30 January to 3 February 2023. Following the conclusion of its first session, the ad hoc open-ended working group requested its secretariat to develop documents related to the scope, principal functions, institutional arrangements and rules of procedure, relationships with relevant key stakeholders, and work-related processes and procedures of the future panel. The reports of the meetings are contained in documents [UNEP/SPP-CWP/OEWG.1/3](#) and [UNEP/SPP-CWP/OEWG.1/7](#).
3. The second session of the ad hoc open-ended working group will be held at the UNEP headquarters in Nairobi from 11 to 15 December 2023. Facilities will be made available for informal consultations, technical briefings, and regional and other groups' preparatory meetings on Saturday, 9 December and Sunday, 10 December 2023 at the same venue, prior to the formal opening of the meeting.

Item 1

Opening of the session

4. The second session of the ad hoc open-ended working group will be opened at 10 a.m. on Monday, 11 December 2023 by the Chair, Gudi Alkemade (Kingdom of the Netherlands).
5. Opening statements will be delivered by a high level representative of the Government of Jordan, as well as representatives of UNEP and of the World Health Organization.

* Reissued for technical reasons on 13 November 2023.

** UNEP/SPP-CWP/OEWG.2/1.

Item 2

Election of officers

6. At the first session, the ad hoc open-ended working group elected the following officers, in accordance with rule 18 of the rules of procedure of the Environment Assembly.

Chair:

Gudi Alkemade (Kingdom of the Netherlands)¹

Vice-Chairs:

Linroy Christian (Antigua and Barbuda)

Jinhui Li (China)²

Oumar Diaouré Cisse (Mali)

Saqlain Syedah (Pakistan)

Michel Tschirren (Switzerland)

Valentina Sierra (Uruguay)

Rapporteur:

Cyrus Mageria (Kenya)

7. To ensure adequate regional representation in the composition of the Bureau, while taking into account the need to ensure gender balance, the ad hoc open-ended working group will be invited to consider the election of the remaining officers, possibly through a secret ballot.

Item 3

Adoption of the agenda and other organizational matters

(a) Adoption of the agenda

8. The provisional agenda of the second session of the ad hoc open-ended working group is contained in UNEP/SPP-CWP/OEWG.2/1.

(b) Organizational matters

9. The ad hoc open-ended working group may wish to meet in plenary session from 10 a.m. to 1 p.m. and from 3 to 6 p.m., subject to adjustments as necessary.
10. The ad hoc open-ended working group may wish to consider the scenario note prepared by the secretariat (UNEP/SPP-CWP/OEWG.2/INF/1), which contains proposed plans and general expectations for the session.
11. The ad hoc open-ended working group may wish to establish contact groups as it may deem necessary, and to specify their mandates.

Item 4

Preparation of proposals for the establishment of a science-policy panel

12. At its resumed fifth session, the Environment Assembly, in its resolution 5/8, decided to establish a science-policy panel to contribute further to the sound management of chemicals and waste and to prevent pollution, with details to be further specified according to the provisions of the resolution. The resolution further specified that the ad hoc open-ended working group is to prepare proposals for the science-policy panel to consider the issues outlined in the resolution. In response to the resolution, the secretariat prepared the documents indicated below to facilitate the discussions at the second session of the ad hoc open-ended working group.
13. Document UNEP/SPP-CWP/OEWG.2/2 entitled “Skeleton outline for proposals for the establishment of a science-policy panel” contains a skeleton outline of proposals for the

¹ The Chair was elected at the resumed first session in accordance with rules 56 and 57 of the rules of procedure of the Environment Assembly.

² Jinhui Li (China) was elected by means of a silence procedure, in accordance with rule 19 of the rules of procedure of the Environment Assembly, following the resignation of Qadoori Jabir (Iraq).

science-policy panel to be developed by the ad hoc open-ended working group for consideration at the intergovernmental meeting.

14. Document UNEP/SPP-CWP/OEWG.2/3 entitled “Scope and objective, functions and operating principles” provides a description of the scope and objective, functions and operating principles that would apply to the panel once established in response to Environment Assembly resolution 5/8, paragraph 5 (j), on rules of procedure and the operating principles governing the work of the panel.

15. During the intersessional period, the secretariat solicited written submissions from Member States and relevant stakeholders regarding the operating principles governing the work of the panel. The written submissions received were made available on the web page of the second session of the ad hoc open-ended working group. The information document UNEP/SPP-CWP/OEWG.2/INF/2 entitled “Background document on operating principles” includes a summary of the written submissions received.

16. Further discussion will take place at the second session of the ad hoc open-ended working group on:

(a) The “capacity-building” function.³ Information document UNEP/SPP-CWP/OEWG.2/INF/3 entitled “Mapping of capacity-building in the chemicals, waste and pollution space” has been prepared to support that discussion;

(b) The range of issues that were to be considered further when developing other elements of the panel.⁴

17. Document UNEP/SPP-CWP/OEWG.2/4 entitled “Institutional arrangements and rules of procedure for sessions of the plenary” contains a description of the governance of the panel, including the plenary and its functions, membership, subsidiary bodies (including their administrative or scientific functions), the secretariat and its role and financial arrangements.⁵ That document is supplemented by information document UNEP/SPP-CWP/OEWG.2/INF/4 entitled “Background document on institutional arrangements of existing science policy interfaces and on rules of procedure for sessions of the plenary”.

18. Document UNEP/SPP-CWP/OEWG.2/5 entitled “Relationships with relevant key stakeholders”⁶ provides a description of the potential roles and the modality of the relationship of stakeholders with the panel. That document is supplemented by information document UNEP/SPP-CWP/OEWG.2/INF/5 entitled “Background document on the panel’s relationships with relevant key stakeholders”.

19. Document UNEP/SPP-CWP/OEWG.2/6 entitled “Work-related processes and procedures” covers the following work-related processes:

(a) Determining and executing the work programme of the panel (Environment Assembly resolution 5/8, para. 5 (e)), including prioritization framework, supplemented by information document UNEP/SPP-CWP/OEWG.2/INF/6 entitled “Background document on the process for determining and executing the work programme of the panel”;

(b) Arrangements for identifying and engaging with experts to contribute to the work of the panel (Environment Assembly resolution 5/8, para. 5 (f)), supplemented by information document UNEP/SPP-CWP/OEWG.2/INF/7 entitled “Background document on the arrangements for identifying and engaging with experts to contribute to the work of the panel and on procedures for the review and adoption of reports and assessments produced by the panel”;

(c) Procedures for the review and adoption of reports (Environment Assembly resolution 5/8, para. 5 (g)), supplemented by information document UNEP/SPP-CWP/OEWG.2/INF/7 entitled “Background document on the arrangements for identifying and engaging with experts to contribute to the work of the panel and on procedures for the review and adoption of reports and assessments produced by the panel”; and

³ Two draft texts proposed by the African Group, the Group of Latin American and Caribbean States and the European Union will serve as the basis for consideration ([UNEP/SPP-CWP/OEWG.1/7](#)).

⁴ See [UNEP/SPP-CWP/OEWG.1/7](#) and Environment Assembly resolution 5/8, para. 5 (j).

⁵ See [UNEP/SPP-CWP/OEWG.1/7](#) and Environment Assembly resolution 5/8, para. 5 (a), para. 5 (h) and para. 5 (j).

⁶ Environment Assembly resolution 5/8, para. 5 (d).

(d) Addressing conflict of interest (Environment Assembly resolution 5/8, para. 6 (f)), supplemented by information document UNEP/SPP-CWP/OEWG.2/ INF/8 entitled “Background document on procedures for addressing potential conflicts of interest”.

20. Additional information relevant to document UNEP/SPP-CWP/OEWG.2/6 is provided in document UNEP/SPP-CWP/OEWG.2/INF/9 entitled “Summary and analysis of submissions received on needs and questions the panel may handle”.

21. The ad hoc open-ended working group may also wish to consider any information to be provided by Member States, observers and other relevant stakeholders as well as intersessional work in advance of its third session, including potential documentation to be prepared by the secretariat in the light of its discussion and information document UNEP/SPP-CWP/OEWG.2/INF/9 entitled “Summary and analysis of submissions received on needs and questions the panel may handle”.

Item 5

Options for the timetable and organization of the future work of the ad hoc open-ended working group

22. During the first part of the first session, the ad hoc open-ended working group agreed to conduct its work over the course of three sessions, followed by an intergovernmental meeting for the purpose of considering the establishment of a science-policy panel.

23. At its second session, the ad hoc open-ended working group may wish to consider the budgetary considerations and provisional timetable and programme of work contained in document UNEP/SPP-CWP/OEWG.2/7 entitled “Update from the secretariat on work undertaken in the period between the first and second sessions, budget and expenditure and the provisional workplan”.

Item 6

Provisional agenda of the third session

24. The ad hoc open-ended working group will be invited to consider a provisional agenda for its third session.

Item 7

Other matters

25. The ad hoc open-ended working group may wish to consider other matters raised during the session.

Item 8

Adoption of the report of the session

26. At the final meeting of its second session, on 15 December 2023, the ad hoc open-ended working group will be invited to consider and adopt a draft report reflecting the proceedings of that meeting, on the understanding that the Rapporteur would be entrusted with its finalization, in consultation with the secretariat, under the authority of the Chair, consistent with standard United Nations practice. The final report of the session will be circulated after the closure of the session.

Item 9

Closure of the meeting

27. It is expected that the second session of the ad hoc open-ended working group will conclude its work by 6 p.m. on Friday, 15 December 2023.
