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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**

Third session

Geneva, 17–21 June 2024

Item 3 (b) of the provisional agenda*

Organizational matters

**Scenario note for the third session of the 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**

Note by the Chair of the ad hoc open-ended working group

The present note has been prepared considering the outcomes of the second session of the 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 (held in Nairobi on 11-15 December 2023), and in consultation with the Bureau members in the lead up to the third session. It contains the proposed modalities, organization of work and the general expectations for the possible outcomes of the third session of the working group to assist participants in their preparations.

I. Modalities

1. The third and last session of the ad hoc open-ended working group will be held from Monday to Friday, 17 to 21 June 2024 at the International Conference Center in Geneva.¹ The meeting will be hosted by the Government of Switzerland.
2. Facilities will be made available for informal consultations, and preparatory meetings of regional and other groups on Sunday, 16 June 2024, at the same venue, prior to the formal opening of the session. Arrangements have also been made for meetings of contact groups and informal groups to be held throughout the session.
3. The third session will be held as an in-person meeting. The plenary meetings will be conducted in the six official languages of the United Nations and be live streamed.
4. The United Nations Environment Assembly of UNEP, in its resolution 5/8, decided that “the ad hoc open-ended working group should include Governments and regional economic integration organizations and be open to observers from United Nations entities, relevant multilateral agreements, other international instruments and intergovernmental bodies, including those that are members of the Inter-Organization Programme for the Sound Management of Chemicals, and stakeholder

* UNEP/SPP-CWP/OEWG.3/1.

¹ Practical information for participants can be found in the logistics note available at <https://www.unep.org/events/conference/oewg-3-science-policy-panel-contribute-further-sound-management-chemicals-and>.

representatives” (para. 7). It also requested the Executive Director to “cooperate closely with the secretariats of relevant multilateral environmental agreements and relevant international organizations and bodies, as appropriate” (para. 8) and “invite the World Health Organization to play a role, as appropriate” (para. 9). The Executive Director extended invitations to attend the third session of the ad hoc open-ended working group accordingly.

II. Election of officers

5. During the first and second sessions, 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)

Vice-Chairs: Linroy Christian (Antigua and Barbuda)

Jinhui Li (China)

Oumar Diaouré Cisse (Mali)

Saqlain Syedah (Pakistan)

Alexandru Roznov (Romania)²

Michel Tschirren (Switzerland)

Roman Filonenko (Ukraine)²

Judith Torres (Uruguay)

Rapporteur: Linda Kosgei (Kenya)³

III. Organization of work

6. The ad hoc open-ended working group is continuing deliberations on substantive matters that began at its first session, and therefore no opening statements are expected under agenda item 1 (Opening of the session). Government and stakeholder representatives are welcome to submit their general statements in writing to the secretariat to be uploaded as in-session documents on the session website.

7. In order to facilitate effective and efficient work at the session, the ad hoc open-ended working group may wish to allow for general statements by regional and political groups and the group of stakeholders at the start of agenda items 4 and 5, with the aim of exchanging general views and overarching perspectives on the preparation of proposals for the establishment of a science-policy panel and recommendations to the Executive Director for the preparation of the intergovernmental meeting.⁴

8. Under agenda items 4 and 5, the ad hoc open-ended working group may wish to organize discussions in plenary following a brief presentation of the working documents prepared by the secretariat. Governments will be invited to consider the specific topics and proposals outlined in the relevant documents. Once Governments have intervened, stakeholders may also be invited to provide their views. Governments and stakeholders are reminded that their written submissions on the meeting documents received by the secretariat by the deadline of 31 May 2024 will be posted on the session website for all delegates to access and consult.

9. Contact groups and informal groups will be established as needed. Contact groups are open to participation by all Governments and stakeholders, unless otherwise decided by the Chair or the co-facilitators of contact groups. Contact group and informal group meetings may be held in parallel, while avoiding, to the extent possible, parallel meetings on closely related issues. Contact group meetings will not be scheduled concurrently with a plenary meeting and efforts will be made that no more than two group meetings are scheduled at the same time.

² Alexandru Roznov (Romania) and Roman Filonenko (Ukraine) were elected as vice-chairs from the Eastern European States at the second session of the ad hoc open-ended working group.

³ Linda Kosgei (Kenya) was elected by silence procedure during the intersessional period between OEWG 2 and OEWG 3, in accordance with rule 19 of the rules of procedure of the Environment Assembly, to replace Cyrus Mageria (Kenya).

⁴ Agenda item 4 on Preparation of proposals for the establishment of a science-policy panel; agenda item 5 on Recommendations to the Executive Director of the United Nations Environment Programme for the preparation of the intergovernmental meeting to establish the science-policy panel.

10. Contact groups and informal groups will be provided with a clear and concise mandate. The ad hoc open-ended working group should continue to be guided by its mandate provided in UNEA resolution 5/8 and contact groups and informal groups may wish to continue to build upon what was already agreed, in previous sessions of the OEWG. Depending on the progress made in plenary, the ad hoc open-ended working group may wish to consider the establishment of contact groups to consider the following issues:

- (a) Foundational document;
- (b) Work programme-related matters;
- (c) Rules of procedure, financial procedures, and conflict of interest; and
- (d) Preparations for the intergovernmental meeting.

11. Additional contact groups and/or informal groups may be established as needed.

12. Given the anticipated limited time available and the limited size of delegations, the ad hoc open-ended working group may wish to facilitate an iterative process and limit contact group sessions for working on specific issues to 90 minutes to be clearly announced in advance of their sessions. In order to facilitate engagement in the contact groups and possible consultations, contact group co-facilitators and facilitators of any informal groups will regularly report in the plenary or contact group as relevant, on progress made and on the timing and detailed mandate of their next meetings.

13. Contact groups may want to consider working on the basis of the working documents and information documents provided for the third session, as relevant, and will clarify the proposed organization of work at the beginning of each session. Contact groups and other informal groups will work in English, and, accordingly, documents and non-papers considered at their meetings will be in English. The outcomes of the work in contact groups will be provided for consideration in plenary session as conference room papers. For conference room papers to be made available in all United Nations languages, they have to be submitted on Wednesday 19 June close of business at the latest.

14. The Chair and contact group co-facilitators may also establish other types of informal groups and share modalities for their organization with Governments and stakeholders, as relevant.

15. A proposed structure for the organization of work, including a tentative schedule for the work of the contact groups for the third session and the preceding meetings is set out in annex I to the present note. The organization of work and the tentative schedule are subject to adjustment depending on the progress of the session and guidance by the Bureau in consultation with the (co-)facilitators.

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

16. The aim of the third session of the ad hoc open-ended working group is to finalise its work to prepare proposals for the establishment of a science-policy panel to contribute further to the sound management of chemicals and waste and to prevent pollution, in line with its mandate provided in Environment Assembly resolution 5/8.

17. At its second session, the ad hoc open-ended working group agreed that the draft text proposed by the contact groups on the scope, objective and functions of the panel; on the operating principles of the panel; on institutional arrangements for the panel; on evaluation of the operational effectiveness and impact of the panel, as well as its annexes, including on the conflict-of-interest policy (Annex 5) would be submitted as a working document for the third session of the ad hoc open-ended working group.

18. The ad hoc open-ended working group also requested the secretariat, to prepare draft texts for consideration by the ad hoc open-ended working group at its third session, for Annexes 1-4, and a revised conflict-of-interest disclosure form for Annex 5, as well as to prepare proposals to be considered by the intergovernmental meeting for the purpose of considering establishing a science-policy panel, and on interim arrangements, for consideration and possible approval at the intergovernmental meeting.

19. In response to the requests, the secretariat has prepared the relevant working and information documents that the ad hoc open-ended working group may wish to use as a basis for its deliberations at its third session. The list of documents is set out in annex II to the present note.

20. The secretariat has prepared, for the consideration of the ad hoc open-ended working group, document UNEP/SPP-CWP/OEWG.3/2 including the outcomes of the second session on the proposals for the establishment of the panel, to be considered at the intergovernmental meeting.

21. The compilation of proposals consists of a ‘foundational’ part, including section A: scope, objective and functions of the panel; section B: operating principles of the panel; section C: institutional arrangements for the panel; and section D: evaluation of the operational effectiveness and impact of the panel, and a number of annexes, which include processes and procedures relevant to the functioning of the panel, once established.

22. The ad hoc open-ended working group may wish to prioritise and finalise the proposals for the foundational part, including sections A to D, as well as the name of the panel, building on the agreements reached and keeping in mind the mandate of the ad hoc open-ended working group provided by UNEA resolution 5/8, to be recommended for consideration and adoption at the intergovernmental meeting to establish the panel.

23. The ad hoc open-ended working group may also wish to consider the draft text proposals prepared by the secretariat upon request by the ad hoc open-ended working group to be included in the Annexes (1-5) and to be recommended for finalization and/or adoption by the governing body of the science-policy panel, once it has been established.

Annex 1 - Draft rules of procedure

24. In response to the request by the ad hoc open-ended working group, at its second session, the secretariat has prepared document UNEP/SPP-CWP/OEWG.3/2/Add.1, “Draft rules of procedure”, which takes into account existing rules and procedures of the Intergovernmental Panel on Climate Change (IPCC), the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) and the United Nations Environment Assembly.

25. The draft text for rules of procedure builds on the outcomes of the second session of the ad hoc open-ended working group, notably the options included in section C, “Institutional arrangements for the Panel”, of document UNEP/SPP-CWP/OEWG.3/2.

26. In finalizing its proposals for the establishment of a science-policy panel at its third session, and following up on the discussions on the institutional arrangements for the panel, the ad hoc open-ended working group may wish to consider the draft rules of procedure set out in this document, to be recommended for subsequent consideration by the intergovernmental meeting to submit the draft rules of procedure to the governing body of the panel, once established, for consideration and possible adoption at its first session.

Annex 2 - Draft financial procedures

27. In response to the request by the ad hoc open-ended working group at its second session, the secretariat has prepared document UNEP/SPP-CWP/OEWG.3/2/Add.2, “Draft financial procedures” based on the financial rules and procedures of the United Nations Environment Programme (UNEP) and the financial procedures of the IPBES, on the assumption that UNEP will host the secretariat of the panel.

28. This document could be read in conjunction with document UNEP/SPP-CWP/OEWG.3/INF/2, which contains further background information on financial arrangements.

29. In finalizing its proposals for the science-policy panel at its third session, the ad hoc open-ended working group may wish to consider the draft financial procedures set out in this document following up on the discussions on the financial arrangements of the panel, to be recommended for subsequent consideration by the intergovernmental meeting to submit the draft financial procedures to the governing body of the panel, once established, for consideration and possible adoption at its first session.

Annex 3 - Draft process for determining the work programme, including prioritization

30. In response to the request by the ad hoc open ended working group at its second session, the secretariat has prepared document UNEP/SPP-CWP/OEWG.3/2/Add.3, “Draft process for determining the work programme, including prioritization,” based on the views expressed at the second session of the ad hoc open-ended working group and on existing processes, in particular those of the IPBES.

31. This document could be read in conjunction with document UNEP/SPP-CWP/OEWG.3/INF/4, which contains supporting information on work-related processes and procedures.

32. In finalizing its proposals for the science-policy panel, at its third session, the ad hoc open-ended working group may wish to consider the draft process for determining the work programme,

including prioritization, set out in this document, to be recommended for subsequent consideration by the intergovernmental meeting to submit the draft process for determining the work programme, including prioritization, to the governing body of the panel, once established, for consideration and possible adoption at its first session.

Annex 4 - Draft procedures for the preparation and clearance of panel deliverables

33. In response to the request by the ad hoc open ended working group at its second session, the secretariat has prepared document UNEP/SPP-CWP/OEWG.3/2/Add.4, “Draft procedures for the preparation and clearance of panel deliverables” based on the views expressed at the second session of the ad hoc open-ended working group and lessons learnt from experience with existing procedures in science-policy interfaces, in particular those of IPCC, IPBES, the Global Environment Outlook and the Persistent Organic Pollutants Review Committee of the Stockholm Convention on Persistent Organic Pollutants.

34. This document could be read in conjunction with document UNEP/SPP-CWP/OEWG.3/INF/4, which contains supporting information on work-related processes and procedures.

35. In finalizing its proposals for the science-policy panel, at its third session, the ad hoc open-ended working group may wish to consider the draft procedures for the preparation and clearance of panel deliverables, set out in this document, to be recommended for subsequent consideration by the intergovernmental meeting to submit the draft process for the preparation and clearance of panel deliverables to the governing body of the panel, once established, for consideration and possible adoption at its first session.

Annex 5 - Draft conflict-of-interest policy

36. With respect to Annex 5 of document UNEP/SPP-CWP/OEWG.3/2 (Conflict-of-interest policy), in response to the request of the ad hoc open-ended working group at its second session, the secretariat has prepared document UNEP/SPP-CWP/OEWG.3/2/Add.5, a revised conflict-of-interest disclosure form, based on the discussions held at the second session of the ad hoc open-ended working group and a review by the secretariat of examples of conflict-of-interest disclosure forms used by other science-policy interfaces.

37. This document could be read in conjunction with documents UNEP/SPP-CWP/OEWG.3/INF/4, which contains supporting information on the conflict-of-interest form.

38. In finalizing its proposals for the science-policy panel, at its third session, the ad hoc open-ended working group may wish to consider the proposal on the conflict-of-interest policy, including the draft conflict-of-interest disclosure form presented in the abovementioned documents to be recommended for subsequent consideration by the intergovernmental meeting to submit the draft text for the conflict-of-interest policy, including the draft conflict-of-interest disclosure form to the governing body of the panel, once established, for consideration and possible adoption at its first session.

V. Recommendations to the Executive Director of the United Nations Environment Programme for the preparation of the intergovernmental meeting to establish the science-policy panel

39. The ad hoc open-ended working group will be invited to make recommendations to the Executive Director of UNEP for the preparation of the intergovernmental meeting for the purpose of considering the establishment of a science-policy panel.

40. In response to the requests by the ad hoc open-ended working group at its second session to prepare proposals to be considered by the intergovernmental meeting for the purpose of considering establishing a science-policy panel, and on interim arrangements, for consideration and possible approval at the intergovernmental meeting, the secretariat prepared the following documents:

- (a) UNEP/SPP-CWP/OEWG.3/3 Proposals on the establishment of the Panel to be considered by the intergovernmental meeting, including:
 - i. A draft decision establishing the panel as specified in the foundational document;
 - ii. A draft decision forwarding draft rules, procedures, policies and guidance to the governing body of the panel for consideration at its first session.

- (b) UNEP/SPP-CWP/OEWG.3/4 Proposals to give effect to arrangements to be considered by the intergovernmental meeting, consisting of:

- i. A draft decision of the intergovernmental meeting to establish the panel: Recommendations to give effect to arrangements in the foundational document

41. The ad hoc open ended working group may also wish to consider the potential date, venue and provisional agenda for the intergovernmental meeting to establish the panel.

VI. Possible outcomes of the third session of the ad hoc open-ended working group

42. Participants may wish to reflect on the desired outcomes of the session. Expectations might include that the ad hoc open-ended working group will have:

- (a) Finalized its preparation of proposals for the establishment of the panel, including:
 - (i) the name of the panel and its foundational elements, (sections A to D of document UNEP/SPP-CWP/OEWG.3/2);
 - (ii) the proposals for draft decisions to be considered for possible adoption by the intergovernmental meeting for the purpose of establishing a science-policy panel, including:
 - a. the draft decision establishing the panel as specified in the foundational document;
 - b. the draft decision forwarding draft rules, procedures, policies and guidance (Annexes 1-5) to the governing body of the panel for consideration at its first session;
 - c. the draft decision of the intergovernmental meeting to establish the panel including recommendations to give effect to arrangements in the foundational document;
- (b) Developed and to the extent possible, finalized (in particular for Annexes 1, 3 and 5) draft proposals for Annexes 1-5, including the conflict-of-interest disclosure form of Annex 5.
- (c) Possible recommendations to the Executive Director on the dates, venue and provisional agenda of the intergovernmental meeting, and that of the first session of the Panel.

Annex I

Tentative schedule⁵ for the third session of the ad hoc open-ended working group

	Sunday, 16 June	Monday, 17 June	Tuesday, 18 June		Wednesday, 19 June		Thursday, 20 June		Friday, 21 June							
8:00 - 8:30		[Bureau]	Bureau + Co-Facilitators		Bureau + Co-Facilitators		Bureau + Co-Facilitators		Bureau + Co-Facilitators							
8:30 - 9:00																
9:00 - 9:30	Registration Badge pickup	Regional Meetings / Stakeholder Groups	Regional Meetings / Stakeholder Groups		Regional Meetings / Stakeholder Groups		Regional Meetings / Stakeholder Groups		Regional Meetings / Stakeholder Groups							
9:30 - 10:00																
10:00 - 10:30	Regional Meetings Stakeholders Day	Plenary Item 1: Opening of the session Item 2: Election of officers Item 3: Adoption of the agenda and other organizational matters Item 4: Preparation of proposals	CG1	CG / Informal consultation	Plenary stock-take		CG / Informal consultation	CG / Informal consultation	CG / Informal consultation	CG / Informal consultation						
10:30 - 11:00																
11:00 - 11:30																
11:30 - 12:00																
12:00 - 12:30																
12:30 - 13:00																
13:00 - 13:30		Lunch break		Lunch break		Lunch break		Lunch break		Lunch Break						
13:30 - 14:00																
14:00 - 14:30		CG1		CG4	CG1	CG3	CG1	CG2	CG / Informal consultation	CG / Informal consultation	Item 6: Other matters Item 7: Adoption of Report Item 8: Closure of Meeting					
15:00 - 15:30																
15:30 - 16:00																
16:00 - 16:30																
16:30 - 17:00																
17:00 - 17:30	Informal consultations (tbc)	CG1	CG4	CG1	CG2	CG1	CG2	Plenary stock-take								
17:30 - 18:00																
18:00 - 18:30	Swiss reception Espace Violeta Parra		Break		Break		Break									
18:30 - 19:00																
19:00 - 19:30	Bureau	CG1	CG / Informal consultation	CG1	CG3	CG / Informal consultation	CG / Informal consultation									
19:30 - 20:00																
20:00 - 20:30								Break			Break	Break	Break	Break	Break	
20:30 - 21:00																
21:00 - 21:30								CG1	CG4	CG1	CG / Informal consultation	CG / Informal consultation	CG / Informal consultation	CG / Informal consultation		
21:30 - 22:00																

⁵ Based on the provisional agenda (UNEP/SPP-CWP/OEWG.3/1). A more detailed schedule will be made available on the session website.

Annex II

List of meeting documents

Document code	Title of working document
UNEP/SPP-CWP/OEWG.3/1	Provisional agenda
UNEP/SPP-CWP/OEWG.3/1/Add.1	Annotated provisional agenda
UNEP/SPP-CWP/OEWG.3/2	Compilation of proposals for establishing a science-policy panel
UNEP/SPP-CWP/OEWG.3/2/Add.1	Draft rules of procedure
UNEP/SPP-CWP/OEWG.3/2/Add.2	Draft financial procedures
UNEP/SPP-CWP/OEWG.3/2/Add.3/Rev.1	Draft process for determining the work programme, including prioritization
UNEP/SPP-CWP/OEWG.3/2/Add.4	Draft procedures for the preparation and clearance of panel deliverables
UNEP/SPP-CWP/OEWG.3/2/Add.5	Draft conflict-of-interest disclosure form
UNEP/SPP-CWP/OEWG.3/3	Proposals on the establishment of the Panel to be considered by the intergovernmental
UNEP/SPP-CWP/OEWG.3/4	Proposals to give effect to arrangements to be considered by the intergovernmental meeting

Document code	Title of information document
UNEP/SPP-CWP/OEWG.3/INF/1	Scenario note by the OEWG Chair
UNEP/SPP-CWP/OEWG.3/INF/2	Background document on financial arrangements of the science-policy panel to contribute further to the sound management of chemicals and waste and to prevent pollution
UNEP/SPP-CWP/OEWG.3/INF/3	Summary of views expressed on the capacity-building function of the panel
UNEP/SPP-CWP/OEWG.3/INF/4	Supporting information on work-related processes and procedures
UNEP/SPP-CWP/OEWG.3/INF/5	Possible modalities of cooperation and complementarities between the panel and WHO
UNEP/SPP-CWP/OEWG.3/INF/6	Towards a science-policy panel to contribute further to the sound management of chemicals and waste and to prevent pollution: an overview
UNEP/SPP-CWP/OEWG.3/INF/7	Compilation of written submissions on OEWG 3 meeting documents