

Committee of Permanent Representatives
Bureau meeting
4 July 2025
10:00 – 12:00 (GMT +3)
Conference Room 9 (in person)
and Microsoft Teams (online)

Summary

Agenda item 1: Opening of the meeting and adoption of the agenda.

1. His Excellency Sultan Hajiyeve, Chair of the Committee of Permanent Representatives (CPR) and Ambassador of Azerbaijan to Kenya and Permanent Representative to the United Nations Environment Programme (UNEP), opened and chaired the meeting.
2. Ms. Inger Andersen, Executive Director of UNEP, delivered her opening remarks and congratulated the newly elected Bureau of the Committee of Permanent Representatives for the period 1 July 2025 to 30 June 2027.
3. The [agenda](#) was adopted.

Agenda item 2: Preparations for the 12th annual subcommittee meeting of the Committee of Permanent Representatives.

4. The Secretariat provided an update on the preparations for the [12th annual subcommittee meeting of the Committee of Permanent Representatives](#) (12th ASC) to be held from 1 to 5 September 2025 based on the [preliminary agenda](#) and [structure](#).
5. One Bureau member welcomed the approach to set time limit for statements and requested clarification on whether the 12th ASC will cover the audit report and the coordination within the UN system on environment matters, highlighted the importance of UN80 reform in the context of the upcoming United Nations General Assembly (UNGA), and emphasized the need to allocate time to discuss financial pressures and the UNEA-7 funding gap.
6. The Secretariat clarified that an overview of the report issued by the Board of Auditors for the Financial Year 2024, including recommendations issued, implementation plans and the progress of implementation on all outstanding recommendations, will be provided at the 171st meeting of the Committee of Permanent Representatives, scheduled for 16 September 2025.
7. The Executive Director explained that the UN80 initiative is led by the UN Secretary-General and the outcomes will be presented to the UN General Assembly in September. She also stated that UNEA-7 budget and its implications will be made at the joint UNEA and CPR Bureaux meeting scheduled for 10 September 2025.
8. The Chair emphasized the need to ensure that all meeting documents were made available well in advance of the meeting. The Chair also assured the Bureau that he will coordinate with the Vice-Chairs to determine the chairing schedule for the meetings for the week of the 12th ASC.
9. The Bureau agreed to encourage Member States to limit their group statements to 5 minutes and individual statements to 3 minutes, and to encourage Member States to deliver only group statements at the opening of the meeting and individual statements to be

delivered under the relevant agenda item throughout the week. The Secretariat will display a timer on the screens in the meeting room to help delegations respect the time limit.

Agenda item 3: Organization of work.

10. The Secretariat provided a briefing on the functions and responsibilities of the Committee of Permanent Representatives and the Bureau's role in guiding the work of the Committee. The Bureau members were then invited to consider the organization of work of the Committee of Permanent Representatives based on the [roadmap](#) for UNEP Governing Bodies.
11. One Bureau member requested clarification on the role of the Bureau members in consulting with their regional groups, asking whether this is a formal expectation or simply encouraged, noting variability in practice, and also sought clarity on whether the CPR subcommittee's consultations on UNEA draft resolutions were open to all Member States.
12. One Bureau member expressed concern about the short four-day window between the 12th ASC and the Subcommittee meeting scheduled for 11 September 2025, during which the recommendations from the 12th ASC are expected to be discussed and sought clarification on the timeline for further consideration of the draft Medium-Term Strategy (MTS) and draft Programme of Work (POW) and Budget.
13. The Secretariat clarified that Bureau members were encouraged to consult with their respective regional groups in advance of the Bureau meetings on the agenda items for discussion in the Bureau meetings and also share outcomes of the Bureau meetings with the groups.
14. The Secretariat confirmed that the subcommittee meetings of the CPR scheduled in October and November 2025 for consultations on the draft resolutions and decisions would be open to all Member States, including capital-based focal points, and emphasized the importance of the participation of capital-based focal points during the intersessional period.
15. The Secretariat outlined the timeline for the finalization of the draft MTS and PoW and budget, noting that they will be discussed during the 12th ASC and endorsed at the 171st meeting of the CPR scheduled for 16 September 2025 for final approval by UNEA.
16. The Secretariat while acknowledging the short timeframe before the consideration of the recommendations of the 12th ASC expressed the need for delegations to consult during the ASC and in advance of the 11 September subcommittee meeting.

Agenda item 4: Other matters.

17. The Executive Director suggested that the Bureau may wish to review the working methods of the CPR regarding the process of formulation of recommendations from the CPR meetings and also suggested that the Bureau could request the secretariat to provide further background documentation on the matter.

Agenda item 5: Closing of the meeting.

18. The Executive Director of UNEP acknowledged the first meeting of the newly elected CPR Bureau, expressed gratitude to the Bureau for their valuable contributions, steadfast support, and commitment as they begin their term.
19. The meeting closed at 11:10 (GMT+3).

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Annex: List of Participants

The Committee of Permanent Representatives Bureau Members:

H. E. Mr. Sultan Hajiyeu, Chair of the Committee of Permanent Representatives, Ambassador of Azerbaijan to Kenya and Permanent Representative to UNEP.

H. E. Ms. Marie Charlotte G. Tang, Vice-Chair of the Committee, Ambassador of Philippines to Kenya and Permanent Representative to UNEP.

H. E. Mr. Anouar Ben Youssef, Vice Chair of the Committee, Ambassador of Tunisia to Kenya and Permanent Representative to UNEP.

H.E. Ms. Jenny Da Rin, Rapporteur of the Committee and High Commissioner and Permanent Representative of Australia to UNEP.

Representative of the President of the United Nations Environment Assembly participating in an ex-officio capacity:

H. E. Ms. Nasra Salim Mohamed Al Hashmi, Ambassador of the Sultanate of Oman to Kenya and Permanent Representative to UNEP.

The UN Environment Program Secretariat was represented by:

Ms. Inger Andersen, Executive Director

Ms. Elizabeth Mrema, Deputy Executive Director.

Mr. Nicolas Bertrand, Chief of Staff.

Ms. Radhika Ochalik, Secretary of Governing Bodies.

Mr. Stadler Trengove, Principal Legal Advisor