



# UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement

Programa de las Naciones Unidas para el Medio Ambiente

Программа Организации Объединенных Наций по окружающей среде

برنامج الأمم المتحدة للبيئة

联合国环境规划署



Our reference: SGBS/JH/TO

12 February 2014

Sir/Madam,

I am pleased to inform you that the Bureau of the Committee of Permanent Representatives to UNEP, at its meeting held on 3 February 2014, discussed the organization of the open-ended meeting of the Committee, to be held in Nairobi from 24 to 28 March 2014.

As you may recall, the open-ended meeting of the Committee will perform important functions as stipulated in decision 27/2 adopted by the first universal session of the Governing Council, in addition to its mandate given by Governing Council decision 19/32. Notably, the meeting will:

- (a) Contribute to the preparation of the agenda of the United Nations Environment Assembly (UNEA);
- (b) Provide advice to the UNEA on policy matters;
- (c) Prepare decisions for adoption by the UNEA and oversee their implementation;
- (d) Convene thematic and/or programmatic debates.

The tentative provisional agenda and the timetable for the week, as prepared by the secretariat, are attached to this letter for your information.

With a view to ensuring a success of the meeting and soliciting maximum contribution from the CPR to the first session of the United Nations Environment Assembly of UNEP, to be held later in June 2014, it is imperative for the CPR to engage in preparation well in advance of the meeting.

In this regard, the Bureau agreed on the following two points:

- (1) In the preparation of draft decisions for submission to the UNEA, the CPR will, to a large extent, benefit from "suggested actions" by the secretariat to be found in the advance copy of the reports of the Executive Director to the Assembly. Documents are expected to be made available by the end of February. Nonetheless, attention of the Committee is invited that a proposal on a draft decision other than those submitted by the secretariat should be communicated to all members of the CPR, through the secretariat, as early as possible, preferably by 10 March 2014. Early submission will enable CPR members, other than proponents, to begin consideration well in advance.

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**TO: THE COMMITTEE OF PERMANENT REPRESENTATIVES TO UNEP**

(2) The CPR will engage in thematic and/or programmatic debates for two three-hour-sessions. Based on the suggestion by the secretariat, the Bureau recommends that the CPR should discuss topic (i) role of the United Nations Environment Assembly in the UN system (what it takes to keep UNEP as the leading global environmental authority that sets the global environmental agenda?); as well as topic (ii) UNEP-live. For both topics, background documents will be prepared and circulated in line with the agreed timeframe. The debate on the topic (ii) UNEP-live will be designed with a particular aim to familiarize on UNEP issues those participants who are not based in Nairobi.

I, along with all other members of the Bureau, count on your cooperation and understanding to make our event a great success.

Please accept, Sir/Madam, the assurances of my highest consideration.

A handwritten signature in black ink, appearing to read 'Chan-Woo Kim', with a long horizontal stroke extending to the right.

**Chan-Woo Kim**  
**Ambassador and Permanent Representatives to UNEP**  
**Chair of the Committee of Permanent Representatives to UNEP**

## **Annex I: Tentative provisional agenda for the OECPR**

1. Opening of the meeting.
2. Adoption of the agenda (UNEP/CPR/126/1).
3. Adoption of the minutes of the 125th meeting of the Committee of Permanent Representatives.
4. Report of the Executive Director to the Committee of Permanent Representatives.
5. Half-yearly review of the implementation of the programme of work and budget for 2012-2013.
6. Consideration of policy matters, including its advice to the UNEA.
7. Consideration of the draft programme of work and budget for 2016-2017 and other administrative matters.
8. Facilitation of amendments to the rules of procedure of the United Nations Environment Assembly of UNEP.
9. Contribution to the preparation of the provisional agenda of the United Nations Environment Assembly of UNEP for its sessions in 2014 and 2016.
10. Thematic and programmatic debates.
11. Report of Subcommittee.
12. Preparation of draft decisions for adoption by the UNEA.
13. Other matters.
14. Adoption of the report.
15. Closure of the meeting.

## Annex II: Proposed timetable for the OECPR

	<b>Morning 10 a.m.-1 p.m.</b>	<b>Afternoon 3-6 p.m.</b>	<b>Notes</b>
<b>Monday 24 March</b>	<p><b>Items 1, 2, 3:</b> Opening of the meeting; Adoption of the agenda; adoption of the minutes</p> <p><b>Item 4:</b> Report by the Executive Director</p> <p><b>Item 11:</b> Report of Subcommittee</p> <p><b>Item 12:</b> Draft decisions</p>	<p><b>Item 5:</b> Half-yearly review of the progress on implementation of the POW, including the implementation of governing body decisions</p>	Working groups, as may be established, can continue its work for evening meetings
<b>Tuesday 25 March</b>	<p><b>Item 6:</b> Consideration of policy matters</p>	<p><b>Item 6:</b> Consideration of policy matters</p>	Working groups, as may be established, can continue its work for evening meetings
<b>Wednesday 26 March</b>	<p><b>Item 6:</b> Consideration of policy matters</p>	<p><b>Item 6:</b> Consideration of policy matters</p>	Working groups, as may be established, can continue its work for evening meetings
<b>Thursday 27 March</b>	<p><b>Item 7:</b> Consideration of the draft POW and budget 16-17, and other administrative matters</p> <p><b>Item 8:</b> Facilitation of amendments to the rules of procedure of the UNEA</p> <p><b>Item 9:</b> Contributions to the preparation of the provisional agenda of the UNEA</p>	<p><b>Item 10:</b> Thematic and programmatic debates</p>	Working groups, as may be established, can continue its work for evening meetings
<b>Friday 28 March</b>	<p><b>Item 10:</b> Thematic and programmatic debates</p>	<p><b>Item 13:</b> Other matters</p> <p><b>Item 14:</b> Adoption of the report</p> <p><b>Item 15:</b> Closure of the meeting</p>	

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