



**UNITED
NATIONS**

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



**United Nations
Environment
Programme**

Distr.: General
7 June 2024

English only

**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*

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

1. The present note has been prepared by the Chair 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 taking into account the outcomes of the second session of the working group (held in Nairobi from 11 to 15 December 2023) and in consultation with the members of the Bureau in the lead-up to the third session. It sets out the proposed modalities and organization of work and the general expectations for the possible outcomes of the third session in order to assist participants in their preparations for the session.

I. Modalities

2. The third and last session of the ad hoc open-ended working group will be held at the International Conference Centre Geneva from Monday, 17 June to Friday, 21 June 2024.¹ The meeting will be hosted by the Government of Switzerland.

3. Facilities will be available for regional and other groups to hold informal consultations and preparatory meetings on Sunday, 16 June at the same venue. Arrangements are also in place for meetings of contact groups and informal groups to be held throughout the session.

4. 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 will be livestreamed.

5. The United Nations Environment Assembly of the United Nations Environment Programme (UNEP), in 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

* 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>.

the Sound Management of Chemicals, and stakeholder 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 invited the World Health Organization to play a role, as appropriate (para. 9). The Executive Director of UNEP extended invitations to the third session of the ad hoc open-ended working group accordingly.

II. Election of officers

6. 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)³

Judith Torres (Uruguay)

Rapporteur: Linda Kosgei (Kenya)⁴

III. Organization of work

7. At the third session, the ad hoc open-ended working group will continue the discussions on substantive matters that began at its first session and therefore no opening statements by Government and stakeholder representatives are expected under agenda item 1 (Opening of the session). Government and stakeholder representatives are welcome to submit general statements in writing to the secretariat to be uploaded as in-session documents on the website for the session.

8. To facilitate effective and efficient work at the session, the ad hoc open-ended working group may wish to allow general statements to be made by representatives of regional and political groups and the group of stakeholders at the start of the consideration 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 to establish the panel.⁵

9. Under agenda items 4 and 5, the ad hoc open-ended working group may wish to hold a discussion in plenary following a brief presentation of the working documents prepared by the secretariat. Government representatives will be invited to consider the specific topics and proposals outlined in the relevant documents. Once the representatives of Governments have delivered their remarks, the representatives of stakeholders may also be invited to provide their views. Governments

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 means of a silence procedure during the intersessional period between the second and third sessions of the ad hoc open-ended working group, in accordance with rule 19 of the rules of procedure of the Environment Assembly, to replace Cyrus Mageria (Kenya). Linda Kosgei (Kenya) was elected by means of a silence procedure during the intersessional period between the second and third sessions of the ad hoc open-ended working group, in accordance with rule 19 of the rules of procedure of the Environment Assembly, to replace Cyrus Mageria (Kenya).

⁴ Linda Kosgei (Kenya) was elected by means of a silence procedure during the intersessional period between the second and third sessions of the ad hoc open-ended working group, in accordance with rule 19 of the rules of procedure of the Environment Assembly, to replace Cyrus Mageria (Kenya). Linda Kosgei (Kenya) was elected by means of a silence procedure during the intersessional period between the second and third sessions of the ad hoc open-ended working group, in accordance with rule 19 of the rules of procedure of the Environment Assembly, to replace Cyrus Mageria (Kenya).

⁵ Agenda item 4 on the 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.

and stakeholders are reminded that their written submissions on the meeting documents for the third session received by the secretariat by the deadline of 31 May 2024 will be posted on the website for the session.

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

11. 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, as set out in Environment Assembly resolution 5/8. Contact groups and informal groups may wish to continue to build upon what was previously agreed by the ad hoc open-ended working group at its first and second sessions. 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;
- (d) Preparations for the intergovernmental meeting.

12. Additional contact groups and/or informal groups may be established as is deemed necessary.

13. Given the 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 work 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, the contact group co-facilitators and the facilitators of any informal groups will report back regularly to the ad hoc open-ended working group in plenary or to the relevant contact group, as appropriate, on progress achieved and on the timing of and detailed mandate to be addressed at their next meetings.

14. The contact groups may wish to consider working on the basis of the working documents and information documents provided for the third session, as appropriate, and will clarify the proposed organization of work at the beginning of each meeting. The contact groups and other informal groups will conduct their work in English only, and, accordingly, the documents and non-papers considered at their meetings will be in English. The outcomes of the work of the contact groups will be submitted for consideration by the ad hoc open-ended working group as conference room papers. In order for conference room papers to be made available in the six official languages of the United Nations, they need to be submitted by close of business on Wednesday, 19 June at the latest.

15. The Chair and the contact group co-facilitators may also decide to establish other types of informal groups and share modalities for their organization with Governments and stakeholders, as appropriate.

16. 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 in accordance with the progress achieved during the session and guidance provided by the Bureau in consultation with the co-facilitators.

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

17. The aim of the ad hoc open-ended working group at its third session is to finalize 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, as set out in Environment Assembly resolution 5/8.

A. Compilation of proposals for establishing a science-policy panel

18. 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 to the ad hoc open-ended working group at its third session.

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

20. In response to the requests, the secretariat has prepared the relevant working and information documents, which 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.

21. The note by the secretariat on the compilation of proposals for establishing a science-policy panel (UNEP/SPP-CWP/OEWG.3/2), includes the outcomes of the second session for consideration by the ad hoc open-ended working group at its third session and for subsequent consideration and possible adoption by the intergovernmental meeting to be convened for the purpose of considering the establishment of a science-policy panel.

22. The compilation of proposals consists of a foundational part, including section A on the scope, objective and functions of the panel; section B on the operating principles of the panel; section C on the institutional arrangements for the panel; and section D on the 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.

23. The ad hoc open-ended working group may wish to prioritize and finalize the proposals for the foundational part, including sections A–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, as provided by the Environment Assembly in resolution 5/8, to be recommended for consideration and possible adoption by the intergovernmental meeting.

24. 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 possible adoption by the governing body of the science-policy panel, once it has been established.

B. Annex 1: Draft rules of procedure

25. In response to the request made by the ad hoc open-ended working group at its second session, the secretariat has prepared draft rules of procedure (UNEP/SPP-CWP/OEWG.3/2/Add.1), which take 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.

26. The draft text for the 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, on institutional arrangements for the Panel, of document UNEP/SPP-CWP/OEWG.3/2.

27. In finalizing its proposals for the establishment of a science-policy panel and following up on the discussions on the institutional arrangements for the panel, the ad hoc open-ended working group, at its third session, may wish to consider the draft rules of procedure set out in document UNEP/SPP-CWP/OEWG.3/2/Add.1 with a view to recommending them for subsequent consideration by the intergovernmental meeting and onward transmission to the governing body of the panel, once established, for consideration and possible adoption at its first session.

C. Annex 2: Draft financial procedures

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

29. Document UNEP/SPP-CWP/OEWG.3/2/Add.2 should be read in conjunction with document UNEP/SPP-CWP/OEWG.3/INF/2, which contains further background information on financial procedures.

30. In finalizing its proposals for the science-policy panel following up on the discussions on the financial arrangements of the panel, the ad hoc open-ended working group, at its third session, may wish to consider the draft financial procedures set out in document UNEP/SPP-CWP/OEWG.3/2/Add.2, with a view to recommending them for subsequent consideration by the intergovernmental meeting and onward transmission to the governing body of the panel, once established, for consideration and possible adoption at its first session.

D. Annex 3: Draft process for determining the work programme, including prioritization

31. In response to the request by the ad hoc open ended working group at its second session, the secretariat has prepared a draft process for determining the work programme, including prioritization (UNEP/SPP-CWP/OEWG.3/2/Add.3/Rev.1), which is 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 IPBES.

32. Document UNEP/SPP-CWP/OEWG.3/2/Add.3/Rev.1 should be read in conjunction with document UNEP/SPP-CWP/OEWG.3/INF/4, which contains supporting information on work-related processes and procedures.

33. In finalizing its proposals for the science-policy panel, the ad hoc open-ended working group, at its third session, may wish to consider the draft process for determining the work programme, including prioritization, set out in document UNEP/SPP-CWP/OEWG.3/2/Add.3/Rev.1, with a view to recommending it for subsequent consideration by the intergovernmental meeting and onward transmission to the governing body of the panel, once established, for consideration and possible adoption at its first session.

E. Annex 4: Draft procedures for the preparation and clearance of panel deliverables

34. In response to the request by the ad hoc open ended working group at its second session, the secretariat has prepared draft procedures for the preparation and clearance of panel deliverables (UNEP/SPP-CWP/OEWG.3/2/Add.4), which are based on the views expressed at the second session of the ad hoc open-ended working group and lessons learned 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.

35. Document UNEP/SPP-CWP/OEWG.3/2/Add.4 should be read in conjunction with document UNEP/SPP-CWP/OEWG.3/INF/4, which contains supporting information on work-related processes and procedures.

36. In finalizing its proposals for the science-policy panel, the ad hoc open-ended working group, at its third session, may wish to consider the draft procedures for the preparation and clearance of panel deliverables set out in document UNEP/SPP-CWP/OEWG.3/2/Add.4, with a view to recommending them for subsequent consideration by the intergovernmental meeting and onward transmission to the governing body of the panel, once established, for consideration and possible adoption at its first session.

F. Annex 5: Draft conflict-of-interest policy

37. With regard to annex 5, on a conflict-of-interest policy, to document UNEP/SPP-CWP/OEWG.3/2, in response to the request of the ad hoc open-ended working group at its second session, the secretariat has prepared a revised conflict-of-interest disclosure form (UNEP/SPP-CWP/OEWG.3/2/Add.5), which is 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.

38. Document UNEP/SPP-CWP/OEWG.3/2/Add.5 should be read in conjunction with document UNEP/SPP-CWP/OEWG.3/INF/4, which contains supporting information on the conflict-of-interest form.

39. In finalizing its proposals for the science-policy panel, the ad hoc open-ended working group, at its third session, may wish to consider the proposal on the conflict-of-interest policy, including the draft conflict-of-interest disclosure form presented in the above-mentioned document, with a view to recommending it for subsequent consideration by the intergovernmental meeting and onward transmission 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 for the purpose of considering the establishment of a science-policy panel

40. 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.

41. 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, and on interim arrangements, for consideration and possible approval by the intergovernmental meeting, the secretariat prepared the following documents:

(a) Proposals on the establishment of the Panel to be considered by the intergovernmental meeting (UNEP/SPP-CWP/OEWG.3/3), 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) Proposals to give effect to arrangements to be considered by the intergovernmental meeting (UNEP/SPP-CWP/OEWG.3/4), including a draft decision of the intergovernmental meeting to establish the panel on recommendations to give effect to arrangements in the foundational document.

42. The ad hoc open ended working group may also wish to consider the possible dates, venue and provisional agenda of the intergovernmental meeting to establish the panel.

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

43. Participants may wish to reflect on the desired outcomes of the third session. Expectations could include that, by the closure of the third session, 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, (UNEP/SPP-CWP/OEWG.3/2, sects. A–D);
- (ii) The proposals for draft decisions to be considered for possible adoption by the intergovernmental meeting for the purpose of considering the establishment of a science-policy panel, including:
 - a. A draft decision establishing the panel as specified in the foundational document;
 - b. A 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. A draft decision of the intergovernmental meeting on 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 of the first session of the science-policy panel.

Annex I*

Tentative schedule 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	Regional Meetings / Stakeholder Groups	Regional Meetings / Stakeholder Groups	Regional Meetings / Stakeholder Groups	Regional Meetings / Stakeholder Groups	Regional Meetings / Stakeholder Groups					
9:30 - 10:00	Badge pickup										
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 Item 5: Recommendations on IM	CG1	CG / Informal consultation	Plenary stock-take		CG / Informal consultation	CG / Informal consultation	CG / Informal consultation	CG / Informal consultation	
10:30 - 11:00			CG1	CG / Informal consultation	CG1	CG3	CG / Informal consultation	CG / Informal consultation			
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	Lunch break			
13:30 - 14:00											
14:00 - 14:30											
14:30 - 15:00											
15:00 - 15:30		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	
15:30 - 16:00											
16:00 - 16:30											
16:30 - 17:00											
17:00 - 17:30											
17:30 - 18:00	Informal consultations (tbc)	CG1	CG4	CG1	CG2	CG1	CG2	Plenary stock-take			
18:00 - 18:30		Break		Break		Break		Break			
18:30 - 19:00											
19:00 - 19:30		CG1	CG4	CG1	CG / Informal consultation	CG1	CG3	CG / Informal consultation	CG / Informal consultation		
19:30 - 20:00											
20:00 - 20:30	Bureau	Break		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	CG / Informal consultation		
21:30 - 22:00											

CG1 Foundational documents	CG2 Work programme-related matters
CG3 Rules of procedure, financial procedures, and conflict of interest	CG4 Preparations for the intergovernmental meeting to establish the panel

* The schedule, which is presented without formal editing, is based on the provisional agenda (UNEP/SPP-CWP/OEWG.3/1).

Annex II**List of meeting documents**

<i>Document symbol</i>	<i>Title of working document</i>
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 meeting
UNEP/SPP-CWP/OEWG.3/4	Proposals to give effect to arrangements to be considered by the intergovernmental meeting

<i>Document symbol</i>	<i>Title of information document</i>
UNEP/SPP-CWP/OEWG.3/INF/1	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
UNEP/SPP-CWP/OEWG.3/INF/2	Background information on financial procedures
UNEP/SPP-CWP/OEWG.3/INF/3	Summary of views expressed on the capacity-building function of the science-policy 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 science-policy panel and the World Health Organization
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 the documentation for the third session of the ad hoc open-ended working group