

1<sup>st</sup> Joint Preparatory Retreat of the Bureaux  
of the UN Environment Assembly and of the  
Committee of Permanent Representatives  
22 - 23 March 2018  
Tribe Hotel  
Nairobi, Kenya

### **PROVISIONAL AGENDA**

- 1. Opening of the meeting and adoption of the agenda.**
- 2. Preparations for the Fourth Session of the UN Environment Assembly.**
  - a) Theme of the Fourth Session of the UN Environment Assembly**
  - b) Partnership-building in support of the preparations of the Fourth Session of the UN Environment Assembly**
  - c) Preparations for the development of Ministerial Outcome Document and draft resolutions**
  - d) Structure of the High-Level Segment and the Committee of the Whole**
- 3. Outreach and visibility.**
  - a) The High-Level Political Forum on Sustainable Development**
  - b) Meetings of Conference of Parties**
  - c) Other relevant global meetings and processes, including the Global Pact on the Environment**
  - d) Preparatory regional ministerial for a and other regional meetings**
  - e) Communication strategy for raising the awareness and visibility of the Assembly**
- 4. Other matters.**
- 5. Endorsement of the draft summary of discussion of the 1st Joint Preparatory Retreat of the Bureaux of the UN Environment Assembly and Committee of Permanent Representatives**
- 6. Next steps – Date and venue for the next meeting of the 2<sup>nd</sup> Joint Preparatory Retreat of the Bureaux of the UN Environment Assembly and Committee of Permanent Representatives.**
- 7. Meeting of the UN Environment Assembly Bureau on the decision on the theme of the fourth session of the UN Environment Assembly.**
- 8. Closing of the meeting.**

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## **ANNOTATED PROVISIONAL AGENDA**

### **1. Opening of the meeting and adoption of the agenda.**

H.E. Mr. Siim Valmar Kiisler, President of the UN Environment Assembly, Minister of the Environment of Estonia and H.E. Mr. John Moreti, Chair of the Committee of Permanent Representatives, High Commissioner and Permanent Representative of Botswana are expected to co-chair the meeting. The President is expected to open the meeting and invite the meeting to consider and subsequently adopt the provisional agenda.

### **2. Preparations for the Fourth Session of the UN Environment Assembly.**

#### **a) Theme of the Fourth Session of the UN Environment Assembly**

The meeting is expected to discuss the theme of the fourth session of the UN Environment Assembly, putting into consideration inputs from the open meeting with member States and Stakeholders held on 22 March 2018 and the President of the UN Environment Assembly's proposal on the theme.

#### **b) Partnership-building in support of the preparations of the Fourth Session of the UN Environment Assembly**

The Secretariat will brief the meeting on its efforts in partnership-building in support of the preparations of the Fourth Session of the UN Environment Assembly.

#### **c) Preparations for the development of Ministerial Outcome Document and draft resolutions**

The meeting is expected to consider the development of a Ministerial Outcome Document and the process and timelines for preparation and submission of draft resolutions and compliance with the rules of procedure of the Assembly.

#### **d) Structure of the High-Level Segment and the Committee of the Whole**

The Secretariat, will present to the meeting a draft structure of the High-Level Segment and the Committee of the Whole of the UN Environment Assembly for consideration and preliminary discussions by the meeting.

### **3. Outreach and visibility.**

The Bureaux are expected to discuss on-going efforts to enhance the visibility of the UN Environment Assembly by engaging in:

#### **a) The High-Level Political Forum on Sustainable Development**

#### **b) Meetings of Conference of Parties**

- c) **Other relevant global meetings and processes, including the Global Pact on the Environment**
- d) **Preparatory regional ministerial fora and other regional meetings**
- e) **Communication strategy for raising the awareness and visibility of the Assembly**

The Secretariat will present the UN Environment Programme's communication strategy for raising the awareness and visibility of the UN Environment Assembly.

**4. Other matters.**

The meeting will discuss any other matters related to its work.

**5. Endorsement of the draft summary of discussion of the 1st Joint Preparatory Retreat of the Bureaux of the UN Environment Assembly and Committee of Permanent Representatives**

During this final session, the Bureau of the Assembly and the Committee of Permanent Representatives is expected to endorse the summary of discussions of the 1st Joint Preparatory Retreat of the Bureaux of the UN Environment Assembly and Committee of Permanent Representatives.

**6. Next steps – Date and venue for the next meeting of the 2<sup>nd</sup> Joint Preparatory Retreat of the Bureaux of the UN Environment Assembly and Committee of Permanent Representatives.**

The meeting is expected to discuss the date of the 2nd Joint Preparatory Retreat of the Bureaux of the UN Environment Assembly and Committee of Permanent Representatives.

**7. Meeting of the UN Environment Assembly Bureau on the decision on the theme of the fourth session of the UN Environment Assembly.**

During this session the members of the Bureau of the Assembly will make a decision on the theme of the fourth session of the Assembly.

**8. Closing of the 1<sup>st</sup> Joint Preparatory Retreat of the Bureaux of the UN Environment Assembly and Committee of Permanent Representatives.**

The retreat is expected to close on 23 March 2018 at 4:00p.m.