

Programme for Orientation Session for New Members of the Committee of Permanent Representatives

Tuesday 25 September 2018, 9:30 am to 3:30 pm, Conference Room 4

TIME	AGENDA	FACILITATOR
9.30 am – 9.40 am	-Introductions and welcome remarks	H.E. Mrs. Francisca Ashietey-Odunton , Chair of the Committee of Permanent Representative.
9.40 am – 9.50 am	-Introduction to UN Environment Programme: History, structure and place in the UN System	Jorge Laguna-Celis , Secretary of Governance Affairs Office
9.50 am – 10.00 am 10.00 am – 10.10 am	-The work of the Governing Bodies of UN Environment -Access to the UNEA and CPR Websites and navigating associated links	Ulf Björnholm Deputy Secretary of Governance Affairs Office Victor Oburu Web Master, Governance Affairs Office
10.10 am–10.20 am	QUESTIONS AND ANSWERS	
10.20 am – 11.30 am	Brief introduction to the work of Divisions <ul style="list-style-type: none"> - Science Division (10 min) - Law Division (10 min) - Corporate Service Division (10 min) - Ecosystems Division (10 min) - Economy Division (10 min) - Communication Division (10 min) - Policy and Programme Division (10 min) 	Jian Liu , Acting Director, Science Division Elizabeth Mrema , Director, Law Division Elizabeth Mrema , Officer in Charge of Corporate Services Division Monika McDevette Ag. Director, Ecosystems Division Ligia Noronha Director, Economy Division Naysan Sahba , Director, Communications Division Gary Lewis , Acting Director, Policy and Programme Division
11.30 am – 11.40 am	QUESTIONS AND ANSWERS	
11.40 am – 12.00 am	COFFEE BREAK	

TIME	AGENDA	FACILITATOR
12.00 pm – 12.30 pm	Brief introduction to the work of Regional Offices <ul style="list-style-type: none"> - Regional Office for Africa (5min) - Regional Office for Europe (5 min) - Regional Office for Asia Pacific (5 min) - Regional Office for North America (5 min) - Regional Office for West Asia (5 min) - Regional Office for Latin America and Caribbean (5 min) 	Ms. Juliette Biao Koudenoukpo, Director, Africa Office Mr. Jan Dusik Director, Europe Office Mr. Dechen Tsering Director, Asia and the Pacific Office Ms. Barbara Hendrie Director, North America Office Mr. Sami Dimassi Director, West Asia Office Leo Heileman Director, Latin America and the Caribbean
12.30 pm – 12.40 pm	With Civil Society engagement	Alexander Juras Head of Civil Society Unit, Governance Affairs Office
12.40 pm – 12.50 pm	With Private Sector engagement	Kamar Yousuf Head of Private Sector Unit, Governance Affairs Office
12.50 pm – 1.00 pm	QUESTIONS AND ANSWERS	
1.00 pm –1.20 pm	-Briefing by the Divisions of Conference Services, UN Office at Nairobi (5 min) -Briefing by the Department for General Assembly and Conference Management (5min) -Briefing on logistics arrangements of the UN Environment Assembly (10 min)	Shivona Tavares, Chief, Division of Conference Services, UN Office at Nairobi Francisco Vasquez, Chief, Planning and Coordination Section, UN Office at Nairobi Henry Ndede Special Advisor, Governance Affairs Office
1.20 pm –1.30 pm	QUESTIONS AND ANSWERS	
1.30 pm-2.30 pm	LUNCH BREAK	
2.30 pm-3.00 pm	-Presentation of the Rules of Procedure of the UN Environment Assembly of the UN Environment Programme.	Stadler Trengove, Senior Legal Adviser of the UN Environment Programme.
3.00 pm-3.30 pm	QUESTIONS AND ANSWERS	
	CLOSING	H.E. Mrs. Francisca Ashietey-Odunton, Chair of the Committee of Permanent Representatives