

Intergovernmental negotiating committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC)
Bureau meeting
Monday, 3 July 2023
15:00 – 17:00 (GMT +2)
Online

MINUTES OF THE MEETING

Agenda item 1: Opening of the meeting.

1. The meeting was opened at 3:00 p.m. by the Chair, Ambassador Gustavo Meza-Cuadra Velasquez, who thanked the members of the Bureau for their support during the second session of the Committee.
2. The meetings were attended by the following members:
 - INC Chair:* Ambassador Gustavo Meza-Cuadra Velasquez (Peru);
 - African States:* Mr. Cheikh Ndiaye Sylla (Senegal);
 - Asia-Pacific States:* Mr. Hiroshi Ono (Japan); Mr. Mohammad Al-Khashashneh (Jordan);
 - Eastern European States:* Mr. Kaupo Heinma (Estonia); Ms. Irma Gurguliani (Georgia);
 - Latin American and Caribbean States:* Ambassador Luis Vayas Valdivieso (Ecuador);
 - Small-Island Developing States:* Ms. Asha Challenger (Antigua and Barbuda)
 - Western European and Other States:* Ms. Johanna Lissinger-Peitz (Sweden); Ms. Larke Williams (United States of America).
3. The secretariat was represented by Mrs. Jyoti Mathur-Filipp, Executive Secretary; Ms. Brenda Koekkoek, Senior Programme Officer, Ms. Marianna Bolshakova, Programme Officer, Ms. Ailis Rego, Administrative Officer; Ms. Laura Anes, Programme Management Officer, Ms. Catalina Pizarro, Legal Officer, Ms. Shuang Zhu, Programme Management Officer.
4. Mr. Guillaume Lecaros de Cossío Gauthier also joined the INC Bureau meeting to support the Chair.
5. The Executive Secretary, Mrs. Jyoti Mathur-Filipp, informed the Bureau of the breakdown of INC-2 participation numbers, which will be sent out to the Bureau in written. The Executive Secretary further highlighted key achievements of INC-2, challenges ahead and current work being done by the Secretariat.

Items 2 and 3: Outcome of the second session of the intergovernmental negotiating committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC-2) and preparations for the third session of the intergovernmental negotiating committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC-3).

6. The Executive Secretary outlined the schedule for intersessional work, including the preparation of the zero-draft, and the call for written submissions and statements mandated by INC-2, requesting the Bureau members to encourage Members in their respective regions to prepare one regional submission for the preparation of the synthesis report mandated by INC-2. The Executive Secretary further suggested to hold preliminary discussions on the one-day preparatory meeting to be held back-to-back with INC-3 and the synthesis report at the next meeting of the Bureau. The Executive Secretary informed the Bureau that the survey results of INC-2 will be shared with the Bureau and posted on the INC website in due course.
7. The Executive Secretary further referred to the preparations for INC-3. She informed that the proposed dates for INC-3 cover a five-day meeting from Monday, 13 November, to Friday 17

November 2023. The third session is to be preceded by a preparatory meeting, as mandated by INC-2, and by a day of regional consultations. Invitation letters to Members and observers would be sent out as soon as the dates of INC-3 are confirmed by the Bureau. She also informed that the Secretariat would support the organisation of in-person regional preparatory meetings ahead of INC-3 and that it could fund one delegate per eligible country. Regarding the registration of observers, the Executive Secretary informed that observer organisations will be able to register up to five delegates to participate in INC-3, as was the case for INC-1 and INC-2. Lastly, the Executive Secretary informed that as far as the secretariat is aware, the host country is not planning to host a high-level event at this stage.

8. The Executive Secretary informed that at this moment the secretariat does not envision limitations into the venue. However, due to the size of the existing meeting rooms and depending on the number of attendees to INC-3, the secretariat may need to establish a system for access to the Plenary Hall and other meeting rooms. Delegations will be informed accordingly once the registration deadline closes.

9. The Bureau was invited to consider the outcomes of INC-2, namely the next steps in relation to the mandate for intersessional work and the preparations for INC-3.

10. Bureau members provided the following comments:

- Welcomed that the meeting report for INC-2 will be uploaded on the website this week in English, with language versions to follow;
- Welcomed that the Secretariat will share with the Bureau members a breakdown of participation numbers of INC-2 as well as the survey results;
Recommended the Chair to realise active outreach in preparation for INC-3;
- Exchanged views on how the Bureau can support the Chair, including by providing comments on documents, such as the templates, to be shared in the future;
- Expressed their interest in receiving from the Chair an outline of the zero-draft structure;
- Discussed the proposed length of the INC-3 and decided to extend INC-3 by an additional two days, therefore the third session of the INC will take place from 13-19 November 2023. The third session will be preceded by regional consultations on 12 November and by the mandated preparatory meeting on 11 November;
- Welcomed that the Secretariat will connect Bureau Members with UNEP regional offices regarding INC regional preparatory meetings;
- Requested to the Chair and the Secretariat to receive further information on calendar and themes for webinars being considered for the intersessional period;
- Requested further information on the preparatory meeting, including on its organisation;
- Requested an opportunity to share ideas on the way forward in an extended in-person bureau meeting to be held tentatively on 23rd September in New York, including on the organisation of the INC-3 session on issues such as the contact groups;
- Requested an update on INC-3 cost estimates to be provided as soon as possible;
- Agreed to further examine the provision of webcasting for contact group meetings for registered participants;
- Exchanged views on how to facilitate participation by the scientific community in INC sessions.

11. Following the exchange, the Chair informed that he would share the outline of the zero-draft text with the Bureau of the INC for information. The advance version of the zero-draft text is expected to be published online in the first half of September.

The Chair proposed to share with the Bureau minutes of the Bureau meetings, which will focus on the main points raised and decisions at such meetings.

Item 4: Any other matters.

12. At the request of one Bureau member, Ms. Marianna Bolshakova, Programme Officer, provided an explanation on why election of officers appears in the provisional agenda for INC-3, and bureau members discussed on the way that discussion could be led at the upcoming INC meeting.

13. The Chair reiterated that the annotations to the Agenda and the Scenario Note will be clear on what is expected under this agenda item. He recalled that the Committee agreed to forward the agenda to INC-3.

Item 5: Closing of the meeting.

14. The Chair closed the meeting at 17:09.

Annex: Action Points

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Meeting of the Bureau of the intergovernmental negotiating committee to develop an international legally binding instrument on plastic pollution, including in the marine environment.

3 July 2023

Issue	Action Point	Responsibility
INC-2 outcomes	Share breakdown of INC-2 participation numbers with the Bureau.	INC Secretariat
	Upload on the website INC-2 meeting report this week in English, with language versions to follow.	INC Secretariat
	Share INC-2 survey results with Bureau and post on INC website in due course.	INC Secretariat
	Share outline of zero draft structure with Bureau,	Chair with the support of the INC Secretariat
	Connect Bureau Members with UNEP regional offices regarding INC regional preparatory meetings. Approach to SIDS consultations to be discussed with the Bureau member representing SIDS.	INC Secretariat
Preparations for INC-3	Provide further information on calendar and themes for webinars	Chair and INC Secretariat
	Funding update on INC-3 cost estimates to be provided as soon as available.	INC Secretariat
	Decision that INC-3 will take place from 13-19 November. The third session will be preceded by regional consultation on 12 Nov and by the mandated preparatory meeting on 11 Nov. - Invitation letters to be sent out as soon as possible reflecting the dates.	INC Secretariat
	Next meeting: <ul style="list-style-type: none">• Provide some preliminary information on the preparatory meeting, including on the organization (for the next meeting in August).• Opportunity to share ideas on the way forward, including on the organization of the INC-3 meeting, covering issues such as contact groups, at the September in person meeting.	Chair and the INC secretariat
	Explore date and venue for the in-person bureau meeting in September	INC Secretariat

Next meeting: 15.00-17.00 (GMT+2), 21 August 2023.