

Guidance on the work of the Committee of Permanent Representatives (CPR) endorsed by the CPR as its resumed 162nd meeting, held on 31 October 2023

Implementation of paragraph 41 (j) of the Chair's Summary of the 9th annual subcommittee meeting of the Committee of Permanent Representatives

Paragraph 10 of the [Outcome of the consensual process for review by the Committee of Permanent Representatives](#), as endorsed in paragraph 1 of [UNEA decision 5/4](#), reads as follows:

“Under the guidance of the CPR Bureau and with the support from the Secretariat, improve the identification, formulation and recording of decisions and conclusions from CPR meetings by:

- a) strategic and timely scheduling of CPR meetings.*
- b) high-quality and timely submission of documentation from the Secretariat, such as annotated agendas, background documentation and meeting summaries.”*

Paragraph 41 (j) of the [Chair's Summary](#) of the [9th annual subcommittee meeting of the Committee of Permanent Representatives](#) and endorsed at the [Resumed 160th Meeting of the Committee of Permanent Representatives](#) reads as follows:

“Regarding implementation of paragraph 10 of the Outcome, recommended the CPR Bureau supported by the Secretariat to: i) prepare a strategically planned roadmap for CPR quarterly and subcommittee meetings, indicating provisional relevant agenda items, well in advance of the meetings; ii) develop a standing agenda for quarterly CPR meetings that will include a report of the CPR subcommittees with recommendations for consideration by the CPR, quarterly reports to the CPR, relevant audits and evaluation reports, and preparations for UNEA-6; iii) prepare annotated agendas well in advance to the meetings that provides information on background documents, focus of the discussion and possible recommendations; iv) prepare background documents well in advance that will include possible recommendations; and v) clearly outline agreed recommendations and decisions in the report of the CPR, with the understanding that there is a specific agenda item during which those recommendations are agreed upon.”

Guidance on the organization of work for the Committee of Permanent Representatives

1. The CPR Bureau supported by the Secretariat is entrusted to prepare and maintain a strategic roadmap for UNEP Governing Bodies covering all relevant CPR meetings for each upcoming calendar year. The roadmap will include tentative dates for the presentation of the annual Programme Performance Report and for dedicated briefings on the project portfolios and related programmes referred to paragraph 23 of the [Programme of Work](#). The CPR meetings may be supplemented by Secretariat briefings as appropriate. The CPR Bureau is invited to regularly review the dates and draft agendas of the meetings reflected in the roadmap. Member States may propose additional agenda items for the subcommittee meetings, either through their Bureau Member, or by approaching the Secretariat directly.
2. The main objectives of the CPR subcommittee meetings are 1) to prepare for the quarterly meetings of the CPR, in particular with regard to the management of UNEP, the implementation of UNEP's Programme of Work and UNEA resolutions, and 2) to keep Member States informed about important developments of Multilateral Environmental Agreements and other relevant environment-related intergovernmental processes and trends. The subcommittee may, as appropriate, prepare draft decisions or recommendations to be included in the report of the subcommittee for consideration at the quarterly meetings of the Committee.
3. The provisional agenda for future quarterly CPR meetings will include the following standing items with the understanding that additional items may be added as needed, and that the focus of each item will be further clarified in the annotated agenda.

1. Opening of the meeting.
2. Adoption of the provisional agenda of the [XXX] meeting of the Committee of Permanent Representatives.
3. Adoption of the draft minutes of the [XXX-1] meeting of the Committee of Permanent Representatives.
4. Report of the Executive Director to the [XXX] meeting of the Committee of Permanent Representatives.

Note: An annotation to this agenda item will include the following standard formulation: "Under this agenda item the Committee will consider a statement and a Quarterly Report of the Executive Director, which provides highlights on significant developments and updates on the implementation of the UNEP Programme of Work and Budget and relevant UNEA resolutions and decisions. Under this agenda item, Member States may also wish to propose future agenda items for upcoming subcommittee meetings, for consideration of the Chair and the Bureau of the Committee."

Note: As an additional source of information for consideration of agenda item 4, the meeting portal will provide a standard link to the online tool "[UNEA Monitoring and Reporting Portal](#)", which includes updated information on the implementation of the UNEP Programme of Work and all UNEA resolutions and decisions.

Note: This agenda item will not feature on the agenda of the quarterly CPR meeting immediately preceding a UNEA session, as it will be fully devoted to UNEA preparations.

5. Consideration of relevant evaluation reports and audits.
6. Preparations for the upcoming session of the United Nations Environment Assembly.
7. Report of the subcommittee.

Note: The report from the sub-committee may, where relevant, include draft decisions or recommendations from sub-committee meetings, including relating to the implementation of the Programme of Work and resolutions and decisions adopted by UNEA, or to the preparations for UNEA, for consideration by the Committee at its quarterly meetings.

8. Any other business.
9. Closing of the meeting.
4. The Secretariat is requested, in consultation with the CPR Chair, to make available a provisional and annotated provisional agenda for the quarterly CPR meetings at least 20 working days before the quarterly meetings and 10 working days before the sub-committee meetings, with the understanding that the agenda may be revised if needed, and that the annotated provisional agenda will include an overview of relevant background documents and focus for discussion.
5. The Secretariat is requested, as a general rule, to continue to make available background documents at least 15 working days before the quarterly CPR meetings and 7 working days before the sub-committee meetings and that these documents, where appropriate, will include recommendations for consideration by the subcommittee or quarterly meetings of the Committee. 7 working days will also apply to submission of documents to the Bureau meetings.
6. The Secretariat is also requested to capture relevant draft decisions or recommendations deriving from the subcommittee meetings in the summary of those meetings, and in the report of the subcommittee to be considered under item 7 in the standing agenda of the quarterly CPR meetings. When the report of the subcommittee is adopted under item 7, the decisions and recommendations therein would also be considered adopted by the Committee.
7. The Secretariat is further requested to ensure that the draft Chair's Summary (prepared by UNEP) and meeting report (prepared by UNON) from the quarterly meetings reflect agreed decisions and recommendations, if any. To facilitate follow-up, the Secretariat should provide a brief status update on the implementation of the adopted decisions and recommendations, as part of the report of the subcommittee submitted to the next quarterly meeting of the Committee.

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