



**United Nations
Environment
Programme**

Distr.: General
11 October 2012

Original: English

**Plenary of the Intergovernmental Science-Policy Platform
on Biodiversity and Ecosystem Services**

First session

Bonn, Germany, 21-26 January 2013

Annotations to the provisional agenda

Item 1: Opening of the session

1. The first session of the Plenary of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services will be held at the World Conference Centre in Bonn, Germany, from 21 to 26 January 2013. The session will be opened at 10 a.m. on Monday, 21 January, by the Executive Director of the United Nations Environment Programme (UNEP), or his representative. Opening remarks will also be made by a representative of the Government of Germany.

Item 2: Organizational matters

2. The rules of procedure for the Plenary of the Platform, which were agreed upon at the second session of the plenary meeting to determine modalities and institutional arrangements for an intergovernmental science-policy platform on biodiversity and ecosystem services, held in Panama City from 16 to 21 April 2012 (see UNEP/IPBES.MI/2/9, annex I, appendix II), will apply to the proceedings of the session. Should any existing gaps in the rules of procedure prevent the Plenary from moving forward with its work, considering that UNEP was requested to facilitate the work of the Platform until a secretariat could be established, as specified in the resolution adopted at the above-mentioned second session of the plenary meeting (see UNEP/IPBES.MI/2/9, annex I), the relevant rules of procedure of the Governing Council of UNEP will apply, mutatis mutandis, to the proceedings of the session.

* Reissued for technical reasons on 29 October 2012.



(a) Status of the membership of the Platform

3. The Executive Director of UNEP, or his representative, will present to the Plenary the status of membership of the Platform. Those States Members of the United Nations who were not present in Panama or who did not consent to the resolution during the meeting but who now wish to become members of the Platform are requested to express their intent to the interim secretariat at UNEP in an official letter from an appropriate Government authority, consistent with each country's policies and laws.

(b) Election of officers of the Bureau of the Plenary of the Platform (chair, vice-chairs and other Bureau members)

4. The Executive Director of UNEP, or his representative, will invite representatives of the five United Nations regions to present their nominees for the Bureau of the Plenary, consisting of a chair, four vice-chairs and five other officers. Each region will be invited to present their two nominees, submitted by the members of the Platform, as candidates for Bureau members, and an additional candidate may be designated as their alternate. Such nominations must be made in accordance with rules 16 and 23 of the rules of procedure, also taking into account the information contained in the guidance document on the nomination and selection process for officers of the Bureau and members of the Multidisciplinary Expert Panel (IPBES/1/INF/11). A list of the nominees received from members of the Platform for officers of the Bureau is contained in document IPBES/1/8. The full curricula vitae of the candidates are available on the Platform's website (www.ipbes.net/plenary/nominations-to-the-bureau) and also in document IPBES/1/INF/12.

5. A chair, four vice-chairs and five other members of the Bureau will then be elected by the Plenary, subject to rules 16 and 22 of the rules of procedure. Each region will be represented by two officers in the Bureau, taking into account the principle of geographical representation. The Plenary may also take into account gender balance in electing the Bureau members. As stipulated in rule 16, one of the vice-chairs will serve as rapporteur.

6. The Bureau will operate in accordance with rules 16 to 21 of the rules of procedure. Furthermore, in accordance with rule 14, the Bureau will also be tasked with examining the credentials of the representatives and submitting a report thereon to the Plenary.

(c) Adoption of the agenda and organization of work

7. The Plenary may wish to adopt the agenda, amended as appropriate, on the basis of the provisional agenda (IPBES/1/1).

8. It is suggested that deliberations should take place in the form of plenary meetings. When deemed necessary, however, the Plenary may wish to establish smaller working groups to discuss specific matters. It is suggested that meetings should be held from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. A provisional timetable is set out in the annex to the present document. For plenary meetings, simultaneous interpretation in the six official languages of the United Nations will be provided.

Item 3: Credentials of representatives

9. All States that are members of the Platform are invited to participate fully in the session. In accordance with rule 12 of the rules of procedure, each member of the Platform is to be represented by a delegation consisting of a head of delegation and such other accredited representatives, alternate representatives and advisers as it may require.

10. Pursuant to rule 13 of the rules of procedure, the representatives of those States that are members of the Platform and attending the session should submit to the interim secretariat at UNEP their credentials, issued by or on behalf of the member's Head of State or Government or Minister for Foreign Affairs, consistent with each country's policies and laws, no later than 24 hours after the opening of the session. Such credentials are required for the representatives to take necessary decisions at the session.

11. In accordance with rule 14 of the rules of procedure, the credentials of the representatives of members of the Platform will be examined by the Bureau, which will submit a report thereon to the Plenary. The Bureau will report on the outcome of its examination on the morning of Saturday, 26 January, before the adoption of any decisions, recommendations and/or resolutions.

12. States that are not members of the Platform, in addition to relevant United Nations bodies, funds, programmes and agencies, and other relevant organizations, may be represented in the session as observers.

Item 4: Rules and procedures for the operations of the Plenary of the Platform

(a) Rules of procedure for meetings of the Plenary

13. Building upon the deliberations at the first and second sessions of the plenary meeting to determine the modalities and institutional arrangements for an intergovernmental science-policy platform on biodiversity and ecosystem services, the Plenary may wish to complete its deliberations on the remaining rules of procedure. The rules of procedure are presented in document IPBES/1/3, taking into consideration comments provided by Governments and other stakeholders during the intersessional period. All the submissions received are also available online and are presented as an information document (IPBES/1/INF/2). The Plenary may wish to discuss the information provided with a view to reaching agreement on an updated set of rules of procedure.

14. Additional draft procedures for the Platform have been developed by the secretariat with input from Governments and other stakeholders during the intersessional period, as presented in the documents listed below. The information contained therein will be further considered under agenda item 5, "Initial work programme of the Platform".

(a) Draft procedures for the preparation, review, acceptance, adoption, approval and publication of assessment reports and other Platform deliverables (IPBES/1/INF/3);

(b) Draft policy and procedures for conflicts of interest (IPBES/1/INF/4);

(c) Consideration of initial elements: recognizing indigenous and local knowledge and building synergies with science (IPBES/1/INF/5);

(d) Draft process for scoping potential assessments and other platform activities once they have been prioritized by the Plenary (IPBES/1/INF/6).

(b) Policy and procedures for the admission of observers

15. The Plenary will have before it a note by the secretariat on the draft policy and procedures for admission of observers (IPBES/1/4), which was prepared taking into consideration the comments provided by Governments and other stakeholders during the intersessional period.

16. Building upon the deliberations at the first and second sessions of the plenary meeting to determine the modalities and institutional arrangements for an intergovernmental science-policy platform on biodiversity and ecosystem services, the Plenary may wish to discuss the information provided with a view to agreeing on a policy and procedures for the admission of observers.

Item 5: Initial work programme of the Platform

(a) Next steps required for the preparation of the initial work programme

17. Under this agenda item, the Plenary will have before it a note by the secretariat on considerations for the preparation of an initial work programme and the institutional arrangements that may be required to support its implementation (IPBES/1/2). In addition, the following additional documents relating to the work programme are provided:

(a) Critical review of the assessment landscape for biodiversity and ecosystem services (IPBES/1/INF/8);

(b) Elements to consider in a draft conceptual framework document (IPBES/1/INF/9);

(c) Compilation of the capacity-building needs on the basis of input by Governments and other stakeholders and capacity-building needs identified in multilateral environmental agreement reports (IPBES/1/INF/10);

(d) Possible elements of the work programme of the Platform (IPBES/1/INF/14).

18. The Plenary may wish to consider the information contained in the above-mentioned documents, in addition to those listed in paragraph 14 on rules of procedure that are relevant to the implementation of the work programme of the Platform, with a view to reaching agreement on next steps required for the preparation of the initial work programme of the Platform, including an intersessional process to develop the initial work programme.

(b) Procedure for receiving and prioritizing requests put to the Platform

19. The Plenary will have before it a note by the secretariat on the procedure for receiving and prioritizing requests put to the Platform (IPBES/1/5), which was prepared taking into consideration comments provided by Governments and other

stakeholders during the intersessional period. The Plenary may wish to discuss the information provided with a view to agreeing on such a procedure.

(c) Role of the Multidisciplinary Expert Panel in overseeing the preparation of the initial work programme

20. Under this agenda item, the Plenary may wish to consider the information contained in section III of the note by the secretariat on considerations for the preparation of an initial work programme and the institutional arrangements that may be required to support its implementation (IPBES/1/2) and the note by the secretariat on options for the future composition of the Multidisciplinary Expert Panel (IPBES/1/INF/7). The Plenary may wish to consider the matter with a view to agreeing on the role of the Panel in overseeing the preparation of the initial work programme of the Platform, including its role during the intersessional period.

(d) Possible institutional arrangements for the implementation of the work programme

21. The Plenary may wish to consider the information contained in section IV of the note by the secretariat on considerations for the preparation of an initial work programme and the institutional arrangements that may be required to support its implementation (IPBES/1/2), with a view to agreeing on the next steps required to put in place supporting structures for the implementation of the work programme of the Platform. The Plenary may wish to consider this matter in conjunction with its deliberations on agenda item 5 (a) above.

22. Furthermore, if deemed necessary, the Plenary may wish to consider the need to develop additional procedures relating to the implementation of the work programme, such as procedures that govern meetings of other bodies of the Platform, and may request the secretariat of the Platform to develop draft procedures for consideration at its second session. The Plenary may also wish to consider issues covered in section II of the note by the secretariat, to be used as guidance for further work that may be required to initiate the work programme of the Platform, including during the intersessional period.

Item 6: Nomination and selection of the members of the Multidisciplinary Expert Panel

23. The Chair will invite a representative of each of the five United Nations regions to present its five nominees for the Multidisciplinary Expert Panel. Nominations must be made in accordance with rule 24 of the rules of procedure, taking also into account the information contained in the guidance document on the nomination and selection process for officers of the Bureau and members of the Panel (IPBES/1/INF/11). A list of the nominees received from members of the Platform for members of the Panel is contained in document IPBES/1/9. The full curricula vitae of the candidates are available at the Platform's website (www.ipbes.net/plenary/mep-nominations) and also in document IPBES/1/INF/13. The Plenary may also consider the information contained in the information document on options for the future composition of the Panel (IPBES/1/INF/7).

24. As outlined in that guidance document, it is anticipated that those rules and procedures so far agreed for the selection of the Bureau will be applied for the selection of the members of the Panel during the current session of the Plenary. The

rules and procedures for the future nomination and selection of members of the Panel will be further discussed and agreed under agenda item 4.

Item 7: Institutional arrangements

- (a) **Secretariat: joint proposal by the United Nations Environment Programme, the United Nations Educational, Scientific and Cultural Organization, the Food and Agriculture Organization of the United Nations and the United Nations Development Programme**

25. At the second session of the plenary meeting to determine the modalities and institutional arrangements for an intergovernmental science-policy platform on biodiversity and ecosystem services, UNEP, the United Nations Educational, Scientific and Cultural Organization, the Food and Agriculture Organization of the United Nations and the United Nations Development Programme were requested to finalize the collaborative arrangements for providing the administrative hosting of the secretariat of the Platform and propose them to the Plenary of the Platform at its first session. Those proposed arrangements are set out in document IPBES/1/7.

26. The issues for consideration by the Plenary may include working mechanisms among the organizations, in addition to options for administering the Platform's trust fund, in particular whether the funds will be managed through the Multi-Partner Trust Fund Office or by one organization according to its rules and regulations, for the purpose of the Platform.

- (b) **Link between the Platform and the United Nations system**

27. At the second session of the plenary meeting to determine the modalities and institutional arrangements for an intergovernmental science-policy platform on biodiversity and ecosystem services, it was decided that, at its first session, the Plenary would decide on the link between the Platform and the United Nations system. Further guidance on this issue is provided in document IPBES/1/11. The Plenary may wish to discuss the information presented therein and in the previous documents made available on this subject with a view to taking a decision and/or making a recommendation on the link between the Platform and the United Nations system.

Item 8: Financial and budgetary arrangements for the Platform

- (a) **Financial procedures**

28. The Plenary will have before it a note by the secretariat on draft financial procedures (IPBES/1/6), which was prepared taking into consideration comments provided by Governments and other stakeholders during the intersessional period. The Plenary may wish to consider the information presented therein, taking into account the deliberations under agenda item 7 (a), with a view to reaching an agreement on financial procedures, which will enable the establishment of the Platform's trust fund following the session.

(b) Initial budget of the Platform

29. On the basis of the deliberations and agreements reached on the next steps for developing and implementing the initial work programme of the Platform, the structure of the Platform and the institutional arrangements for the Platform's secretariat, the Plenary may wish to discuss the information contained in a note by the secretariat on initial budget requirements for the administration and implementation of the Platform (IPBES/1/10).

30. In doing so, the Plenary may also wish to consider financing options, including potential contributions to the Platform from Governments, United Nations bodies, the Global Environment Facility, other intergovernmental organizations and other stakeholders such as the private sector and foundations, to determine the availability of resources for the Platform. In this regard, representatives of Governments and other stakeholders that may be in a position to provide contributions to the Platform are encouraged to express their intention to do so in advance of the first session of the Plenary of the Platform or during the discussions on this agenda item.

Item 9: Provisional agenda, date and venue of future sessions of the Plenary of the Platform

31. The Plenary may wish to consider a provisional agenda and the date and venue of its second session. Representatives of Governments that are in a position to express their willingness to host the second session are encouraged to do so directly to the interim secretariat at UNEP in advance of, or during, the current session.

Item 10: Adoption of decisions and the report of the session

32. Having considered the above matters, and following the presentation of the report of the Bureau on credentials, the Plenary may wish to consider adopting decisions, recommendations and/or resolutions that reflect the outcomes of the deliberations during the session, in addition to a procedural report of the session, which will be based on a draft prepared by the rapporteur.

Item 11: Closure of the session

33. It is expected that the session will be closed by the Chair by 6 p.m. on Saturday, 26 January 2013.

Annex

Provisional timetable of the first session of the Plenary of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services

Saturday, 19 January

Time	Work
9 a.m.-5 p.m.	African regional consultations

Sunday, 20 January

Time	Work
9 a.m.-5 p.m.	Consultations of all United Nations regional groups, including to determine regional nominations to the Bureau and the Multidisciplinary Expert Panel, and cross-regional discussions to ensure overall appropriate balance in the Bureau and Panel
9 a.m.-5.30 p.m.	Stakeholder day

Day 1, Monday, 21 January

Time	Work
10-10.30 a.m.	Agenda item 1: Opening of the session <ul style="list-style-type: none"> • Opening remarks by the Executive Director of UNEP or his representative • Welcoming remarks by the representative of the Government of Germany and the Mayor of Bonn
10.30 a.m.-12.30 p.m.	Agenda item 2: Organizational matters <ul style="list-style-type: none"> • Status of the membership of the Platform • Election of officers of the Bureau of the Plenary of the Platform (chair, vice-chairs and other Bureau members) • Adoption of the agenda and organization of work (schedule of work; conduct of work)
12.30-1 p.m.	Agenda item 3: Credentials of representatives
3-6 p.m.	Agenda item 4 (a): Rules and procedures for the operations of the Plenary of the Platform: rules of procedure for meetings of the Plenary

**Day 2, Tuesday,
22 January**

Time	Work
10 a.m.-1 p.m.	Agenda item 4 (b): Rules and procedures for the operations of the Plenary of the Platform: policy and procedures for the admission of observers
3-6 p.m.	Agenda item 5 (a): Initial work programme of the Platform: next steps required for the preparation of the initial work programme

**Day 3, Wednesday,
23 January**

Time	Work
10 a.m.-1 p.m.	Agenda item 5 (b): Initial work programme of the Platform: procedure for receiving and prioritizing requests put to the Platform
3-6 p.m.	Agenda item 5 (c): Initial work programme of the Platform: role of the Multidisciplinary Expert Panel in overseeing the preparation of the initial work programme
7.30-10.30 p.m.	Evening meeting (if required)

**Day 4, Thursday,
24 January**

Time	Work
10 a.m.-1 p.m.	Agenda item 5 (d): Initial work programme of the Platform: possible institutional arrangements for the implementation of the work programme
3-6 p.m.	Agenda item 6: Nomination and selection of the members of the Multidisciplinary Expert Panel
7.30-10.30 p.m.	Agenda item 7: Institutional arrangements

**Day 5, Friday,
25 January**

Time	Work
10 a.m.-1 p.m.	Agenda item 8 (a): Financial and budgetary arrangements for the Platform: financial procedures
3-6 p.m.	Agenda item 8 (b): Financial and budgetary arrangements for the Platform: initial budget of the Platform
7.30-10.30 p.m.	Evening meeting (if required)

**Day 6, Saturday,
26 January**

Time	Work
10 a.m.-1 p.m.	Consideration of all pending agenda items
3-4.30 p.m.	Agenda item 9: Provisional agenda, date and venue of future sessions of the Plenary of the Platform
4.30-5.30 p.m.	Agenda item 10: Adoption of decisions and the report of the session
5.30-6 p.m.	Agenda item 11: Closure of the session <ul style="list-style-type: none">• Closing remarks by the representative of the Executive Director of UNEP• Closing remarks by the Chair
