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**United Nations
Environment
Programme**

**Plenary meeting to determine modalities and institutional
arrangements for an intergovernmental science-policy
platform on biodiversity and ecosystem services
Second session**

Panama City, 16–21 April 2012

Annotations to the provisional agenda

Item 1: Opening of the session

1. The second session of the plenary meeting to determine modalities and institutional arrangements for an intergovernmental science-policy platform on biodiversity and ecosystem services will be held in Panama City from 16 to 21 April 2012 at a venue to be determined. The meeting will be opened at 10 a.m. on Monday, 16 April 2012, by the Executive Director of the United Nations Environment Programme (UNEP) or his representative.

Item 2: Organizational matters

2. Since the meeting is convened under the auspices of the Governing Council of UNEP pursuant to its decision 26/4 of 24 February 2011, the rules of procedure of the Governing Council of UNEP will be applied, *mutatis mutandis*, to the proceedings of the meeting.

(a) Officers

3. At the first session of the plenary meeting, held in Nairobi from 3 to 7 October 2011, it was agreed that the following officers elected at that session would serve as Bureau members during the second session:

Chair: Mr. Robert Watson (United Kingdom of Great Britain and Northern Ireland),
Western European and other States

Vice-Chairs: Ms. Zena Nzibo (Kenya), African States

Mr. Atsushi Suginaka (Japan), Asian States

Ms. Senka Barudanovich (Bosnia and Herzegovina), Eastern European States

Mr. Hesiquio Benitez (Mexico), Latin American and Caribbean States

(b) Adoption of the agenda

4. Subject to the rules of procedure, the representatives may wish to adopt the agenda, amended as appropriate, on the basis of the provisional agenda set forth in document UNEP/IPBES.MI/2/1.

(c) Organization of work

5. It is suggested that deliberations should take place in the form of plenary sessions. When deemed necessary, however, the representatives may wish to establish smaller working groups to discuss specific matters.

6. It is suggested that sessions should be held from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

7. For plenary sessions, simultaneous interpretation in the six official languages of the United Nations will be provided.

Item 3: Credentials of representatives

8. All States that are members of the United Nations, of specialized agencies or of the International Atomic Energy Agency are invited to participate in the meeting. The representatives of those States represented at the meeting should submit to the secretariat their credentials, issued by the Head of State or Government or Minister for Foreign Affairs, no later than 24 hours after the opening of the meeting. Such credentials are required for the representatives to take necessary decisions at the meeting. The relevant United Nations bodies, funds, programmes and agencies, and other relevant organizations may be represented in the meeting as observers.

9. In accordance with rule 17 of the rules of procedure, the credentials of representatives of Governments at the meeting will be examined by the Bureau, which will report thereon. It should be noted that, under rule 16, each Government is to be represented by one accredited representative, who may be accompanied by alternate representatives and advisers.

Item 4: Consideration of the modalities and institutional arrangements for an intergovernmental science-policy platform on biodiversity and ecosystem services

10. Building upon the deliberations at the first session of the plenary meeting, the representatives may wish further to consider the modalities and institutional arrangements for the platform, with a view to recommending those matters to the governing body of the platform for its consideration.

(a) Work programme of the platform

11. The representatives will have before them a note by the secretariat on possible elements of the work programme of the platform (UNEP/IPBES.MI/2/2), prepared by incorporating comments received from Governments and organizations through an intersessional review process. The representatives may wish to discuss the information provided with a view to making recommendations on this matter.

(b) Functions and structures of bodies that might be established under the platform

12. The representatives will have before them a note by the secretariat on the functions and structures of bodies that might be established under the platform (UNEP/IPBES.MI/2/3), in which the outcome of the deliberations at the first session on the matter is reproduced. The representatives may wish further to discuss the information provided with a view to making recommendations on these matters.

(c) Rules and procedures

(i) Rules of procedure for the meetings of the platform's plenary

13. The representatives will have before them a note by the secretariat on rules of procedure for the meetings of the platform's plenary (UNEP/IPBES.MI/2/4), which is a compilation of proposals received from Governments and organizations through an intersessional review process on the basis of a note by the secretariat on the rules of procedure for the platform's plenary prepared for the first session (UNEP/IPBES.MI/1/5). The representatives may wish to discuss the information provided with a view to making recommendations on these matters, including on the process for the nomination and selection of the Chair and vice-chairs of the platform's plenary.

(i) Other procedures for the platform's operation

14. The above-mentioned note (UNEP/IPBES.MI/2/4) also contains proposals on additional elements to the draft rules of procedure to support the platform's functions received through an intersessional review process. The representatives may wish to discuss the information provided with a view to making recommendations on these matters.

(d) Physical location of the platform's secretariat

15. The representatives will have before them a note by the secretariat containing the executive summaries of offers submitted to the Chair of the Bureau by the Governments of France, Germany, India, Kenya and the Republic of Korea to provide the physical location of the secretariat of the platform (UNEP/IPBES.MI/2/5). The full text of the offers, in English only, may be found in document UNEP/IPBES.MI/2/5/Add.1. The representatives may wish to discuss the information

presented, taking into account the elements that might be considered in selecting the physical location of the platform's secretariat as contained in annex III to the report of the first session (UNEP/IPBES.MI/1/8), with a view to making recommendations on this matter.

(e) Host institution or institutions

16. The representatives will have before them a note by the secretariat on a joint proposal submitted to the Chair of the Bureau 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 to host the platform's secretariat (UNEP/IPBES.MI/2/6). The representatives may wish to discuss the information presented therein and, in doing so, take into account the elements that might be considered in selecting the host institution or institutions of the platform's secretariat as contained in annex III to the report of the first session (UNEP/IPBES.MI/1/8), with a view to making recommendations on this matter.

(f) Budget

17. The representatives will have before them a note by the secretariat on indicative budget requirements for the administration and implementation of the platform (UNEP/IPBES.MI/2/7). The representatives may wish to refer also to the note by the secretariat on case studies of budget requirements for assessments (UNEP/IPBES.MI/2/INF/3) and to consider financing options, including potential contributions to the platform from Governments represented at the meeting, to determine the availability of resources for the platform's budget. The representatives may wish to discuss the information provided with a view to making recommendations on this matter.

(g) Legal issues relating to the establishment and operationalization of the platform

18. Building upon the deliberations at the first session of the plenary meeting, the representatives may wish further to consider the legal issues associated with the establishment and operationalization of the platform, bearing in mind the information made available at the first session, which has been reproduced in a note by the secretariat on legal issues relating to the establishment and operationalization of the platform (UNEP/IPBES.MI/2/8).

19. The representatives may also wish to take note of the information provided in the following documents:

- (a) Scenario note for the second session of the plenary meeting (UNEP/IPBES.MI/2/INF/1);
- (b) Collation of decisions made by governing and subsidiary bodies of relevant organizations and bodies on an intergovernmental science-policy platform on biodiversity and ecosystem services (UNEP/IPBES.MI/2/INF/2).

20. In addition to the above documents, the representatives may wish to refer to other documents made available at previous meetings on the platform, available at www.ipbes.net.

Item 5: Adoption of recommendations and decisions

21. The government representatives may wish to consider adopting recommendations and decisions on the basis of the deliberations during the session.

Item 6: Adoption of the report

22. The government representatives will be invited to consider and adopt the report of the meeting on the basis of the draft report prepared by the rapporteur.

Item 7: Closure of the session

23. It is expected that the session will be closed by the Chair by 6 p.m. on Saturday, 21 April 2012.