



## United Nations Environment Programme

Distr.: General  
15 September 2011

English only

---

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

Nairobi, 3–7 October 2011  
Item 2 of the provisional agenda\*

#### Organizational matters

### Scenario note

#### Note by the secretariat

1. The present scenario note is intended to provide information on initial planning and expectations to assist representatives in preparing for and conducting discussions at the plenary meeting to determine modalities and institutional arrangements for an intergovernmental science-policy platform on biodiversity and ecosystem services, which is being convened to operationalize the platform fully in accordance with decision 26/4 of the Governing Council of the United Nations Environment Programme (UNEP), based on the request of the General Assembly in its resolution 65/162 of 20 December 2010.
2. It is expected that two sessions of the plenary meeting will be required to determine the modalities and institutional arrangements for the platform and thus achieve the objective of the meeting. The first session will be held at the headquarters of UNEP in Nairobi from 3 to 7 October 2011. Subject to the outcomes of that session, it is envisaged that a second session will be held in the first half of 2012 further to consider and determine the modalities and institutional arrangements for the platform with a view to taking all the actions necessary for its full operationalization.

### I. Organization of work

3. The first session will consist of five days of deliberations from Monday, 3 October 2011, to Friday, 7 October 2011. Subject to agreement by representatives, there will be two three-hour meetings per day, one from 10 a.m. to 1 p.m., and the other from 3 p.m. to 6 p.m. Provision has been made for two evening meetings, should the representatives decide that they are needed. Simultaneous interpretation into the six official languages of the United Nations will be provided during each meeting.
4. The session will be opened at 10 a.m. on Monday, 3 October 2011, by Mr. Achim Steiner, Executive Director of UNEP, or by a representative of the Executive Director. Opening remarks will also be made by a representative of the Government of Kenya. The opening statements will be followed immediately by the election of a chair of the meeting from among the government representatives present. The Chair will then oversee the election of four vice-chairs, taking into account the principle of equitable geographical representation from the five United Nations regions. The Chair and vice-chairs (one of whom will act as rapporteur) will form the Bureau of the meeting.

---

\* UNEP/IPBES.MI/1/1.

The Bureau, once elected and if so agreed by the representatives, will serve throughout the two sessions of the plenary meeting, but a new bureau will later need to be elected for the platform itself.

5. As the plenary meeting is convened in accordance with decision 26/4 of the Governing Council of UNEP, based on the above-mentioned request of the General Assembly, the rules of procedure of the Governing Council will apply mutatis mutandis to the proceedings of the plenary meeting.
6. All States that are members of the United Nations, of specialized agencies or of the International Atomic Energy Agency are invited to participate fully 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, before the meeting and in any case no later than 24 hours after the opening of the meeting. Only those representatives thus accredited with the respective credentials are entitled to participate in decision-making on procedural and substantive matters at the meeting. United Nations bodies, funds, programmes and agencies, together with other relevant organizations, may be represented as observers.
7. It should be noted that, under rule 16 of the rules of procedure, each Government is to be represented by one accredited representative, who may be accompanied by alternative representatives and advisers.
8. Subject to the rules of procedure, representatives will adopt the agenda, amended as appropriate, on the basis of the provisional agenda set forth in document UNEP/IPBES.MI/1/1.
9. In principle, discussions are expected to take place in plenary meetings. Working or drafting groups may, however, be established to consider specific issues. Unless agreed otherwise in a plenary meeting, those groups will meet outside the hours allocated to plenary meetings.
10. A report of the session will be prepared. It will contain a summary of the proceedings and, in its annexes, any outcomes of the session that the representatives may agree upon. Such outcomes might include resolutions as the basis for further action and recommendations to the governing body of the platform for its consideration. It is expected that the report and outcomes will be considered for adoption on Friday, 7 October 2011, after which the session will be declared closed.
11. In an effort to make the meeting as environmentally friendly as possible, the number of hard copies of documents available will be significantly reduced, with pre-session and in-session material being made available on the secretariat's website ([www.ipbes.net](http://www.ipbes.net)). To that end, representatives are encouraged to bring laptop computers to the session, as only a limited number will be available for loan at the venue. Further details on the paperless meeting format can be found in the information note, which is available at [www.ipbes.net/plenary-sessions/registration](http://www.ipbes.net/plenary-sessions/registration).
12. A side event may be held during the lunch break each day on matters of relevance to the deliberations. Details of those events can be found in the provisional timetable of events, which is available on the website and will be updated during the session. An initial draft of the programme is set out in the annex to the present note, without formal editing.

## **II. Consideration of the modalities and institutional arrangements for an intergovernmental science-policy platform on biodiversity and ecosystem services**

13. The organization of deliberations at the first session and how they might feed into deliberations at the second session are described below.

### **(a) Legal issues relating to the establishment and operationalization of the platform (agenda item 4 (a))**

14. Representatives may wish to consider the note by the secretariat on legal issues relating to the establishment and operationalization of the platform (UNEP/IPBES.MI/1/2) and the options outlined therein, in addition to the advice from the Office of Legal Affairs on that subject (UNEP/IPBES.MI/1/INF/9).

15. Representatives may wish to consider how best to achieve, as the outcome of the deliberations under this agenda item, a common understanding of the platform's legal basis. Representatives may also wish to consider adopting a resolution on the way forward regarding the establishment of the platform and its operationalization.

**(b) Functions and operating principles of the platform (agenda item 4 (b))**

16. After discussing the legal issues relating to establishment and operationalization, representatives may wish to consider the note by the secretariat on functions and operating principles of the platform (UNEP/IPBES.MI/1/3), which reflects the Busan outcome.

17. Representatives may wish to make further recommendations on the functions and operating principles that will govern the platform and its work, and consider modalities and institutional arrangements for the platform. The outcome of this agenda item might be agreement on the platform's main functions and operating principles, which might form the platform's overarching institutional framework within which the functions and structures of bodies to be established under the platform and rules of procedure for meetings of those bodies and other procedures will be considered.

**(c) Functions and structures of bodies that might be established under the platform (agenda item 4 (c))**

18. After discussing the platform's overall functions and operating principles, representatives may wish to consider the note by the secretariat on possible functions and structures of bodies that might be established under the platform (UNEP/IPBES.MI/1/4).

19. Representatives may wish to make consider and recommendations on the membership of the platform's plenary, the participation of United Nations bodies and other intergovernmental and non-governmental organizations, the functions of the plenary, the composition and functions of the officers of the plenary and the criteria for the selection of those officers.

20. Representatives may also wish to consider and make recommendations on the possible functions of any subsidiary bodies of the platform, such as a bureau (which might be distinct from a bureau composed of a chair and vice-chairs), executive committee or science panel, in addition to potential options for the structure and composition of subsidiary bodies as described in the note.

21. Options relating to working groups under the platform may also be considered, while recognizing that the details of such arrangements might be better considered after discussion of the platform's work programme. Therefore, while initial discussion on this matter could be held at the first session of the plenary meeting, discussion of further details on arrangements for working groups might be held at its second session.

22. Representatives may also wish to consider and make recommendations on the functions of the platform's secretariat, in addition to its potential structure and composition. Representatives may wish to refer to the note by the secretariat on indicative and possible budget requirements for the administration and implementation of the platform (UNEP/IPBES.MI/1/INF/7). The process and criteria for selecting host institutions to provide the recommended secretariat functions will be considered under agenda item 4 (e), and it may be useful to have discussed the potential functions and composition of the platform's secretariat before offers to host the secretariat are submitted.

23. In their discussions, representatives may also wish to take into consideration the information document entitled, "Analysis of the possible institutional arrangements envisaged in the Busan outcome, with the structures and functions of the Intergovernmental Panel on Climate Change and related recommendations of the InterAcademy Council" (UNEP/IPBES.MI/1/INF/8), in addition to other information documents relating to the platform's work programme.

24. The outcome of this agenda item might be recommendations on the composition and functions of the plenary and the subsidiary bodies required for the effective and efficient functioning of the platform, including their functions, structure and composition. At the first session, these might be focused on the functions of the plenary, the need for a bureau, executive committee and science panel and the functions, structure and composition of the platform's secretariat. Consideration of working groups and task forces might take place at the second session of the plenary meeting, once the issues relating to the platform's programme of work have been considered.

**(d) Rules of procedure for meetings of the platform (agenda item 4 (d))**

25. Representatives may wish to consider the note by the secretariat on rules of procedure for meetings of the platform (UNEP/IPBES.MI/1/5). At this stage, the rules refer only to meetings of the platform's plenary. Representatives may wish to consider and make recommendations on the draft rules of procedure.

26. Subject to eventual agreement on the initial work programme of the platform, the draft rules of procedure might be supplemented by additional sets of rules or guidance to govern, for example, the meetings of other bodies of the platform and working groups, procedures for receiving and prioritizing requests and procedures for the development and implementation of the agreed programme of work.

Once the hosting arrangements for the platform's secretariat are identified, financial rules and procedures will also need to be agreed upon for the administration and management of the platform's trust fund. Rules and procedures to regulate the periodic independent review and evaluation of the efficiency and effectiveness of the platform will also be considered at a later stage, in accordance with the Busan outcome.

27. The outcome of this agenda item might be an initial reading and consideration of the draft rules of procedure for meetings of the platform's plenary, which might, at the second session of the plenary, be agreed upon in full, together with a recommendation to submit the agreed text of the draft rules of procedure to the platform's plenary for adoption.

**(e) Process and criteria for selecting the host institution or institutions and the physical location of the platform's secretariat (agenda item 4 (e))**

28. Representatives may wish to consider the note by the secretariat on the process and criteria for selecting the host institution or institutions and the physical location of the platform's secretariat (UNEP/IPBES.MI/1/6), and may wish to reach agreement on the subject.

29. Based on the agreed process and criteria, interested United Nations organizations, agencies, funds and programmes may be invited to express their interest in hosting the platform's secretariat, and interested Governments invited to submit offers to provide the physical location of the platform's secretariat for consideration at the second session of the plenary meeting.

30. To facilitate the deliberations at the second session, representatives at the first session might request the Bureau to undertake a preliminary review of any offers, before the second session, to determine whether the quality and quantity of the information provided in those offers satisfies the criteria agreed upon by representatives at the first session. Alternatively, representatives might consider establishing an ad hoc intersessional committee to undertake such work. Any conflicts of interest may need to be considered in undertaking this or another agreed process. At the second session, representatives might consider the information submitted with a view to determining both the institutional and physical hosting arrangements for the platform.

31. The outcome of this agenda item might be agreement on the process to be followed and criteria to be used to select the host institution or institutions and the physical location of the platform's secretariat.

**(f) Work programme of the platform (agenda item 4 (f))**

32. Having considered the above matters, representatives may wish to consider the work programme of the platform, based on the information contained in the note by the secretariat on the possible work programme of the platform (UNEP/IPBES.MI/1/7), supplemented by the following information documents on options for the work programme of the platform: knowledge generation (UNEP/IPBES.MI/1/INF/3); assessments (UNEP/IPBES.MI/1/INF/4); policy support (UNEP/IPBES.MI/1/INF/5); and capacity-building (UNEP/IPBES.MI/1/INF/6).

33. In addition, the outcomes of various informal expert workshops held to inform and support discussions on the work programme might also provide useful information. The materials available include the report of an international expert meeting on the platform and capacity-building, held in Trondheim, Norway, from 25 to 27 May 2011 (UNEP/IPBES.MI/1/INF/10); the report of a meeting of scientific organizations on the generation of knowledge function of the platform, held in Paris on 10 June 2011 (UNEP/IPBES.MI/1/INF/11); and the report of a meeting on assessments convened by the Governments of Japan and South Africa in Tokyo (UNEP/IPBES.MI/1/INF/12).

34. Options for the platform's initial work programme, based on the deliberations at the first session of the plenary meeting, could be developed by the secretariat for consideration at the second session.

35. The outcome of this agenda item might be an initial exchange of ideas on elements of the platform's work programme, such that a more detailed working paper on the initial work programme could be prepared for consideration at the second session.

### **III. Outcomes of the meeting and the way forward**

36. Before the adoption of any recommendations and resolutions, and in accordance with rule 17 of the rules of procedure of the Governing Council of UNEP, the credentials of representatives of Governments participating in the meeting will be examined by the Bureau. The Bureau will report on the outcome of its examination of credentials on the morning of Friday, 7 October 2011.

37. Having considered the above matters, and with due attention paid to the report of the Bureau on credentials, representatives may wish to consider adopting recommendations and resolutions on the basis of the deliberations during the session, and the report of the meeting, which will be based on a draft prepared by the rapporteur.

38. Subject to agreement by representatives on the organization of the work of the plenary meeting, it is expected that the second session of the plenary meeting will be held in the first half of 2012. Discussions at that session might focus on the remaining issues relating to the modalities and institutional arrangements for the platform, such as a detailed work programme, a provisional budget for the platform's work and administration, the remaining aspects of the platform's structures and functions, including potential working groups, the platform's institutional arrangements and the physical location of its secretariat, and any additional rules and procedures necessary to operationalize the platform, including those relating to receiving and prioritizing requests and the development and implementation of the agreed functions of the programme of work. Financial procedures for the platform may also be considered, subject to the agreement on the institutional arrangements for the platform's secretariat.

## Annex

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

Time	Room	Event	Relevant Documents
<b>SATURDAY 1ST OCTOBER</b>			
1000-1700	Visitors Pavilion	Registration Opens	
<b>SUNDAY 2ND OCTOBER</b>			
0800 - 1700	Visitors Pavilion	Registration Opens	
1000 - 1600	CR4	Informal Stakeholder Meeting	
<b>DAY 1 - MONDAY 3RD OCTOBER</b>			
0700 - 1800	Visitors Pavilion	Registration	
0800 - 1000	TBD	Regional Meetings	
1000 - 1100	CR-1	<b>Agenda Item 1: Opening of the Session</b> <b>Opening Statement</b> by UNEP Executive Director <b>Welcoming address</b> by Representative from Kenyan Government	UNEP/IPBES.MI/1/1, UNEP/IPBES.MI/1/Add.1, UNEP/IPBES.MI/1/INF/1
1100 - 1200	CR-1	<b>Agenda Item 2: Organizational Matters</b> (a) Election of officers (b) Adoption of the agenda (c) Organization of work <b>Agenda Item 3: Credentials of representatives</b> Examination of credentials of Government representatives by the Bureau	UNEP/IPBES.MI/1/1, UNEP/IPBES.MI/1/Add.1, UNEP/IPBES.MI/1/INF/1
1200 - 1300	CR-1	<b>Agenda Item 4: Consideration of the modalities and institutional arrangements for an intergovernmental science-policy platform on biodiversity and ecosystem services</b> (a) Legal issues relating to the establishment and operationalization of the platform	UNEP/IPBES.MI/1/2, UNEP/IPBES.MI/1/INF/9 UNEP/IPBES.MI/1/INF/1
1300 - 15.00	TBD	<b>LUNCH BREAK</b> Side events	

1500 - 1800	CR-1	<p><b>Agenda Item 4: Consideration of the modalities and institutional arrangements for an intergovernmental science-policy platform on biodiversity and ecosystem services</b></p> <p>(a) Legal issues relating to the establishment and operationalization of the platform</p> <p>(b) Functions and operating principles of the platform</p>	<p>UNEP/IPBES.MI/1/2, UNEP/IPBES.MI/1/INF/9, UNEP/IPBES.MI/1/3, UNEP/IPBES.MI/1/INF/1, UNEP/IPBES.MI/1/INF/2</p>
<b>DAY 2 - TUESDAY 4TH OCTOBER</b>			
0700 - 1800	Visitors Pavilion	Registration	
0800 - 1000	TBD	Regional Meetings	
1000 - 1300	CR-1	<p><b>Agenda Item 4: Consideration of the modalities and institutional arrangements for an intergovernmental science-policy platform on biodiversity and ecosystem services</b></p> <p>(c) Functions and structures of bodies that might be established under the platform</p>	<p>UNEP/IPBES.MI/1/4, UNEP/IPBES.MI/1/INF/7, UNEP/IPBES.MI/1/INF/8</p>
1300 - 1500	TBD	<p><b>LUNCH BREAK</b></p> <p>Side events</p>	
1500 - 1800	CR-1	<p><b>Agenda Item 4: Consideration of the modalities and institutional arrangements for an intergovernmental science-policy platform on biodiversity and ecosystem services</b></p> <p>(c) Functions and structures of bodies that might be established under the platform</p>	<p>UNEP/IPBES.MI/1/4, UNEP/IPBES.MI/1/INF/7, UNEP/IPBES.MI/1/INF/8</p>
<b>DAY 3 - WEDNESDAY 5TH OCTOBER</b>			
0700 - 1800	Visitors Pavilion	Registration	
0800 - 1000	TBD	Regional Meetings	
1000 - 1300	CR-1	<p><b>Agenda Item 4: Consideration of the modalities and institutional arrangements for an intergovernmental science-policy platform on biodiversity and ecosystem services</b></p> <p>(d) Rules of procedure for the meeting</p>	<p>UNEP/IPBES.MI/1/5</p>
1300 - 1500	TBD	<p><b>LUNCH BREAK</b></p> <p>Side events</p>	

1500 - 1800	CR-1	<b>Agenda Item 4: Consideration of the modalities and institutional arrangements for an intergovernmental science-policy platform on biodiversity and ecosystem services</b> (e) Process and criteria for selecting the host institution and the physical location of the platform's secretariat	UNEP/IPBES.MI/1/6
1900 - 2200	CR-1	<b>Evening session (if required)</b>	
<b>DAY 4 - THURSDAY 6TH OCTOBER</b>			
0700 - 1800	Visitors Pavilion	Registration	
08.00 - 1000	TBD	Regional Meetings	
1000 - 1300	CR-1	<b>Agenda Item 4: Consideration of the modalities and institutional arrangements for an intergovernmental science-policy platform on biodiversity and ecosystem services</b> (e) Process and criteria for selecting the host institution and the physical location of the platform's secretariat	UNEP/IPBES.MI/1/6
1300 - 1500	TBD	<b>LUNCH BREAK</b> Side events	
1500 - 1800	CR-1	<b>Agenda Item 4: Consideration of the modalities and institutional arrangements for an intergovernmental science-policy platform on biodiversity and ecosystem services</b> (f) Work programme of the platform	UNEP/IPBES.MI/1/7, UNEP/IPBES.MI/1/INF/3, UNEP/IPBES.MI/1/INF/4, UNEP/IPBES.MI/1/INF/5, UNEP/IPBES.MI/1/INF/6, UNEP/IPBES.MI/1/INF/7, UNEP/IPBES.MI/1/INF/10, UNEP/IPBES.MI/1/INF/11, UNEP/IPBES.MI/1/INF/12
1900 - 2200	CR-1	<b>Evening session (if required)</b>	
<b>DAY 5- FRIDAY 7TH OCTOBER</b>			
0700 - 1800	Visitors Pavilion	Registration	
0800 - 1000	TBD	Regional Meetings	
1000 - 1300	CR-1	Adoption of resolutions and recommendations	
1300 - 1500	TBD	<b>LUNCH BREAK</b> Side events and press events	
1500 - 1800	CR-1	<b>Adoption of resolutions and recommendations</b>	