

**Report of the joint meeting of the bureaus of the Conferences of the Parties to
the Basel, Rotterdam and Stockholm conventions
Geneva, Switzerland, 26 March 2011**

1. Opening of the meeting

1. The bureaus of the Conferences of the Parties to the Basel, Rotterdam and Stockholm conventions met jointly at the International Environment House, Geneva, on Saturday, 26 March 2011. The list of participants is contained in Annex I to the present meeting report.
2. The meeting was opened by Mr. Osvaldo Alvarez (Chile) at 10:20 am. For the sake of time saving and making the meetings of the joint bureaus more efficient, the bureaus decided that each meeting of the joint bureaus should be chaired by one of the Presidents of the Conferences of the Parties. The chairmanship would be rotated among the Presidents in alphabetical order, starting with the President of the Conference of the Parties to the Basel Convention for the present meeting. Mr. Alvarez chaired the meeting on behalf of the President of the Conference of the Parties to the Basel Convention, H.E. Prof. Dr. Gusti M. Hatta (Indonesia), who was unable to attend the meeting. Opening remarks were given by the Presidents to the Conferences of the Parties to the Basel, Rotterdam and Stockholm conventions, as well as the Executive Secretaries of the Secretariats of the three conventions.
3. Mr. Alvarez noted that the UNEP Executive Director had informed the members of the three bureaus that the Joint Head for the Basel Convention Secretariat, the Stockholm Convention Secretariat and the UNEP part of the Rotterdam Convention Secretariat had been appointed. Mr. Jim Willis (United States of America) had been chosen to fill this position.
4. Many members, while welcoming the appointment of Mr. Willis as joint head expressed regret that the appointment had been made at such a late stage. Members also noted the late timing of this bureau meeting and that all three bureaus had in fact already last year requested that a joint bureau meeting be held in order to allow for the bureaus to take part in, inter alia, the preparations of the meeting documents pertaining to synergies.

2. Adoption of the agenda

5. The agenda as adopted by the bureaus is contained in Annex II to the present report. The Bureau agreed that under agenda item 8 "Other matters", it would discuss the modalities of future joint meetings of the bureaus and under agenda item 6 "Issues on the substantive items relating to the omnibus and synergy decisions" the options for enhancing synergies in the long term.

3. Update by UNEP on the consultative process on financing options for chemicals and wastes

6. Ms. Noluzuko Gwayi (South Africa), President of the Conference of the Parties to the Rotterdam Convention, introduced this agenda item. As one of the co-chairs of the 3rd meeting of the consultative process on financing options for chemicals and wastes, organised by the United Nations Environment Programme (UNEP) on 10-11 January 2011 in Pretoria, South Africa, she summarized the objectives, activities and outcomes of the consultative process so far. Mr. Jacob Duer (UNEP) added information on the main outcomes of the meeting in Pretoria introducing the Pretoria Roadmap, a document outlining the outcomes of the discussions and planned future activities. With regard to upcoming activities Mr. Duer mentioned the comparative analysis of the elements of the four tracks that have been identified as key options for financing chemicals and wastes as well as the organization of the fourth¹ and fifth² meetings of the consultative process in

¹ Scheduled to take place on 4-5 May 2011 in New York, during the first week of the 19th session of the United Nations Commission on Sustainable Development

² Scheduled to take place back-to-back with the tenth meeting of the Conference of the Parties to the Basel Convention in Cartagena, Colombia, in October 2011

2011. He also mentioned that the recommendations that will be developed at the 5th meeting will be sent to the 12th Special Session of the UNEP Governing Council as well as to the third meeting of the International Conference on Chemicals Management in 2012 and, subsequently, to the 27th session of the UNEP Governing Council in 2013.

7. The bureaux took note of the information provided. The ensuing discussions focused on how to raise awareness on this process, for Conventions to be informed on this process and to ensure that all stakeholders could provide input into the process. Mr. Duer explained that activities were already undertaken to make the process widely known. A dedicated webpage had been set up on the UNEP website, documents had been presented to the UNEP Governing Council, a side event had been held during the UNEP Governing Council and an information paper³ had been prepared for the fifth meeting of the Conferences of the Parties to the Stockholm Convention. In addition, the bureau members suggested that all countries should try to raise awareness on the process and make sure that it is considered at relevant meetings. Mr. Duer was asked to send an email to the bureau members once the documents for the fourth meeting of the consultative process to be held on 4-5 May 2011 in New York, USA were available on the webpage.

4. Progress made on the implementation of the omnibus and synergies decisions

8. Mr. Nelson Sabogal (Secretariat of the Basel Convention) reported on progress made on the implementation of the omnibus⁴ and synergies decisions⁵, including the progress regarding joint activities, joint services, synchronization of budget cycles, joint audits, and review arrangements. He mentioned that progress reports were contained in the documents related to enhancing coordination and cooperation among the Basel, Rotterdam and Stockholm conventions presented to the Conferences of the Parties in 2011. The relevant documents, as submitted to the Conference of the Parties to the Stockholm Convention, are listed in Annex III to the present report. The documents submitted to the Conferences of the Parties to the Rotterdam and Basel Conventions will be identical in content.

9. Mr. Sabogal highlighted that document UNEP/POPS/COP.5/INF/14 contains the report on joint activities carried out by the three Secretariats during 2009 and 2010 to support the implementation by Parties of the Basel, Rotterdam and Stockholm conventions; UNEP/POPS/COP.5/INF/15 contains reports by Parties, Basel and Stockholm convention's regional centres and non-governmental organizations.

10. Mr. Sabogal explained that information submitted by the Inter-Organization Programme for the Sound Management of Chemicals (IOMC) on efforts to promote programmatic cooperation and coordination and on activities to implement the synergies decisions by 6 organizations, namely FAO, UNITAR, WHO, WORLD BANK, OECD and UNDP is in document UNEP/POPS/COP.5/INF/49.

11. The bureaux took note of the information provided and emphasized that they would like to receive progress reports on the implementation of the synergies decisions at all relevant meetings such as bureau meetings and meetings of the Conferences of the Parties.

12. In ensuing discussions, the bureau members expressed their concern that no significant progress had been made on activities to streamline national reporting formats under the Basel and Stockholm conventions, as requested in section II, part A, paragraph 1 of the synergies decisions. The bureau members noted that reporting under the Stockholm Convention was considered easier due to the fact that national reports were only to be provided every four years using an electronic online reporting system and that financial support from the Global Environment Facility was available under the process of updating National Implementation Plans. Reporting under the Basel

³ UNEP/POPS/COP.5/INF/48

⁴ Decision BC.Ex 1/1 of the Conference of Parties to the Basel Convention, decision RC.Ex 1/1 of the Conference of the Parties to the Rotterdam Convention and decision SC.Ex-1/1 of the Conference of the Parties to the Stockholm Convention

⁵ Decision IX/10 of the Conference of the Parties to the Basel Convention, decision RC-4/11 of the Conference of the Parties to the Rotterdam Convention and decision SC-4/34 of the Conference of the Parties to the Stockholm Convention

Convention is due every year and is considered to be more cumbersome. In addition, no financial support for reporting is available under the Basel Convention.

13. The bureau members discussed how synergies could help increase the response rate of reports received in particular under the Basel Convention and suggested that the Conference of the Parties to the Basel Convention may wish to look into the reporting system adopted by the Conference of the Parties to the Stockholm Convention and apply lessons learned from this system with a view to enhance the response rate.

14. It was recommended that the Secretariat of the Basel Convention prepare recommendations for increasing the number of reports received for discussion at the tenth meeting of the Conference of the Parties to the Basel Convention. At that meeting, the Parties to the Basel Convention could then decide whether they would like to adapt their reporting format.

5. Schedule of the discussion of the synergy issues at the three COPs

15. Mr. David Ogden (Secretariat of the Stockholm Convention) introduced this agenda item, mentioning that the Conferences of the Parties to the Basel, Rotterdam and Stockholm conventions needed to take substantively identical decisions in order to put in place several arrangements for the next phase of the synergies process. He underlined the importance of reaching a decision at the Conference of the Parties to the Stockholm Convention that is acceptable to the Basel and Rotterdam Convention meetings.

16. Mr. Ogden noted that the meeting documents on synergies for the Conference of the Parties to the Stockholm Convention were associated with each other with the document number UNEP/POPS/COP.5/32 with six addendums. The possible action listed in each meeting document formed the starting point for discussion of a decision on enhancing cooperation and coordination among the Basel, Rotterdam and Stockholm Convention. Mr. Ogden explained that the current planning is for the discussions on synergies to take place on Tuesday afternoon, 26 April 2011. Following the discussion, the plenary might wish to ask the Secretariat to prepare a draft decision based on the discussion and on the possible action set out in the meeting documents for consideration later in the week. Alternatively, a contact or other group could be tasked with preparing a draft decision, depending on whether delegates felt that more in-depth discussions of the synergies issues were required.

17. The bureau took note of the information provided. In the ensuing discussions, the secretariats clarified that the same documents will be submitted to the Conferences of the Parties to the three conventions and that the documents had been developed jointly by the three secretariats. While all the three conferences of the Parties would treat the synergies issues with importance and in a similar manner, more time for negotiations would likely be required at the fifth meeting of the Conference of the Parties to the Stockholm Convention, which is the first such meeting of the three chemicals and waste conventions in 2011.

18. The secretariats furthermore outlined how they were organizing the three paperless meetings of the Conferences of the Parties: Even though laptops will be made available for those delegates that do not have a laptop, delegates are encouraged to bring their own laptop in order to reduce costs and ease logistics at the meetings.

19. The bureau members emphasized the importance of the Parties developing decisions at the meeting of the Conference of the Parties to the Stockholm Convention that are acceptable to the Rotterdam and Basel meetings, in order to avoid that the decisions need to be sent back to the next round of Conferences of the Parties in 2013.

20. The bureau recommended that taking into account the legal autonomy of each convention to set up its agenda for the meeting of the Conference of the Parties, synergies should be treated in a consistent manner at the three meetings of the Conferences of the Parties.

6. Issues on the substantive items relating to the omnibus and synergy decisions

(a) Joint activities

21. Mr. Sabogal introduced this item, informing the bureau members about the relevant documents and information documents, namely UNEP/POPS/COP.5/32/Add.1, UNEP/POPS/COP.5/32/INF/14, UNEP/POPS/COP.5/INF/15, UNEP/POPS/COP.5/INF/16, UNEP/POPS/COP.5/INF/17, UNEP/POPS/COP.5/INF/46 and UNEP/POPS/COP.5/INF/49. The main document, UNEP/POPS/COP.5/32/Add.1 contains the 21 proposed cross-cutting and joint activities for possible inclusion in the programmes of work of the three conventions for 2012–2013, as well as a revised joint workplan for the development of a clearing house mechanism serving the three conventions. He mentioned that the document needed to be consulted in conjunction with the budget document of each meeting of the Conference of the Parties⁶.

22. The bureau members took note of the information provided. The ensuing discussions focused on the fact that the discussions on this agenda item at the meetings of the Conferences of the Parties would be closely related to the budget discussions. It was therefore important to have good communication between the budget contact group and the plenary or potential contact group discussing synergies at all three meetings of the Conferences of the Parties. The Parties will need to decide which activities they would like to implement and if those should be included in the regular or voluntary budgets. It was noted that funding under the voluntary budget was usually received with an earmarking for specific activities.

(b) Joint managerial functions

23. On this agenda item, Mr. Duer, on behalf of the UNEP Executive Director officially announced that Mr. Jim Willis (United States of America) had been appointed Joint Head for the Basel Convention Secretariat, the Stockholm Convention Secretariat and the UNEP part of the Rotterdam Convention Secretariat. Mr. Willis is expected to join the Secretariats on 18 April 2011, in time to attend the fifth meeting of the Conference of the Parties to the Stockholm Convention.

24. The relevant document on joint managerial functions (UNEP/POPS/COP.5/32/Add.2) that is to include a proposal to modify the organization of the Basel Convention Secretariat, the Stockholm Convention Secretariat and the UNEP part of the Rotterdam Convention Secretariat, could not be prepared without the input from the Joint Head.

25. UNEP and the secretariats assured that consultations were already on-going with Mr. Willis, and that he will be fully briefed on these issues before the fifth meeting of the Conference of the Parties.

26. The bureau members expressed their concern that the appointment of the Joint Head had been delayed and that they hoped that the missing document UNEP/POPS/COP.5/32/Add.2 would be prepared soon. Mr. Duer asked the bureau members for their indulgence on this issue and indicated that the document will only be available shortly before the meeting of the Conference of the Parties to the Stockholm Convention.

27. He reminded the bureau members that if the discussions on joint managerial functions would not take place at the Stockholm meeting, they would need to be deferred to the meeting in 2013, thus losing two years before the arrangements came into place.

28. The bureau members invited the Joint Head to take note of the report of the present bureau meeting and, if required, to get in touch with the Presidents of the three Conferences of the Parties in order to prepare the discussions on synergies at the upcoming meetings. The bureau members asked Mr. Duer to inform them when the document on joint managerial functions was available, since it was of great importance for preparing the discussions at the meetings of the Conferences of the Parties.

⁶ In the case of the Stockholm Convention, document UNEP/POPS/COP.5/35/Add.1.

(c) Joint services

29. Mr. Osmany Pereira (Joint Convention Services) introduced this item, summarizing the progress in the establishment of joint services as contained in document UNEP/POPS/COP.5/32/Add.3. Joint services for the three conventions had been established as requested on a permanent basis immediately after the simultaneous extraordinary meetings of the conferences of the parties.

30. Mr. Pereira reminded the bureau members that the proposal to modify joint services would be considered by the Conferences of the Parties together with the proposal to modify the technical units of the secretariats under the sub-item joint managerial functions. Both proposals will be included in document UNEP/POPS/COP.5/32/Add.2.

31. Concerning the integration of the basic information technology platform and services, the ExCOPs invited the donor community to provide voluntary funding to the amount of USD 80,000, but no funding had been received for this purpose until now, although the donor community had provided funds for the implementation of other synergies activities. Mr. Pereira clarified that the required USD 80,000 were a one-time cost required to bring the three conventions on the same platform, which included the acquisition of hardware, software and arrangements for certain services to be provided. The secretariats assured the meeting that they would continue fund-raising efforts to implement this remaining activity.

32. In response to a request by a member of the bureau, the Secretariat explained that part of the running costs for basic IT services currently provided to the Basel Convention Secretariat consists of a Service Level Agreement between UNEP and UNOG, which amounts to approximately USD 60,000 for the biennium, while equivalent services for the Rotterdam and Stockholm Convention Secretariats were provided internally by Secretariat staff. These costs are currently covered from the 13% programme support costs.

33. One bureau member mentioned that paragraph 16 of document UNEP/POPS/COP.5/32/Add.3 read as if the proposal for the re-organization of the secretariats had already been developed in consultation with the Joint Head. The Secretariat outlined that the document, at the fifth meeting of the Conference of the Parties of the Stockholm Convention, will in fact have been developed in consultation with the Joint Head and that this paragraph was intended to reflect this procedure. It was however mentioned that the paragraph can be revised to provide further clarification on this issue and to improve readability.

(d) Synchronization of budget cycles

34. Ms. Susanne Bengtsson (Joint Convention Services) explained that as mentioned in document UNEP/POPS/COP.5/32/Add.4 the synchronization of budget cycles was on-going. From the biennium 2012-2013, the budget cycles of the Basel and Rotterdam conventions will be in line with those of the Stockholm Convention, UNEP and FAO, enabling UNEP to produce coordinated financial statements for the three conventions.

35. The bureaus took note of the information provided.

(e) Joint audits

36. On this item, Ms. Bengtsson mentioned that as stated in document UNEP/POPS/COP.5/32/Add.5 the UNEP Office of Internal Oversight Services had included in its workplan for 2011 an audit of the strategic management of UNEP-administered multilateral environmental agreements with a view to providing reasonable assurance regarding the management of risk, strategic planning and compliance with regulations and rules. The Secretariat had not yet received information when exactly these audits will take place in 2011.

37. The bureaus took note of the information provided.

(f) Review arrangements

38. On this agenda item, Mr. Paul Whyllie (Secretariat of the Rotterdam Convention) explained that document UNEP/POPS/COP.5/32/Add.6 contained draft terms of reference for the two reports that would form the basis of the review: one report to be prepared by the secretariats and one report to be prepared by the Executive Director of UNEP in consultation with the Director-General of FAO.

39. The bureaux took note of the information provided and observed that review arrangements, together with joint managerial functions, could be the topics requiring most discussions at the meetings of the Conferences of the Parties. In particular the review by the Conferences of the Parties, which is based on the secretariats' report, might be negotiated in detail to make sure it addresses Parties' concerns.

40. Mr. Whyllie emphasized that the secretariats' report would be based on a questionnaire that would be sent to all Parties and invited the bureau members to support the secretariats in increasing the return rate of the questionnaires.

7. Communication and consultation with regions

41. Ms. Christine Fuell (Secretariat of the Rotterdam Convention) re-iterated that as the Conference of the Parties to the Stockholm Convention was expected to develop decisions that the subsequent meetings of the Conferences of the Parties to the Basel and Rotterdam conventions could agree upon, it was of utmost importance that all individuals working on one of the three conventions should take note of the issues outlined in the synergies documents that are presented to the Conference of the Parties to the Stockholm Convention. She urged all bureau members to communicate and consult with their regions as early and as much as possible, so that they prepared themselves to take decisions on synergies at the meeting of the Conference of the Parties to the Stockholm Convention.

42. The bureaux took note of this information. Ensuing discussions focused on how the bureaux could ensure that Parties came prepared to this meeting and how to draw attention to the Stockholm documents. The bureaux agreed that the Rotterdam and Basel Convention secretariats should send out a letter to their focal points and the permanent missions in Geneva to inform them about the discussions on synergies and to invite them to consult the relevant documents to prepare for the discussions. The reason for this is that the proposed joint activities, once agreed upon by the Conference of the Parties to the Stockholm Convention, are likely to have budgetary implications for the other two conventions.

43. The upcoming briefing for Permanent Missions on 5 April 2011 in Geneva and any relevant meetings on environmental topics will also be a good opportunity for raising awareness on the synergies issue. It was furthermore mentioned that the bureau members had an obligation to go back to their constituencies and inform them about the synergies discussion coming up at the Stockholm Convention meeting.

8. Other matters

44. Under other matters, the bureau discussed the following three items:

- a. Criteria for financing the participation of delegates from developing countries and countries with economies in transition in meetings of the Conferences of the Parties;
- b. Future joint meetings of the three bureaux;
- c. Chairing joint bureaux meetings.

45. Concerning criteria for the allocation of funding for facilitating the participation of Parties in meetings of the Conference of the Parties in the event that the available funds are insufficient to cover travel of all eligible Parties requesting it, the bureaux noted that criteria had already been adopted under the Rotterdam and Stockholm conventions⁷, and the Expanded Bureau of the ninth meeting of the Basel Convention at its second meeting,

⁷ Annex to Decision RC-4/12 of the Rotterdam Convention and SC-4/1 of the Stockholm Convention

held immediately prior to the joint bureau meeting, had also adopted criteria. The bureaus supported the idea that these criteria should be similar under the three conventions.

46. The bureaus decided to discuss at the meetings of the Conferences of the Parties in 2013 criteria for funding delegates from developing countries and countries with economies in transition to participate in meetings of the Conferences of the Parties.

47. On a general note, the bureaus expressed their concern that due to the fact that several international meetings on chemicals and wastes, including meetings of the Conferences of the Parties to the Basel, Rotterdam and Stockholm Conventions, two meetings of the Intergovernmental Negotiating Committee to prepare a global legally binding instrument on Mercury, and the Open-ended Working Group of the International Conference on Chemicals Management, were taking place this same year, it was difficult for the secretariats to raise sufficient funding to support all delegates from countries eligible for financial assistance.

48. Ms. Bengtsson informed the bureau members that to date, the Secretariat had only received funds to provide financial support for 62 of the 91 Parties that had requested such support in order to participate in the fifth Meeting of the Conference of the Parties to the Stockholm Convention. The approval process was based on the procedure adopted at the fourth meeting of the Conference of the Parties. She also informed the Joint Bureau members that regret letters have been sent to those 29 Parties, whose request for financial support had to be turned down. For the meeting of the Conference of the Parties to the Rotterdam Convention, the Secretariat had so far received 54 requests for financial support, compared to only USD 150,000 having been made available to provide such support. The situation for the Conference of the Parties to the Basel Convention was expected to be similar.

49. At the same time, Ms. Bengtsson outlined the procedure set forth in paragraph 21 and the annex of decision SC-4/1, which was adopted by the fourth meeting of the Conference of the Parties to the Stockholm Convention and paragraph 16 and the Annex to Decision RC-4/12 of the Rotterdam Convention. In accordance with this procedure the head of the Convention Secretariat is invited to liaise with the Executive Director of UNEP with a view to ensuring a waiver of the 13 percent programme support costs on the contributions to the voluntary Special Trust Fund (RV) for the participation of representatives from developing countries, with the understanding that the additional money secured will be used to enhance the representation of eligible parties.

50. Ms. Bengtsson informed the Joint Bureau members that a letter had been sent to the Executive Director of UNEP requesting the waiver of the 13 percent programme support costs as outlined above and that a formal response of UNEP on this matter has not yet been received.

51. On future joint meetings of the bureaus, the bureau members noted that there were no official modalities on when and how to organize these meetings. However, the bureaus considered them very useful in order to provide guidance on the implementation of the synergies decisions to the secretariats. The members also emphasised that the role of the bureaus is to provide strategic advice and input into the draft documents prepared for the meetings. Thus they requested that the meetings be held well in advance of the meetings of the Conferences of the Parties to allow for such guidance to be taken into account. The joint bureaus meetings should be arranged, as appropriate, back-to-back with another bureau meeting or relevant meeting. The secretariats should also consider all options for such bureaus meetings, including face-to-face and teleconference meetings.

52. In line with the mandate given in paragraph 1 of section V.A.⁸ of the synergies decisions, the joint bureau members requested the secretariats to organize, subject to the availability of financial resources, a joint bureaus meeting in a year in which conferences of the Parties of the three conventions are to be held. It was furthermore decided that such meetings are to be scheduled eight weeks prior to the first meeting of the Conference of the Parties of the three conventions in order

⁸ Paragraph 1 of section V.A. reads as follows: “*Requests* the Executive Secretaries to schedule joint meetings of the bureaus of the conferences of the Parties to the Basel, Rotterdam and Stockholm conventions, as appropriate;”

to provide guidance to the secretariats of the three conventions on the implementation of the synergies decisions.

53. The joint bureau members recommended that the Conferences of the Parties include a budget line in the regular budgets of each of the three conventions for holding these meetings.

54. On the chairing of the joint bureau meetings, the bureaus agreed that each meeting should be chaired by one of the Presidents of the Conferences of the Parties. The chairmanship would be rotated among the Presidents in alphabetical order, starting with the President of the Conference of the Parties to the Basel Convention for the present meeting. The following meeting would be chaired by the President of the Conference of the Parties to the Rotterdam Convention and then by the President of the Conference of the Parties to the Stockholm Convention.

9. Closure of the meeting

55. Following the customary exchange of courtesies, the meeting was declared closed at 5:15 p.m.

Annex I

Joint meeting of the bureaux of the Conferences of the Parties to the Basel, Rotterdam and Stockholm conventions

List of participants

Bureau of the Conference of the Parties to the Basel Convention

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| INDONESIA (<i>Presidency</i>) | Ms Masnellyarti Hilman, Deputy Minister for Hazardous Substances, Hazardous Wastes and Solid Wastes Management, Ministry of Environment, Jakarta, Indonesia <i>representing</i> H.E. Honourable Gusti Muhammad Hatta, Minister for Environment, Indonesia |
| | Mr. Ridwan Tamin, Assistant Deputy for Hazardous Waste, Ministry of Environment, Jakarta, Indonesia |
| | Mr. Mohammad Koba, Permanent Mission of the Republic of Indonesia to the United Nations at Geneva |
| AUSTRALIA (<i>Vice- Presidency</i>) | Mr. Damien Hall, Director, Hazardous Waste Section, Dept of the Environment & Heritage, Canberra, Australia <i>representing</i> Dr. Barry Reville, Assistant Secretary, Department of the Environment and Heritage, Canberra, Australia |
| CHILE (<i>Vice-Presidency</i>) | Mr. Osvaldo Álvarez, Head of the Environmental Dept., Ministry for Foreign Affairs, Santiago, Chile |
| UNITED REPUBLIC OF TANZANIA (<i>Rapporteur</i>) | Mr. Issaria Mangalili, Principal Environmental Officer, Division of Environment, Vice-President's Office, Dar es Salaam, United Republic of Tanzania |

Bureau of the Conference of the Parties to the Rotterdam Convention

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| SOUTH AFRICA (<i>Presidency</i>) | Ms. Noluzuko Gwayi, Senior Policy Advisor / Director, International Chemicals and Waste , Department of Environmental Affairs (DEA), Pretoria, South Africa |
| MEXICO (<i>Vice-Presidency</i>) | Ms Victoria Romero, First Secretary, Permanent Mission of Mexico to the United Nations at Geneva <i>representing</i> Ms. Rocío Alatorre Eden-Wynter, Comisionada de Evidencia y Manejo de Riesgos, Comisión Federal Para la Protección contra Riesgos Sanitarios, Mexico |
| OMAN (<i>Vice-Presidency</i>) | Mr. Hamood Darwish Salim Al-Hasani, Director Plant Protection research Center, Directorate General for Agriculture and Livestock Research, Seeb, Oman |
| FINLAND (<i>Vice-Presidency</i>) | Ms. Kerstin Stendahl, International Affairs Unit, Ministry of the Environment, Helsinki, Finland |

Bureau of the Conference of the Parties to the Stockholm Convention

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| IRAN (<i>Presidency</i>) | Mr. Gholamhossein Dehghani, Director General for International Political Affairs, Ministry of Foreign Affairs, Tehran, Iran |
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| BARBADOS (<i>Vice-Presidency</i>) | Mr. Jeffrey Anthony Headley, Director, Environment Protection Department, Ministry of Environment, Water Resources and Drainage, St. Michael, Barbados |
| CZECH REPUBLIC (<i>Vice-Presidency</i>) | Ms. Katerina Sebkova, Head, Risks Prevention and Chemical Safety Unit, Ministry of the Environment <i>representing</i> H.E. Mr. Karel Bláha, Deputy Minister, Director General for Technical Protection of the Environment, Ministry of the Environment, Prague, Czech Republic |
| ECUADOR (<i>Vice-Presidency</i>) | Mr. Luís Vayas Valdivieso, Consejero, Ministerio de Relaciones Exteriores, Quito, Ecuador |
| FRANCE (<i>Vice-Presidency</i>) | Mr. François Lengrand, Affaires Européennes et Internationales – DGPR, Direction Générale de la Prévention des Risques, Ministère de l'Ecologie du Développement Durable, des Transports et du Logement, 92055 La Défense Cedex, France |
| GABON (<i>Vice-Presidency</i>) | Dr. Hubert Binga, Directeur Général Adjoint, Centre National Anti- Pollution, Ministère de l'Urbanisme, de l'Ecologie et du Développement Durable, Libreville, Gabon |
| KENYA (<i>Vice-Presidency</i>) | Ms Anne C.R. Keah, Third Secretary, Permanent Mission of Kenya to the United Nations at Geneva <i>representing</i> Mrs. Caroline Njoki Wamai, Co-ordinating Chemicals and Waste, Ministry of Environment and Mineral Resources, Kenya |
| SWITZERLAND (<i>Vice-Presidency</i>) | Ms. Gabi Eigenmann, Policy Advisor, International Affairs Division, Federal Office of the Environment, Bern, Switzerland <i>representing</i> Mr. Franz Perrez, Ambassador, International Affairs Division, Federal Office of the Environment, Bern, Switzerland |

Apologies

Mr. Andrzej Jagusiewicz, Chief Inspector of Environmental Protection, Inspectorate of Environmental Protection, Warsaw, Poland (*Vice-Presidency, Basel Convention*)

Ms. Magdalena Balicka, Senior Specialist Risk Assessment Department, Bureau for Chemical Substances and Preparations, Lodz, Poland (*Vice-Presidency, Rotterdam Convention*)

Ms. Liudmila Marduhaeva, Advisory Officer, Division on Environment Pollution Prevention, Ministry of Ecology and Natural Resources, Moldova (*Vice-Presidency, Stockholm Convention*)

Mr. Shri Rajiv Gauba, Joint Secretary, Hazardous Substances Management Division, Ministry of Environment and Forests, India (*Vice-Presidency, Stockholm Convention*)

Annex II

Joint meeting of the bureaus of the Conferences of the Parties to the Basel, Rotterdam and Stockholm conventions

**10 a.m. to 6 p.m., 26 March 2011
Room 3, International Environment House I
Geneva, Switzerland**

Agenda

1. Opening of the meeting
2. Adoption of the agenda
3. Update by UNEP on the consultative process on financing options for chemicals and wastes
4. Progress made on the implementation of the omnibus and synergies decisions
5. Schedule of the discussion of the synergy issues at the three COPs
6. Issues on the substantive items relating to the omnibus and synergy decisions:
 - (a) joint activities
 - (b) joint managerial functions
 - (c) joint services
 - (d) synchronization of budget cycles
 - (e) joint audits
 - (f) review arrangements
7. Communication and consultation with regions.
8. Other matters
9. Closure of the meeting

Annex III

List of pre-session documents organized by agenda item

(the documents can be found on the joint synergies documents website
www.basel.int/synergies)

Item 3: Update by UNEP on the consultative process on financing options for chemicals and wastes

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| UNEP/POPS/COP.5/INF/48 | Progress report on the implementation of Governing Council decision SS.XI/8 on the consultative process on financing options for chemicals and wastes |
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Item 5: Schedule of the discussion of the synergy issues at the three COPs⁹

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| UNEP/POPS/COP.5/1 | Provisional agenda |
| UNEP/POPS/COP.5/1/Add.1 | Annotations to the provisional agenda |
| UNEP/POPS/COP.5/INF/1 | UNEP/POPS/COP.5/INF/1 |

Item 6: Issues on the substantive items relating to the omnibus and synergy decisions

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| UNEP/POPS/COP.5/32 | Enhancing cooperation and coordination among the Basel, Rotterdam and Stockholm conventions |
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(a) Joint activities

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| UNEP/POPS/COP.5/32/Add.1 | Joint activities |
| UNEP/POPS/COP.5/INF/14 | Report on joint activities carried out by the secretariats of the Basel, Rotterdam and Stockholm conventions during 2009 and 2010 |
| UNEP/POPS/COP.5/INF/15 | Submissions from parties, regional centres and other stakeholders on activities carried out to implement the synergies decisions |
| UNEP/POPS/COP.5/INF/16 | Reports from UNEP and FAO on progress made in the development of programmatic cooperation in the field to support implementation of the three conventions in areas of common concern and the inclusion of such cooperation in their biennial work programmes |

⁹ These documents are available on the Stockholm Convention COP-5 website: www.pops.int > COP5

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| UNEP/POPS/COP.5/INF/17 | Report on clearing house mechanisms and similar mechanisms in the area of chemicals and wastes |
| UNEP/POPS/COP.5/INF/46 | Additional information on Safe Planet: the United Nations Campaign for Responsibility on Hazardous Chemicals and Wastes |
| UNEP/POPS/COP.5/INF/49 | Information submitted by the Inter-Organization Programme for the Sound Management of Chemicals on efforts to promote programmatic cooperation and coordination and on activities to implement the synergies decisions |
| (b) Joint managerial functions | |
| UNEP/POPS/COP.5/32/Add.2 | Joint managerial functions |
| (c) Joint services | |
| UNEP/POPS/COP.5/32/Add.3 | Joint services |
| (d) Synchronization of budget cycles | |
| UNEP/POPS/COP.5/32/Add.4 | Synchronization of budget |
| (e) Joint audits | |
| UNEP/POPS/COP.5/32/Add.5 | Joint audits |
| (f) Review arrangements | |
| UNEP/POPS/COP.5/32/Add.6 | Review arrangements |
