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ECONOMIC COMMISSION FOR EUROPE

**Meeting of the Parties to the Convention
on Environmental Impact Assessment
in a Transboundary Context**

**Third meeting
(Cavtat, Croatia, 1-4 June 2004)**

PROVISIONAL AGENDA FOR THE THIRD MEETING

**to be held at the Hotel Croatia in Cavtat
starting at 10 a.m. on Tuesday, 1 June 2004 ^{*/}**

First general segment

1. Opening of the meeting and constitution.
2. Outstanding issues (MP.EIA/2004/10 and 11).

High-level segment

3. Opening ceremony.
4. The Convention and the Protocol as instruments for decision-making in support of sustainable development in the UNECE region and beyond.
5. The Cavtat Declaration (MP.EIA/2004/1).

Second general segment

6. Meeting of the Signatories to the Protocol.
7. Review of the work carried out by the Working Group and adoption of decisions (MP.EIA/2004/2 to 13).

^{*/} The third meeting of the Parties will be held in Cavtat at the invitation of the Government of Croatia. The provisional agenda has been prepared by the secretariat in agreement with the Government of Croatia.

8. Date, venue and election of officers for the fourth meeting of the Parties.
9. Other business.
10. Presentation of the main decisions.
11. Closing of the meeting.

TENTATIVE SCHEDULE

Tuesday, 1 June (first general segment)

a.m. - Items 1 and 2

p.m. - Item 2 (continued)

Wednesday, 2 June

a.m. - Private sector presentations and civil society gathering

p.m. - Study tour

Thursday, 3 June (high-level segment)

a.m. - Items 3 and 4

p.m. - Items 4 (continued) and 5

Press conference

Friday, 4 June (second general segment)

a.m. - Items 6, 7, 8, 9, 10 and 11

EXPLANATORY NOTES TO THE PROVISIONAL AGENDA

The third meeting of the Parties will consist of two general segments and one high-level segment. The two general segments, dealing with items 1, 2 and 6 to 11 of the provisional agenda, will take place on Tuesday, 1 June, and Friday, 4 June, and will serve in part as the first meeting of the Signatories to the Protocol on Strategic Environmental Assessment (SEA). The high-level segment will be held on Thursday, 3 June, starting at 10 a.m. with a keynote speech and a panel discussion and culminating in the afternoon with the adoption of the Cavtat Declaration.

On Wednesday, 2 June, there will be private sector and civil society sessions in the morning and a study tour in the afternoon.

A press conference will be organized on Thursday, 3 June.

Additional practical information on the venue, accommodation and transport arrangements will be circulated at a later stage.

TUESDAY, 1 JUNE: FIRST GENERAL SEGMENT (starting at 10 a.m.)

Item 1: Opening of the meeting and constitution

- (a) Opening of the meeting

A representative of Croatia will open the meeting.

- (b) Constitution of the general segments

The Meeting of the Parties will be invited to elect Mr. Nenad Mikulic (Croatia) as chairperson for the two general segments. The secretariat will report on the representation at the third meeting of the Parties and the credentials submitted by the Parties and Signatories. ^{*/}

The secretariat will inform the Meeting of the Parties about the status of ratification of the Convention and the declarations made by Parties upon deposit of their instruments of ratification of the Convention since the second meeting of the Parties. The secretariat will also inform the Meeting of the status of signature of the Protocol and the declarations made by Signatories upon deposit of their instruments of signature.

- (c) Adoption of the agenda

The Meeting is expected to adopt its agenda as set out in the present document.

^{*/} Delegations are requested to complete the registration form (see annex), and submit it to the persons indicated. Parties to the Convention and Signatories to the Protocol are invited to submit their credentials to the secretariat before the opening of the meeting.

Item 2: Outstanding issues

The Meeting is expected to discuss and agree on the following outstanding issues prior to the high-level segment.

- (a) Work plan until the fourth meeting of the Parties (MP.EIA/2004/10)

The Working Group on Environmental Impact Assessment (EIA) has prepared a draft decision on the adoption of the work plan and identified activities to be included in it (MP.EIA/WG.1/2004/2). The Bureau has elaborated these activities further in the work plan. The Meeting is expected to discuss and agree on the draft decision on the work plan for adoption during the second general segment.

- (b) Budget and financial arrangements for the period until the fourth meeting of the Parties (MP.EIA/2004/11)

The Working Group on EIA has prepared a draft decision on the budget, which the Bureau has refined. The Meeting is expected to discuss and agree on the draft decision on the budget. Delegations are expected to pledge contributions.

- (c) Date, venue and election of officers for the fourth meeting of the Parties to the Convention

The Meeting is expected to discuss proposals for the date and venue of its fourth meeting. The Meeting will also discuss proposals for officers for its fourth meeting. It is expected that the date and venue of the next meeting and the election of the officers will be confirmed in the second general segment.

- (d) Election of officers for the Meeting of the Signatories to the Protocol

The Meeting will discuss proposals for officers for the Meeting of the Signatories to the Protocol, who will serve subsequent meetings of the Signatories and who will remain in office until the fourth meeting of the Parties to the Convention or the first meeting of the Parties to the Convention serving as the Meeting of the Parties to the Protocol, whichever occurs first.^{*/} It is expected that the election of the officers will be confirmed in the second general segment.

- (e) Other business

Delegations are invited to identify any other business requiring finalization prior to the Meeting's high-level segment.

^{*/} The Parties to the Protocol, once it is in force, will normally meet during the meetings of the Parties to the Convention (as provided for in art. 14, para. 1). The Parties to the Protocol are required to meet for the first time within one year of the entry into force of the Protocol, this being the "first meeting of the Parties to the Convention serving as the Meeting of the Parties to the Protocol" (ibid). As this may not coincide with the schedule of the meetings of the Parties to the Convention, the first meeting of the Parties to Protocol is likely to be convened separately.

THURSDAY, 3 JUNE: HIGH-LEVEL SEGMENT (starting at 10 a.m.)

Item 3: Opening ceremony

The Minister of the Environment of Croatia will open the high-level segment of the third meeting of the Parties. The Executive Secretary of the Economic Commission for Europe will make an opening statement.

Item 4: The Convention and the Protocol as instruments for decision-making in support of sustainable development in the UNECE region and beyond

The Bureau has invited a keynote speaker to address the Meeting on the Convention and its Protocol as instruments for decision-making in support of sustainable development in the UNECE region and beyond.

A panel comprising invited Ministers and other high-level representatives from governmental institutions, together with representatives from non-governmental organizations and other stakeholders from across the region, will provide insights related to the keynote speech, addressing issues such as: how EIA and SEA may promote an integrated approach to decision-making; the results of, and needs for, capacity-building in EIA and SEA; quality assurance in EIA and SEA; and opportunities for stakeholder participation and partnerships.

Thereafter, delegations will be invited to make short interventions from the floor in response to the panel discussion, based on guidance provided by the secretariat, providing specific examples of how the Convention and the Protocol are affecting national decision-making.

Furthermore, representatives of international governmental and non-governmental organizations will also be invited to inform the Meeting how their activities contribute to the above issues.

Item 5: The Cavtat Declaration

The Ministers and heads of delegations will adopt a policy declaration setting out the main directions of the implementation and objectives of the Convention and its Protocol, on the basis of a draft prepared at the seventh meeting of the Working Group on EIA (MP.EIA/2004/1).

FRIDAY, 4 JUNE: SECOND GENERAL SEGMENT (starting at 10 a.m.)

Item 6: Meeting of the Signatories to the Protocol

- (a) Rules of procedure

The Meeting of the Signatories to the Protocol is invited to apply provisionally the rules of procedure for the Convention as its rules of procedure.

- (b) Preparations for the first meeting of the Parties to the Convention serving as the Meeting of the Parties to the Protocol (MP.EIA/2004/13)

The Meeting of the Signatories is expected to endorse a draft decision on preparations for the first meeting of the Parties to the Protocol.

- (c) Election of officers

The Meeting of the Signatories is expected to elect its officers, who will serve subsequent meetings of the Signatories. ^{*/}

Item 7: Review of the work carried out by the Working Group and adoption of decisions (MP.EIA/2004/2 to 13)

The Meeting of the Parties is expected to adopt the decisions drafted by the Working Group on EIA on:

- (a) Review of implementation (MP.EIA/2004/2)

The Meeting of the Parties will adopt a review of the implementation of the Convention based on the information provided by Parties. The decision put forward for adoption suggests that all Parties should further strengthen their implementation of the Convention, indicating a number of practical means by which implementation may be improved. The decision will also initiate a second review of implementation.

- (b) Review of compliance (MP.EIA/2004/3)

The Meeting of the Parties will encourage Parties to bring issues concerning their own compliance before the Implementation Committee of the Convention. The decision will also revise the structure and functions of the Committee, taking into account its work undertaken in the period between the second and third meetings.

- (c) Strengthening cooperation with other UNECE conventions (MP.EIA/2004/4)

The Meeting of the Parties will request the Working Group on EIA to identify issues for further work in this area in consultation with the other UNECE conventions.

^{*/} These officers will remain in office until the fourth meeting of the Parties to the Convention or the first meeting of the Parties to the Convention serving as the Meeting of the Parties to the Protocol, whichever occurs first.

(d) Guidelines on good practice and bilateral and multilateral agreements
(MP.EIA/2004/5)

The Meeting of the Parties is expected to endorse the guidelines, to encourage their application as an instrument to further strengthen the implementation of the Convention and to monitor their implementation.

(e) Strengthening subregional cooperation (MP.EIA/2004/6)

The Meeting of the Parties will endorse guidance on subregional cooperation as this cooperation amongst Parties and non-Parties stimulates the ratification process and the practical application of the Convention. This decision also suggests including subregional cooperation as an activity in the work plan.

(f) Information exchange for environmental impact assessment in a transboundary context (MP.EIA/2004/7)

The Meeting of the Parties is expected to cease the operation of the ENIMPAS database and replace it by an information-exchange mechanism via the web site of the Convention, the implementation of which will be overseen by the Working Group on EIA.

(g) Second amendment to the Espoo Convention (MP.EIA/2004/8)

The Meeting of the Parties is expected to adopt a second amendment, based on a proposal by the delegation of Croatia and discussed by the Working Group on EIA, with a view to strengthening further the application of the Convention. The amendment introduces procedures for 'scoping' within transboundary EIA, revises and extends Appendix I to the Convention and provides for a number of refinements to the Convention to improve legal certainty in its application.

(h) Guidance on public participation in environmental impact assessment in a transboundary context (MP.EIA/2004/9)

The Meeting of the Parties will adopt guidance to assist competent authorities and the public in organizing effective public participation in EIA in a transboundary context, and to monitor its implementation and its effectiveness.

(i) Work plan (MP.EIA/2004/10)

The Meeting of the Parties is expected to adopt its work plan for the period up to its fourth meeting.

(j) Budget and financial arrangements for the period until the fourth meeting of the Parties (MP.EIA/2004/11)

The Meeting of the Parties is expected to decide on the financial and human resources needed for implementing the activities in the work plan, and to indicate funding for these

activities according to its priorities. The decision will also introduce a share-based system intended to provide stable and predictable funding, and will request Parties and non-Parties and international organizations to contribute financially.

(k) Financial assistance to representatives of countries in transition, non-governmental organizations and countries outside the UNECE region (MP.EIA/2004/12)

Recognizing the importance of broad participation by all member States, the Meeting of the Parties is expected to adopt a decision that will define criteria for providing financial assistance to representatives and experts from countries with economies in transition, from non-governmental organizations and from States outside the UNECE region.

(l) Preparations for the Meeting of the Parties to the Convention serving as the first meeting of the Parties to the Protocol (MP.EIA/2004/13)

The Meeting of the Parties is expected to adopt a decision to include the activities related to the Protocol into the Convention's work plan and budget, and setting out arrangements for future meetings of the Signatories pending the Protocol's entry into force.

Item 8: Date, venue and election of officers for the fourth meeting of the Parties

(a) Election of officers

Following the rules of procedure, the Meeting of the Parties will elect its officers, who will remain in office until the next election at its fourth meeting.

(b) Dates and venues of meetings

In accordance with rule 4 of the rules of procedure, the Meeting of the Parties will set the indicative dates for its fourth meeting and agree on its venue. Delegations may wish to consider the possibility of hosting the fourth meeting of the Parties. The Meeting may agree a tentative calendar of meetings of its subsidiary bodies until its fourth meeting. Delegations may also wish to put forward proposals for hosting such meetings.

Item 9: Other business

At the time of writing, the secretariat had no points to propose under this item.

Item 10: Presentation of the main decisions

The Chairperson will present the main decisions taken at the third meeting of the Parties. The secretariat will finalize the report of the meeting in consultation with the Bureau.

Item 11: Closing of the meeting

A representative of the host country will close the meeting.

Annex**REGISTRATION FORM****Third meeting of the Parties to the Convention on Environmental Impact Assessment in a Transboundary Context, Cavtat, Croatia 1-4 June 2004**

Please fill in one registration form in block letters per participant.

For further up-to-date information regarding the programme of the meeting or extra copies of the registration form, please visit the web site:

<http://www.unece.org/env/eia>

The meeting of the Parties will take place from 1 to 4 June 2004. The high-level segment will take place on Thursday, 3 June from 10 a.m. to 6 p.m.

Please return the registration form to the three addresses below before 15 April 2004

**MINISTRY OF ENVIRONMENTAL PROTECTION
AND PHYSICAL PLANNING**

Mr. Nenad Mikulic
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UNECE SECRETARIAT

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Fax. +385.20.478.213
E-mail: info@hoteli-croatia
or imartinovic@hoteli-croatia.hr



Third Meeting of the Parties

1 – 4 June 2004, Cavtat, Croatia

PERSONAL DATA

SURNAME: Ms. Mr.

FIRST NAME: **NATIONALITY:**

OCCUPATION / PROFESSION:
(institution, organization or firm for which you are currently working)

COUNTRY OR ORGANIZATION YOU WILL REPRESENT AT THE MEETING:
.....

FULL PROFESSIONAL ADDRESS:

Postal Code: **City:**

Tel: **Fax:** **E-mail:**

ACCOMPANYING PERSON (S):
.....
(name(s) of any person(s) accompanying you (provide full name(s)))

FLIGHT DETAILS

ARRIVAL		DEPARTURE	
Date	Hour	Date	Hour
From	Flight No	From	Flight No
Do you require transport to the hotel?		Do you require transport to the airport?	
<input type="checkbox"/> yes.....persons	<input type="checkbox"/> no	<input type="checkbox"/> yespersons	<input type="checkbox"/> no

SOCIAL PROGRAMME (Free of charge)

Study Tour	2 June	<input type="checkbox"/> yes person(s)
Welcome Cocktail	2 June	<input type="checkbox"/> yesperson(s)
Official Dinner	3 June	<input type="checkbox"/> yesperson(s)

ACCOMMODATION Please make reservations for me at this / these hotel(s):

Date of arrival: Number of night(s)

HOTELS	DOUBLE ROOM (if shared)	DOUBLE ROOM (Solo use)
1. Hotel Croatia (Sea View)	€ 68.- <input type="checkbox"/> per person	€ 129.- <input type="checkbox"/>
2. Hotel Croatia (Park View)	€ 56.- <input type="checkbox"/> per person	€ 107.- <input type="checkbox"/>
3. Hotel Supetar	€ 29.- <input type="checkbox"/> per person	€ 47.- <input type="checkbox"/>

*(Please note that the Hotel Croatia is the venue of the meetings)***ROOM IN PRIVATE ACCOMMODATION:** € 30.- **NOTE:**

- On 1 March 2004, 1 euro bought 7 Croatian kuna (HRK), 1 US dollar bought 6 Croatian kuna
- Rates are per night and include breakfast – City tax is not included: 0.80 €/per person per day

SPECIAL REQUIREMENTS:.....
(please, indicate any dietary needs, non-smoking rooms, or other special requirements)**CONFIRMATION:**

- **The deadline for Hotel reservations is 15 April 2004;** reservations made after this date cannot be guaranteed.
- A credit-card guarantee or a deposit of €130.- per room is required.
- **For eligible participants receiving financial assistance, please refer to the personal invitation with respect to payments.**
- No room can be confirmed until the hotel receives a deposit or credit card information.

A) **Guaranteed by credit card:** Amex Diners Master Visa

Name on card:

Credit card number:

Expiration date:

Signature: B) **Bank Transfer** (with the following remark : 3rd Meeting of the Parties to the ESPOO Convention):

Bank details: PRIVREDNA BANKA ZAGREB, Rackoga 6, 10000 Zagreb, Croatia

Account name: HOTELI CROATIA d.d. CAVTAT

Account number.....: 70010 – 978 - 134087

Swift.....: PBZGHR2X

Net payment should be in euro and the participant's name must be clearly specified.

TOTAL PREPAID EURO

Please return this form to all three of the following:

1) **MINISTRY OF ENVIRONMENTAL PROTECTION AND PHYSICAL PLANNING**

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SIGNATURE: **DATE:**