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ECONOMIC COMMISSION FOR EUROPE

Meeting of the Parties to the
Convention on Access to Information,
Public Participation in Decision-making and
Access to Justice in Environmental Matters

Working Group of the Parties to the Convention
(Fourth meeting, Geneva, 1-4 February 2005)
(Item 3 (b) of the provisional agenda)

DRAFT PROVISIONAL AGENDA FOR THE SECOND MEETING OF THE PARTIES

Addendum

ORGANIZATIONAL MATTERS FOR THE SECOND MEETING OF THE PARTIES TO THE AARHUS CONVENTION (Almaty, Kazakhstan, 25-27 May 2005)

Note by the secretariat, prepared in consultation with the host country

1. This note provides some information on the practical and organizational arrangements for the second meeting of the Parties to the Convention, including participation, registration, credentials and documentation. Further information will be provided nearer the time of the meeting.

I. REPRESENTATION, PARTICIPATION AND ATTENDANCE

2. Participation in the meeting is governed by the rules of procedure, notably rules 6, 7, 14 and 15 (decision I/1 of the Meeting of the Parties; (ECE/MP.PP/2/Add.2)).

Parties

3. Each Party participating in the meeting shall be represented by a delegation consisting of a head of delegation and such other accredited representatives, alternate representatives and advisers as may be required. An alternate representative or an adviser may act as a representative upon designation by the head of delegation.

Other Governments

4. Signatories and any other States that are members of the United Nations, as well as regional economic integration organizations, that are not party to the Convention are entitled to be represented in the meeting as observers.

Intergovernmental organizations

5. The United Nations, its specialized agencies and the International Atomic Energy Agency, and relevant intergovernmental organizations, qualified or having an interest in the fields to which the Convention relates, may also participate as observers.

Non-governmental organizations

6. Representatives of any relevant non-governmental organization, qualified or having an interest in the fields to which the Convention relates, are entitled to participate as observers unless one third of the Parties present at a meeting object to the participation of representatives of that organization.

7. Taking into account the characteristics of the venue, it is expected that about 75 representatives from non-governmental organizations can be accommodated in the meeting room. On the basis of the level of interest expressed by different types of NGOs in the preparatory process, 50 seats will be reserved for representatives of international and national environmental citizen's organizations (ECOs) from the UNECE region, ten of these being for representatives of Kazakh ECOs.

8. The European ECO Forum will be invited to assist the secretariat in prioritizing the representation of ECOs other than those from Kazakhstan, within the plenary. The Kazakh ECO Forum will be invited to assist the secretariat in prioritizing representation of Kazakh ECOs.

9. It is proposed that ECO representatives from the UNECE region should be selected according to:

- The extent to which their activities are focused on the UNECE region (a few selected ECOs from outside the UNECE region may also be invited separately);
- Their level of expertise in the subjects on the agenda of the Meeting;
- The breadth of their representation (e.g. size of membership, whether a large international federation of organizations);
- The extent of their involvement and experience in international processes on the environment or public participation, in particular those under the Aarhus Convention;
- Their representation of the different parts of the UNECE region (in the case of Kazakh ECOs, their representation of the different parts of the country)
- Their knowledge of at least one of the official languages of UNECE.

Public

10. According to rule 7, the meetings of the Parties shall be open to members of the public. It is provisionally intended to reserve 50 seats in the meeting room for members of the public attending as 'non-participating' observers, i.e. without access to microphones or nameplates. If it

is not feasible to accommodate in the meeting room all the members of the public who have requested to attend the meeting, the host country will explore the possibility of relaying the proceedings using audiovisual means.

Media

11. Representatives of the media will be invited to attend the meeting. Accreditation for the media will be under the responsibility of the host country secretariat.

II. REGISTRATION

12. Any person intending to participate in the meeting from any of the above categories apart from the media – Parties, Signatories and other States, intergovernmental and non-governmental organizations, and the general public – is required to register for the meeting in advance, using the standard registration form which should be completed and returned to the secretariat. Representatives of the media should use a separate accreditation form which should be completed and returned to the host country.

13. The deadline for registration is 15 March 2005. This will allow time to make the necessary arrangements, including financial and visa support, with the host country in advance. For ECOs the deadline is 1 March 2005 to allow time for the selection procedure.

14. The list of members of the national delegations of Parties should be submitted together with their registration forms through the national focal points. National focal points are also responsible for keeping the secretariat abreast of any changes. It should be pointed out that the registration procedure is additional to and distinct from the procedure for submitting credentials (see below).

15. Signatories and other States should also as far as possible submit registration forms through their national focal point if one has been designated, or otherwise through a single contact person, and should keep the secretariat abreast of any changes.

III. CREDENTIALS

16. Credentials consist of a document from the competent authority of a State designating a person or persons to represent that State in an intergovernmental meeting. Credentials must generally be issued to the delegate(s) either by the Head of State or Government or by the Minister for Foreign Affairs, or in the case of a regional economic integration organization, by the competent authority of that organization.

17. Only Parties are required to submit credentials. The submission of credentials is governed by rules 16 and 17. The officers of the Meeting are required to examine the credentials and submit their report to the Meeting for approval. The rules of procedure require all Parties to the Convention to present their credentials to the secretariat at least one hour before the start of the meeting. However, this is a minimum requirement and it would greatly facilitate the work of the secretariat if credentials could be handed in as early as possible prior to the meeting. Parties are therefore encouraged to submit their credentials by 15 May 2005 to the secretariat of the Convention.

18. If they cannot send their credentials to reach the secretariat by 15 May 2005, Parties are requested to bring them to Almaty and to present them to the representatives of the secretariat at the earliest opportunity.

IV. DOCUMENTS

19. There are three categories of documents for the meeting:

(a) Category I: documents for possible action by delegations (subject for signature, endorsement, approval, adoption), generally submitted through and endorsed by the Working Group of the Parties. These documents will be translated, reproduced and distributed by the Conference Services of UNOG, prior to the meeting. Additional reproduction of the documents will be done by the host country;

(b) Category II: national implementation reports and background documents, prepared by the secretariat or subsidiary bodies of the Convention (informational and analytical documents of direct relevance to the agenda that will provide a basis for discussion). These documents will be translated, where feasible, reproduced and distributed by the Conference Service of UNOG prior to the meeting. Additional reproduction of the documents will be done by the host country, as appropriate;

(c) Category III: other documents (related to the agenda of the meeting) submitted directly to the Meeting. Category III documents will not be assigned any symbol and will not be officially listed. They should be shipped to Almaty by the delegations themselves and should reach Almaty at least two weeks before the meeting (see para. 23 below). Alternatively, delegations should bring them to the meeting's venue upon their arrival (subject to the arrangements made between the host country and delegations).

V. FURTHER INFORMATION

20. For information on participation, registration, credentials and documentation:

Secretariat of the Aarhus Convention

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ENHS/ECE

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CH-1211 Geneva 10, Switzerland

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E-mail: Ella.Behlyarova@unece.org

21. For information on press accreditation, meeting venue, local transport, hotel bookings and other questions related to local logistics:

Host Country Secretariat

Ms. Saltanat Abdikarimova

Ministry for Environmental Protection

31, Pobedy ave, 473000, Astana, Kazakhstan

Phone: +7 (3172) 59 19 61

Fax: +7 (3172) 59 19 52; +7 (3272) 59 19 72

E-mail: s_abdikarimova@nature.kz

Website: www.nature.kz

22. The meeting will take place at:

The Regent Almaty Hotel

181, Zheltoksan Street, 480013, Almaty, Kazakhstan

Phone: +7 (3272) 50 50 00, +7 (3272) 58 21 11

Fax: +7 (3272) 58 21 00, +7 (3272) 58 26 85

Website: www.regenthotels.com/almaty

23. Category III documents and materials for exhibition should be shipped to the address below and should reach Almaty at least two weeks before the meeting. Alternatively, delegations should bring them to the meeting's venue upon their arrival (subject to the arrangements made between the host country and delegations). For further information:

Ms. Galina Grigoryeva

Host Country Secretariat

Kazhydromet

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