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გარემო ევროპისათვის

BATUMI, 8–10 June 2016



Eighth Environment for Europe Ministerial Conference

**Batumi, Georgia
8–10 June 2016**

Organization of work at the Conference



Economic and Social Council

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Eighth Environment for Europe Ministerial Conference

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Item 1 of the provisional agenda

Opening of the Conference and adoption of the agenda

Organization of work at the Conference*

Note by the Committee on Environmental Policy

Summary

The Reform Plan of the Environment for Europe process calls for the United Nations Economic Commission for Europe Committee on Environmental Policy to act as the convening body for the preparatory process of Environment for Europe ministerial conferences (ECE/CEP/S/152 and Corr.1, annex I, para. 12 (b)). The present document, setting out the organization of work for the Eighth Environment for Europe Ministerial Conference, was agreed by the Committee at a special session in February 2016.

* Owing to time constraints, the present document was not formally edited.



I. Introduction

1. The Eighth Environment for Europe Ministerial Conference will begin at 9.30 a.m. on Wednesday, 8 June 2016, and end at 1 p.m. on Friday, 10 June, lasting two-and-a-half days in total. The annotated provisional agenda for the Conference is presented in document ECE/BATUMI.CONF/2016/1. The current document contains the detailed organization of work of the Conference.
2. At its special session in February 2016, the United Nations Economic Commission for Europe (ECE) Committee on Environmental Policy welcomed the draft organization of work of the Conference and approved it, as amended during the session, for submission to the Conference and to guide the preparations for the work at the Conference. The Committee invited its members to inform the secretariat by 1 May 2016 of interest expressed by their heads of delegation in delivering a keynote address, making a statement or intervening from the floor on one of the two themes of the session, in accordance with the organization of work of the Conference.
3. The Conference is being organized in accordance with the provisions of the Reform Plan of the Environment for Europe process (ECE/CEP/S/152 and Corr.1, annex I). The ECE Committee on Environmental Policy is the convening body for the preparatory process. The organizational procedures for the Conference presented in document ECE/CEP/2014/15, adopted by the Committee in 2014, serve to guide the preparations for the Conference.
4. The Conference will take place at both the Batumi Sheraton Hotel and the Batumi Hilton Hotel. Most of the Conference sessions will take place at the Sheraton Hotel. One of the parallel sessions of each of the two thematic round tables organized on 9 June will take place at the Hilton Hotel. The cultural event will be organized on the evening of 7 June in the Batumi Summer Theatre. Side events will take place in both hotels during dedicated time slots.
5. Registration for the Conference will be conducted from 7 a.m. to 7 p.m. on 7 June, and will continue on the morning of 8 June. Participants in the special session of the Committee on Environmental Policy, being organized back to back to the Conference on 7 June, will be registering for the Committee meeting and the Conference at the same time.
6. The two main themes of the Conference are: “Greening the economy in the pan-European region”; and “Improving air quality for a better environment and human health”. The Conference will address several agreed “questions for discussion” under these two main themes.
7. Upon the request of the ECE Steering Committee on Education for Sustainable Development, a segment on education for sustainable development is being organized on the first day of the Conference in the afternoon. The substance and the work of the segment are being prepared by the Steering Committee.
8. The Conference will be chaired by the Minister of Environment and Natural Resources Protection of Georgia. Each thematic segment will be chaired by a minister or a high-level official from a member State of ECE.
9. To enhance interaction between delegates, each of the two thematic segments of the Conference will consist of two parts:
 - (a) First, a plenary session lasting approximately one hour;

(b) Second, a multi-stakeholder round table organized in two parallel sessions, lasting approximately two hours.

10. Each plenary session will comprise keynote addresses by stakeholders in order to kick-off the discussion in the round tables. The keynote addresses will take into account one or more of the “questions for discussion” identified for each of the thematic segments. Subsequent discussions will take place in the round tables. While each parallel session of the round tables will address the same questions, given the different participants involved it is expected that various distinct perspectives will emerge in the discussions.

11. The consolidated results of the discussions from each thematic segment (both plenary and round-table sessions) will be presented by the chairs of the two thematic segments on the last day of the Conference and will serve as input into the Chair’s Summary of the Conference.

12. Also, the plenary part of the thematic sessions will include launching ceremonies of the two initiatives, namely, the Batumi Initiative on Green Economy (BIG-E) and the Batumi Action for Cleaner Air (up to 30 minutes).

13. The annex to the present document includes specific details to serve as guidance in organizing the interactive discussions during the Conference.

14. The official languages of the Conference are English, French and Russian. Simultaneous interpretation for these languages will be provided during the plenary sessions and during one of the parallel sessions of each round table. The second parallel session of each round table will have simultaneous interpretation in English and Russian only.

15. The Conference agenda and meeting documents (official and for information purposes) will be made available on the ECE website.¹ With regard to the two initiatives, the BIG-E and the Batumi Action for Cleaner Air, countries are invited to register their commitments before the Conference (preferably by Monday, 9 May 2016); more information will be made available on the ECE website.

16. To minimize the use of natural resources, the Batumi Ministerial Conference will be a paperless event to the extent possible. In order to considerably diminish the printing of documents for the Conference, all Conference documents will be made available on the ECE website. Conference participants are encouraged to download them on their electronic devices.

17. The host country will provide the necessary technical equipment (electrical sockets and Wi-Fi Internet connection) to enable the use of laptops in the Conference plenary hall. Participants are invited to bring their own laptops to the Conference.

II. Organization of work

Timing: Tuesday, 7 June, 7 a.m.–7 p.m., and Wednesday, 8 June, 7–9.15 a.m.

Registration, greening-the-Conference-related events

18. The Registration Desk will be opened from 7 a.m. to 7 p.m. on Tuesday, 7 June and from 7 a.m. to 9.15 a.m. on Wednesday, 8 June. For the late arrivals, it will be possible to register after the dedicated time throughout the Conference days. The host country

¹ See www.unece.org/environmental-policy/environment-for-europe/efe-conferences/batumi-conference.

secretariat will ensure an efficient and smooth security check and registration procedure so as to enable timely registration of all participants in the Conference. Participants in the special session of the Committee on Environmental Policy on 7 June will be registering for the Committee meeting and the Conference at the same time. The place and procedure for registration in Batumi to obtain an identification badge will be communicated closer to the start of the Conference.

19. The host country will have the opportunity to organize greening-the-Conference-related events on the margins of the Conference.

20. The opening cultural event will take place in the Batumi Summer Theatre on the evening of 7 June 2016 (around 7.30 p.m.; the exact time will be determined closer to the Conference, depending on the schedule of arrival of delegates).

21. A photograph of the heads of delegations will be taken at the end of the morning session on 8 June, between 12.30 and 1 p.m.

1. Opening of the Conference

Plenary session, Wednesday, 8 June 2016, 9.30–10.30 a.m., Sheraton Batumi Hotel

22. Note that guidance for the keynote speakers is provided in section I of the annex to the present document.

23. **Chair:** the Minister of Environment and Natural Resources Protection of Georgia will chair the Conference.

24. **Opening show:** There will be an opening show by the host country (up to 5 minutes).

25. **Welcoming address:** There will be a welcoming address by the Prime Minister of Georgia (up to 10 minutes).

26. **Welcoming address:** There will also be a welcoming address by the Head of the Government of the Autonomous Republic of Ajara (to be confirmed) (up to 7 minutes).

27. **Introductory remarks:** the Chair will make some introductory remarks (up to 5 minutes)

28. **Keynote statement:** A keynote statement on the topic, “From Dobris to Batumi: 25 years of pan-European cooperation”, will be delivered by a minister or a high-level official from an ECE member State (to be confirmed) (up to 10 minutes).

29. **Keynote address:** the Executive Secretary of ECE and the Executive Director of UNEP will each deliver a keynote address (to be confirmed) (up to 9 minutes each).

30. **Adoption of the agenda:** Participants will adopt the Conference agenda (ECE/BATUMI.CONF/2016/1).

31. **Family photograph:** The family photograph of all ministers and heads of delegation will be taken after the conclusion of the discussion under agenda item 2 (a), from 12.30 to 1 p.m.

2. The environment dimension of the 2030 Agenda for Sustainable Development — moving forward in the pan-European region

(a) Multilateral environmental agreements, mechanisms, policies and institutions supporting the 2030 Agenda for Sustainable Development

Plenary session and interactive discussion, Wednesday, 8 June 2016, 10.30 a.m.–12.30 p.m., Sheraton Batumi Hotel

32. Note that more details regarding the organization of this agenda item are provided in section II of the annex to the present document.

33. **Chair:** The Minister of Environment and Natural Resources Protection of Georgia will chair the session.

34. **Introductory remarks:** The Chair will make some introductory remarks (up to 3 minutes).

35. **Moderators:** The Executive Secretary of ECE and Executive Director of UNEP (to be confirmed) will serve as moderators for the discussion.

36. **Introduction:** The moderators will introduce the subject for discussion (up to 2 minutes each).

37. **Interactive discussion/questions:** Ministers and high-level representatives of the private sector and civil society will participate in an interactive discussion focused on how one or more of instruments² will be used to support efforts to achieve one or more of the Sustainable Development Goals (SDGs), including by strengthening integration and intersectoral cooperation. In that regard, ministers will be invited to base their intervention on a concrete example of a new action or initiative that illustrates how the instrument(s) will be used to strengthen intersectoral cooperation to support achievement of one or more SDGs.

38. **Concluding remarks:** The moderators will provide concluding remarks, highlighting key points to serve as input into the Chair's Summary of the Conference (up to 5 minutes in total).

39. **Festive event:** A festive event will be held to celebrate 20 years of successful implementation of the ECE Environmental Performance Programme, and looking forward to getting it ready to support the achievement of the SDGs (starting at 12.15 p.m.).

(b) Keeping the pan-European environment under review

Plenary session and interactive discussion, Wednesday, 8 June 2016, 3–4.30 p.m., Sheraton Batumi Hotel

40. **Chair:** The Minister of Environment and Natural Resources Protection of Georgia will chair the session.

41. **Introductory remarks:** The Chair will provide some introductory remarks (up to 5 minutes).

² The instruments referred to under this agenda item include: the ECE multilateral environmental agreements, the ECE Environmental Performance Review Programme, the Environmental Action Programme Task Force, the Regional Environmental Centres, the Astana Water Action, the Transport, Health and Environment Pan-European Programme and the UNECE Strategy for Education for Sustainable Development, and others.

42. **Address:** A minister or a high-level official from an ECE member State (to be confirmed) will deliver an address on the topic “From Astana to Batumi: developing the Shared Environmental Information System across the pan-European region”, presenting the main outcomes of the report on progress in establishing the Shared Environment Information System (SEIS) in support to regular reporting in the pan-European region (up to 5 minutes).

43. **Address:** The Executive Director of the European Environment Agency will give an address on the topic “The European Environment Agency and milestones in the European Union and European Neighbourhood implementation of SEIS”.

44. **Country testimonials:** High-level officials from ECE member States will present the following testimonials based on the Conference themes and progress in establishing SEIS (up to 5 minutes each):

- (a) A short video presentation with brief statements from about 10 countries;
- (b) SEIS in support of “Air quality”;
- (c) SEIS in support of “Green Economy”;
- (d) “SEIS and monitoring of SDGs”;
- (e) “Opportunities, challenges and priorities on the road towards 2030”, in the context of SEIS.

45. **Presentation:** The Chief Scientist and Director ad interim of the UNEP Division of Early Warning and Assessment will give a presentation on “The Global Assessment Process and launching the regional assessment of the Sixth Global Environment Outlook”.

46. **Interactive ministerial panel discussion:** An interactive ministerial panel discussion, moderated by a high-level official from an ECE member State, will be held on the main outcomes of the regional assessment of the Sixth Global Environment Outlook with the participation of four panellists, also high-level officials from an ECE member State, who will make interventions (up to 5 minutes each).

47. **Intervention/questions from the floor:** Following the four interventions, the floor will be opened for questions and interventions from other participants (up to 15 minutes total). There will be time for at least two interventions (up to 3 minutes) from representatives of either a non-governmental or an intergovernmental organization.

48. **Concluding remarks:** The Chair will make some concluding remarks (up to 5 minutes).

3. Towards a new society: 10 years of education for sustainable development

Plenary session and interactive discussion, Wednesday, 8 June 2016, 4.30–6 p.m., Sheraton Batumi Hotel

49. **Co-Chairs:** The Minister of Education and Science of Georgia and the Minister of Environment and Natural Resources Protection of Georgia will co-chair the segment on education for sustainable development.

50. **Introductory remarks:** The co-Chairs for this segment will make some introductory remarks (up to 3 minutes each).

51. **Keynote address:** A keynote address will be delivered by a minister of education from an ECE member State (to be confirmed) (up to 5 minutes).

52. **Keynote address:** A keynote address will also be delivered by a minister of environment from an ECE member State (to be confirmed) (up to 5 minutes).
53. **Keynote address:** A third keynote address will be delivered by a high-level representative of the United Nations Educational, Scientific and Cultural Organization (UNESCO) (to be confirmed) (up to 5 minutes).
54. **Presentation:** The key findings of the report on progress in implementation of the UNECE Strategy for Education for Sustainable Development will be presented by the Chair of the Steering Committee on Education for Sustainable Development from Canada (up to 10 minutes).
55. **Interventions from the floor:** The floor will be opened for interventions by participants (up to 3 minutes per intervention, for a total of 45 minutes).
56. **Presentation and adoption:** The framework for the future implementation of the UNECE Strategy for Education for Sustainable Development and the draft Batumi Ministerial Statement on Education for Sustainable Development will be presented for adoption by the co-Chairs of the segment (up to 10 minutes in total).
57. **Concluding remarks:** Following the adoption of the two texts, the co-Chairs of the segment will provide some concluding remarks (up to 3 minutes each).

4. Greening the economy in the pan-European region

Plenary session and interactive discussion, Thursday, 9 June 2016, 10 a.m.–1 p.m., Sheraton Batumi Hotel and Hilton Batumi Hotel

58. Note that more details regarding the organization of this agenda item are provided in section III of annex to the present document.

Plenary session, Thursday, 9 June 2016, 10–11 a.m., Sheraton Batumi Hotel

59. **Chair:** A minister or a high-level official from an ECE member State will chair the thematic session on greening the economy in the pan-European region (to be confirmed).
60. **Opening remarks:** The Chair will provide some opening remarks (up to 5 minutes).
61. **Video screening with testimonials:** There will be a video screening with testimonials from ministers, high-level officials and green champions (up to 5 minutes).
62. **Keynote address:** A keynote address will be delivered by a prominent person (to be confirmed) (up to 10 minutes).
63. **Presentation:** The Chair of the Committee on Environmental Policy will present the Pan-European Strategic Framework for Greening the Economy and the Batumi Initiative on Green Economy (BIG-E) (up to 10 minutes).
64. **Endorsement:** Ministers will be invited to endorse the Pan-European Strategic Framework for Greening the Economy.
65. **Launching of the BIG-E:** The BIG-E will be launched in a festive ceremony with the participation of BIG-E stakeholders (up to 30 minutes).
66. **Video screening on green economy:** A video on green economy, prepared by the European ECO Forum, will be screened (up to 5 minutes).

Multi-stakeholder round-table discussions, Thursday, 9 June 2016, 11 a.m.–1 p.m., Sheraton Batumi Hotel and Hilton Batumi Hotel

67. **Multi-stakeholder round table on greening the economy:** Two parallel sessions of a multi-stakeholder round table on greening the economy in the pan-European region will be held (two hours in total).

68. **Questions for discussion:** The round tables will address the following questions for discussion:

(a) **Opportunities and challenges:** What are the pressing challenges to greening the economy in your country? What positive effects on, e.g., employment, human well-being, prosperity and natural capital are evident after introducing green economy policies? Have trade-offs been taken into account in policymaking — e.g., in terms of the impact on employment, social equity and private investment?;

(b) **Paths to sustainability:** What approaches have proven most useful to promote a more efficient use of natural resources and to reduce pressures on them (e.g., circular economy, green innovation and initiatives in the fields of energy, building, transport infrastructure, water, fiscal reforms, standards and labelling)? What initiatives are working successfully or are planned to be introduced in your country to address challenges and major obstacles, including to sustainable consumption and production patterns?;

(c) **Green incentives:** What incentives concerning sustainable public procurement, environmental taxation and the removal of environmentally harmful subsidies, including fossil fuel subsidies, have been introduced, and what else can be done? What do you do to encourage green investment, including private and foreign direct investment and technology transfer in different sectors?;

(d) **Cooperation:** What steps could be taken to further promote cooperation among countries in the pan-European region to facilitate the transition to a green economy, including in the context of the post-2015 development agenda?

69. In addition, during the discussion of the above questions, a number of related issues will be addressed, as appropriate, such as: green agriculture, including its resource needs, possible loads on the environment and some good practices; how subnational and local authorities, business and civil society are involved in greening the economy in their countries; and environmental risk reduction as a key element in defining green economy.

70. **Parallel session 1** (English/French/Russian interpretation): Session 1 of the round table will be held at the Sheraton Batumi Hotel. The session will be moderated by a minister or a high-level official from an ECE member State or a high-level official of an international organization (to be confirmed). The discussion will focus on opportunities and challenges for greening the economy, possible paths to sustainability, including through green incentives, and steps to promote cooperation among countries in the pan-European region to support the transition to a green economy, in accordance with the set of questions listed in paragraph 68 above, which were prepared by the Committee on Environmental Policy for this thematic segment.

71. **Parallel session 2** (English/Russian interpretation): Session 2 of the round table will be held at the Hilton Batumi Hotel. The session will be moderated by a minister or a high-level official from an ECE member State or a high-level official of an international organization (to be confirmed). The discussion will focus on the same areas as session 1.

72. **Round-table results:** The consolidated results of the discussions on greening the economy will be presented on the last day of the Conference and will serve as input into the Chair's Summary of the Conference.

73. **List of the participants:** A list of the round-table participants will be presented in an addendum to the present document, to be prepared closer to the Conference, based on the list of registered participants.

5. Improving air quality for a better environment and human health

Plenary session and interactive discussion, Thursday, 9 June 2016, 3–6 p.m., Sheraton Batumi Hotel and Hilton Batumi Hotel

74. More details regarding the organization of agenda item 5 are provided in section III of the annex to the present document.

Plenary session, Thursday, 9 June, 3–4.15 p.m., Sheraton Batumi Hotel

75. **Chair:** A minister or a high-level official from an ECE member State will chair the thematic session on improving air quality for a better environment and human health (to be confirmed).

76. **Opening remarks:** Opening remarks will be made by the Chair of the thematic session (up to 5 minutes).

77. **Video:** A video highlighting the issue of air pollution will be screened (5 minutes).

78. **Keynote addresses:** Keynote addresses (up to 7 minutes each) will be made by a high-level official from an ECE member State, a high-level representative of a local government and the Regional Director for Europe of the World Health Organization (all to be confirmed).

79. **Presentation:** The Chair of the Executive Body for the Convention on Long-range Transboundary Air Pollution will present the Batumi Action for Cleaner Air (up to 5 minutes).

80. **Endorsement:** Ministers will be invited to endorse the Batumi Action for Cleaner Air.

81. **Launching ceremony:** There will be a launch ceremony for the Batumi Action for Cleaner Air, celebrating the commitments made under the initiative with the participation of the stakeholders (up to 30 minutes).

Multi-stakeholder round-table discussions, Thursday, 9 June 2016, 4.15–6 p.m., Sheraton Batumi Hotel and Hilton Batumi Hotel

82. **Multi-stakeholder round table on improving air quality:** Two parallel sessions of a multi-stakeholder round table on improving air quality for a better environment and human health will be held (a total of 1 hour and 45 minutes).

83. **Questions for discussion:** The round tables will address the following questions for discussion:

(a) **Pollutants and policies:** Which air pollutants (indoor and outdoor) pose the highest risk to the environment and human health in your country, and how is this risk assessed (e.g., emission inventories, pollutants registers and air quality monitoring- and health-related data)? Which aspects of air pollution do you see as the most important to manage in the near future and in the longer term? How effective are current policies in addressing the impact of air pollution on public health, in particular in urban areas, as well as on ecosystems and crops? What can be done to make such policies more effective and how are the costs of inaction taken into account?;

(b) **Sectors and funding:** What sectors contribute the most to air pollution in your country and how successful has your Government been in integrating air pollution reduction measures into financial and development policies, as well as other sectoral policies? What role can policymakers and financing institutions play in ensuring that projects that reduce air pollution receive funding?;

(c) **Public awareness and participation:** Are the prevailing problems with air pollution and its transboundary character generally known in your country? How can communication be improved? Which channels, messages and means work best in your country? How could enabling public participation in relevant processes (e.g., policy development) improve air quality and what measures work best in your country?;

(d) **Cooperation:** Has international cooperation led to an improvement in air quality? How can international cooperation strengthen the national work? Which international instruments are the most effective in your experience? Which activities should be further strengthened to promote ratification, implementation and possible development of the ECE Air Convention and its protocols?

84. In addition, during the discussion of the above questions, a number of related issues will be addressed, as appropriate, such as green agriculture, including its resource needs, possible loads on the environment and some good practices; and how subnational and local authorities, business and civil society are involved in improving air quality.

85. **Parallel session 1** (English/French/Russian translation): Session 1 of the round table will be held at the Sheraton Batumi Hotel. It will be moderated by a minister or a high-level official from an ECE member State or a high-level official of an international organization (to be confirmed). The discussion will focus on air pollutants and policies related to environment and human health, identifying the most polluting sectors and funding for relevant measures to reduce air pollution, and issues of public awareness and participation and enhanced cooperation related to improving air quality, in accordance with the set of questions listed in paragraph 83 above, which were prepared by the Committee for this thematic segment.

86. **Parallel session 2** (English/Russian translation): Session 2 will be held at the Hilton Batumi Hotel. It will be moderated by a minister or a high-level official from an ECE member State or a high-level official of an international organization (to be confirmed). The discussion will focus on the same questions and issues as the session 1.

87. **Round-table results:** The results of the discussions on air quality will be presented on the last day of the Conference and will serve as input into the Chair's Summary of the Conference.

88. **List of the participants:** A list of the round-table participants will be presented in an addendum to the present document, to be prepared closer to the Conference, based on the list of registered participants.

6. Reporting on the outcomes of the discussions under the thematic sessions

Plenary session, Friday, 10 June 2016, 10–11.30 a.m., Sheraton Batumi Hotel

89. **Chair:** The Minister of Environment and Natural Resources Protection of Georgia will chair the session devoted to reporting the outcomes of the thematic sessions.

90. **Introductory remarks:** The Chair will provide some introductory remarks (up to 5 minutes).

91. **Reporting on green economy segment:** The Chair of the thematic segment on greening the economy in the pan-European region will report on the main outcomes of both the plenary and round-table sessions (up to 10 minutes).

92. **Questions/comments:** The floor will be opened for questions or comments regarding the main findings of the thematic segment on greening the economy in the pan-European region (up to 30 minutes total).

93. **Reporting on air quality segment:** The Chair of the thematic segment on improving air quality for a better environment and human health will report the main findings of both the plenary and round-table sessions (up to 10 minutes).

94. **Questions/comments:** The floor will be opened for questions or comments on the main findings of the thematic segment on improving air quality for a better environment and human health (up to 30 minutes total).

95. **Concluding remarks:** The Chair of the Conference will provide some concluding remarks (up to 5 minutes).

7. Adoption of Conference outcomes

Plenary session, Friday, 10 June 2016, 11.30 a.m.–12.30 p.m., Sheraton Batumi Hotel

96. **Chair:** The Minister of Environment and Natural Resources Protection of Georgia will chair the session.

97. **Introductory remarks and presentation of Declaration:** The Chair will make introductory remarks and present the draft Ministerial Declaration (up to 10 minutes).

98. **Adoption of Declaration and statements:** Ministers and high-level representatives will be invited to adopt the Ministerial Declaration. Thereafter the floor will be opened for statements (3 minutes per intervention, for a total of up to 40 minutes).

99. If needed, time will be made available for the announcement of any relevant initiatives, agreements, pledges or policy tools on subjects related to the Conference themes that might be submitted to the Conference.

100. **Concluding remarks:** The Chair will make some concluding remarks (up to 5 minutes).

8. Closure of the Conference

Plenary session, Friday, 10 June 2016, 12.30–1 p.m., Sheraton Batumi Hotel

101. **Chair:** The Minister of Environment and Natural Resources Protection of Georgia will chair the session.

102. **Chair's Summary:** The Chair will present the Chair's summary of the Conference (up to 20 minutes).

103. **Concluding remarks:** The Executive Secretary of ECE will make some concluding remarks (up to 5 minutes).

104. **Closing remarks:** The Chair will provide closing remarks before officially closing the Eighth Environment for Europe Ministerial Conference (up to 5 minutes).

Annex

Guidance notes for speakers and arrangements for the interactive discussions and roundtables

1. The sections below include guidance notes and additional information with a view to support the preparation of speakers and the arrangements for the roundtables and other interactive discussions during the Conference. A separate document containing the list of participants in the roundtables and other moderated discussions will be prepared closer to the Conference.

I. Guidance for keynote speakers

2. Each keynote speaker will have up the amount of time as specified under each agenda item for delivering a keynote address. The speech will be made from the lectern situated on the podium. For a more efficient use of time, seats for the keynote speakers will be reserved in a designated area close to the lectern. The Chair of the respective session will invite speakers to deliver their keynote address in accordance with the established order as per section II of the present document. The necessary technical equipment will be provided for PowerPoint presentations. Nonetheless, the established time limit must be respected and it is therefore suggested that any PowerPoint presentation should be limited to up to 4 slides.

3. Keynote speakers are invited to submit to the ECE secretariat (efe@unece.org) a copy of their keynote address as soon as possible and not later than Tuesday, **31 May 2016**. The secretariat will provide these copies to the interpreters and also use them to extract the key messages for the Chair's Summary of the Conference. The entire Chair's Summary will be presented at the end of the Conference.

4. Final copies of the keynote addresses should be sent to the ECE secretariat (efe@unece.org) after the Conference to be posted on the website.

II. Arrangement for interactive discussions under agenda item 2 (a)

5. The session will be chaired by the Minister of Environment and Natural Resources Protection of Georgia. During the introductory remarks by the Chair a slide will show the 17 SDGs.

6. The session will be organized as an interactive discussion moderated by the ECE Executive Secretary of ECE and Executive Director of UNEP (to be confirmed). During the introduction to the format of the session by the moderators, a slide will show the ECE multilateral environmental agreements, the Environmental Performance Review (EPR) Programme, the Environmental Action Programme Task Force, the Regional Environmental Centres, the Astana Water Action, the Transport, Health and Environment Pan-European Programme and the UNECE Strategy for Education for Sustainable Development and others (the "instruments") and how they relate (broadly) to the SDGs.

7. During the interactive discussion/questions by ministers and high-level representatives of the private sector and civil society, reference could also be made to other milestones of 2015, such as the Sendai Framework for Disaster Risk Reduction 2015–2030, the Addis Ababa Action Agenda and the Paris Agreement under the United Nations Framework Convention on Climate Change.

8. Below is the proposed format for the interactive discussion:

Participants (one speaker from each of):

- ECE member State delegations (*priority will be given to ministers, vice or deputy ministers, state secretaries, ambassadors*)
- two private sector associations, represented at the highest level, the World Business Council For Sustainable Development (to be confirmed), and the European Chemical Industry Council (to be confirmed)
- two pan-European or global umbrella non-governmental organizations, represented at the highest level, European ECO Forum and Friends of the Earth/Greenpeace (to be confirmed)

Structure:

- The moderators will lead the session through SDG. As the moderators introduce each SDG, a short cartoon slideshow on the SDG and related ECE activities could be presented. As each speaker starts, the SDG logo, the video stream showing the speaker and, possibly, a figure, image or slogan chosen by the speaker could be projected.
- To allow each member State to intervene at least once during the discussion, the time limit for interventions will be up to two minutes.
- Speakers should exchange views on the theme under discussion. Because of the time constraint, speakers will only speak once and should indicate in advance which SDG they will address. Speakers will be provided with a guidance note to assist them in preparing their interventions.
- On three, regularly-spaced occasions, the representatives of the private sector and civil society will each be invited to speak for up to two minutes, addressing selected SDGs and bringing a different perspective.
- If time permits, other Conference delegates, participating as observers, will be given the opportunity to pose questions from the floor.

Proposed question for discussion:

- How one or more of the above-mentioned instruments will be used to support efforts to achieve one or more SDGs, including by strengthening integration and intersectoral cooperation. In that regard, ministers will be invited to base their intervention on a concrete example of a new action or initiative that illustrates how the instrument(s) will be used to strengthen intersectoral cooperation to support achievement of one or more SDGs.

9. Given the two-minute time limit on each intervention, only one concrete example should be selected for presentation in the session. Should a member State have several concrete examples, these could be submitted to the secretariat in advance and posted on the Conference website. Examples of concrete actions include: establish an environmental court; regularly inform the public about the impact on human health caused by environmental pollution; initiate an assessment of the water-food-energy-ecosystems nexus in a river basin; and establish an inter-ministerial working group to integrate transport, health and environment policies.

10. The moderators will make concluding remarks highlighting key points to serve as input into the Chair's Summary of the Conference.

11. **Technical requirements:** A round or rectangular table in the centre of the room or an oval group of 50 comfortable chairs, with low tables between them for nameplates, and

delegates ranked around; two video cameras, two projection screens and projection of live video within a slideshow; and wireless interpretation and four roaming microphones.

12. The festive event to celebrate the ECE EPR Programme will take place from 12.15 p.m. until 12.30 p.m., followed by a side-event on launching the Third EPR of Georgia, from 1.10 to 2.50 p.m. (to be confirmed).

III. Arrangement for round tables under agenda items 4 and 5

13. A round-table parallel session will comprise up to 45 participants, including ministers and heads of delegation of ECE member States, intergovernmental organizations (IGOs), regional environmental centres (RECs), NGOs, private sector and academia and other relevant representatives. NGOs and the private sector should be represented at the highest level, with the latter represented preferably by chief executive officers. To allow for participation of all ECE member States in round-table discussions, the composition of each of the parallel sessions will be as follows:

- (a) ECE member States will have up to 28 seats;
- (b) IGOs will have up to 3 seats;
- (c) RECs will have up to 2 seats;
- (d) NGOs will have up to 4 seats; and
- (e) Private sector representatives will have up to 4 seats
- (f) Academia, local authorities and other relevant representatives will have up to 3 seats.

14. The list of round-table participants will be presented in a separate addendum to the present document, which will be regularly revised up until the Conference. The Committee members are invited to inform the secretariat **by 1 May 2016** of interest expressed by their heads of delegation in delivering a keynote address, making a statement or intervening from the floor on one of the two themes of the session, in accordance with the organization of work of the Conference.

15. In addition, about 150^a registered participants in the Conference will be accommodated in each of the parallel sessions to participate as observers to the round-table discussions. If time permits, these participants will be given the opportunity to pose questions to the round-table participants.

16. Each of the round-table's parallel sessions will open with introductory remarks by the moderator. Participants in the round table will be invited to engage actively in the discussion, and to address the agreed questions for discussion. In their interventions, participants can address one or more questions for discussions and/or react to interventions of others.

17. Speeches that have been prepared in advance are strongly discouraged during the round tables; instead, participants should exchange views on the theme under discussion. To allow each participant at the round table to intervene at least once during the discussion, the time limit for interventions will be up to two minutes.

18. Following the discussion, the moderator will highlight key points to be brought to the attention of the Conference plenary (under the Conference agenda item 6).

^a In accordance with the capacity based on the final setup of the two meetings rooms.