Draft decision on the work programme for 2018-2021for comments by Parties and stakeholders - v. 27 September 2016
**Deadline for comments – before 7 November 2016**

 Draft decision on the work programme for 2018–2021[[1]](#footnote-2)

**Prepared by the Bureau**

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| The present document sets out a draft decision on the work programme for 2018-2021. The Working Group of the Parties to the Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters at its twentieth meeting (Geneva, 15-17 June 2016) considered the Draft elements of the work programme for 2018–2021 (ECE/MP.PP/WG.1/2016/7), as prepared by the Bureau on the basis of the outcomes of the meetings of the Working Group of the Parties, the Task Forces and the Compliance Committee held in the current intersessional period and notes prepared by the Chairs of the Convention’s Task Forces (AC/WGP–20/Inf.1; AC/WGP–20/Inf.2; and AC/WGP–20/Inf.3), by the Chair of the Compliance Committee (AC/WGP–20/Inf.4) and by the Chair of the Thematic Session on the Promotion of the Principles of the Convention in International Forums (AC/WGP–16/Inf.5).The Working Group discussed a number of issues in relation to the new work programme, including prolongation of the intersessional period to four years; introducing a thematic discussion on different substantive issues at each meeting of the Working Group of the Parties; prioritization of topics within each work area of the work programme; and number of meetings of task forces in the next intersessional period. There was a general support to extend the intersessional period to four years and to introduce new substantive thematic sessions at the meetings of Working Group. The Working Group did not reach a consensus on other issues and requested the Bureau to prepare a draft decision on the work programme in the light of the comments by the Working Group of the Parties. The present document was prepared by the Bureau on the basis of the relevant outcomes of the twentieth meeting of the Working Group of the Parties and decision V/6 on the same subject matter, adopted by the Meeting of the Parties at its fifth session (Maastricht, the Netherlands, 30 June-1 July 2014). As all substantive topics for the the following work areas were included in the respective draft decisions on access to information; on public participation, on access to justice; and on promotion of the Convention’s principles in international forums, these topics were removed from this document. To avoid duplication of and negotiations on the same text in several documents, it is suggested to introduce all substantive issues in the respective draft decisions and remove these issues from the draft decision on the work programme (amendments and explanatory notes are shown in track changes and comments’ boxes, as appropriate).The draft decision is distributed to Parties and stakeholders for comments with the deadline to respond before 7 November 2016. The Bureau will consider the comments received and will finalise the draft decision for its submission to the twenty-first meeting of the Working Group of the Parties. The Working Group of the Parties is expected to consider and approve the draft decision and submit it to the Meeting of the Parties at its sixth session for consideration. |
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 Introduction

1. At its fifth session (Maastricht, the Netherlands, 30 June–1 July 2014), the Meeting of the Parties to the Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters (Aarhus Convention) requested the secretariat to prepare a draft work programme for the intersessional period following the sixth session of the Meeting of the Parties, including a detailed breakdown of estimated costs, for consideration and further elaboration by the Bureau and the Working Group of the Parties (ECE/MP.PP/2014/2/Add.1 and Corr.1, decision V/6, para. 9).[[2]](#footnote-3) The Meeting of the Parties also requested the Bureau, with the assistance of the secretariat, to provide an estimation of the operational costs needed for the effective functioning of the Convention that was clearly distinct from the cost of other activities that were subject to the availability of resources (ibid., decision V/7, para. 10).6

2. In accordance with those mandates, the present document presents a draft work programme for 2018–2021 (annex I), draft estimated costs of activities for the work areas listed in the work programme for 2018–2021 (annex II) and an example of the possible distribution of different meetings under the Convention for the period 2018–2021 (annex III). The document was prepared by the Bureau with the assistance of the secretariat on the basis of decision V/6, which sets out the costs of activities of the work areas proposed in the work programme for 2015–2017. The costs set out in annex II have been revised and redistributed between “operational” and “other” costs per each work area. Operational costs, as opposed to other costs, are the minimum funds needed to ensure the effective implementation of mandated activities in the different work areas in a balanced way. The same approach was used by the Parties to the Convention’s Protocol on Pollutant Release and Transfer Registers for the Protocol’s current work programme, which distinguishes between “core” costs and “additional” costs (see ECE/MP.PRTR/2014/4/Add.1, decision II/3, annex).[[3]](#footnote-4) The first draft document (see (ECE/MP.PP/WG.1/2015/7)[[4]](#footnote-5) to suggest a distinction between “operational” and “other costs” was already submitted to the Working Group of the Parties to the Convention at its nineteenth meeting (Geneva, 17−19 June 2015).

3. The draft work programme and accompanying information was prepared on the basis of the information notes submitted by the Chairs of the task forces, of the Compliance Committee and of the thematic session on promoting the principles of the Convention in international forums. It also takes into account the proposal by the European Union and its member States to extend the intersessional period to four years, and to include a thematic discussion on different substantive issues at each meeting of the Working Group of the Parties. The outcomes of the work of the task forces and of the work area on genetically modified organisms (GMOs) will provide a basis for discussion at the thematic sessions. It is expected that the Working Group will focus its discussion on those issues (e.g., strategic, policy) that require particular attention of the Convention’s focal points. Furthermore, it is suggested that the Working Group, within its mandate of overseeing the progress in implementing the Convention’s work programmes,[[5]](#footnote-6) will be given opportunity at each of its meetings to hear more detailed reports on the implementation of decisions on compliance matters adopted by the Meeting of the Parties.

4. Thanks to the diverse working structure under the Convention (i.e., three task forces on the three Convention pillars; the Compliance Committee with meetings taking place every three months; ongoing advisory support from the secretariat; and cooperation with numerous partners), it is expected that the prolongation of the intersessional period, combined with annual thematic policy discussions and a thorough review of the progress achieved in implementing the work area on compliance by the Working Group of the Parties, will not impact negatively on the work under the Convention. On the contrary, the extension of the intersessional period would allow both more time for the substantive preparation of meetings and increase the capacity of Parties to participate in the different meetings. On average, one meeting of a subsidiary body or capacity-building activity for the Convention will still take place every month.

**Draft Decision VI/… on the work programme for 2018–2021**

**Prepared by the Bureau**

*The Meeting of the Parties*,

*Recalling* its decision I/11 on the procedures for the preparation, adoption and monitoring of work programmes,

*Taking into account* the Strategic Plan for 2015–2020 for the Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters (Aarhus Convention) adopted through decision V/5, and the scheme of financial arrangements adopted through decision VI/…,

1. *Welcomes* the interest of countries from outside the UNECE region to join the Convention and *offers* its support in implementing the Convention in these countries through this work programme,

2. *Adopts* the work programme for 2018–2021, containing the estimated costs of each activity, as set out in annex I to this decision;

3. *Agrees* upon the indicative allocation of resources and the resulting estimated costs set out in annexes I and II, subject to annual review and, as appropriate, revision by the Working Group of the Parties on the basis of annual reports provided by the secretariat pursuant to decision VI/… on financial arrangements;

4. *Encourages* Parties to endeavour to ensure that the funding of the activities of the work programme remains stable throughout the period 2018–2021;

5. *Also encourages* Parties, insofar as possible, and subject to the internal budgetary procedures of the Parties, to contribute to the Convention’s trust fund for a given calendar year by 1 October of the preceding year, so as to secure staff costs for the smooth functioning of the secretariat, as a priority, and the timely and effective implementation of the priority activities of the work programme for 2018–2021;

6. *Reiterates* its commitment to implementing the Almaty Guidelines on Promoting the Principles of the Convention in International Forums (Almaty Guidelines), through all the activities of the work programme, as relevant;

7. *Decides* to give general priority[[6]](#footnote-7) to issues related to compliance and implementation, including capacity-building;

8. *Also decides* to give particular priority to the following substantive issues:

(a) Access to justice;

(b) Public participation;

(c) Access to information;

9. *Calls on* the Parties, and invites Signatories, other States and relevant intergovernmental, regional and non-governmental organizations, to contribute actively to the activities contained in the work programme;

10. *Requests* the secretariat, taking into consideration the results of the implementation of the Strategic Plan for 2015–2020 and the work programme for 2018–2021, to prepare a draft work programme for the intersessional period following the seventh session of the Meeting of the Parties, including a detailed breakdown of estimated costs, for consideration and further elaboration by the Bureau and the Working Group of the Parties, at the latest three months before the seventh session of the Meeting of the Parties, with a view to possible adoption at that meeting;

11. *Requests* the Bureau, with the assistance of the secretariat, taking into account the results of the implementation of the Strategic Plan for 2015–2020 and the work programme for 2018–2021, to develop a Strategic Plan for 2022-2030, at the latest three months before the seventh session of the Meeting of the Parties, with a view to possible adoption at that meeting;

Annex I

Draft work programme for 2018–2021

| *Work area* | *Objective and expected outcome* | *Lead country, body or organization* | *Method of work* | *Average annual subtotal (US$)a* |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Substantive issues** |  |  |  |  |
| I.Access to information, including electronic information tools | The work area will be implemented in accordance with decision VI/… on access to information. | Task Force on Access to Information Thematic session at meetings of the Working Group of the PartiesSecretariat, enlisting technical support as necessary | Task Force meetings and workshops; survey(s); participation in other relevant regional initiatives, as appropriate, through development of sector-based partnership approaches; pilot projects and capacity-building activities at the subregional and national level, which are expected to be funded by partners. Central management of the Aarhus Clearinghouse and promotion through online social media; provision of advice to and coordination of national and information nodes of the clearinghouse mechanism; information sharing and promotion of electronic tools through maintaining online databases for jurisprudence and national implementation reports, and maintaining online case studies on (a) public participation at the national level and (b) public participation in international forums. |  |
| II.Public participation | The work area will be implemented in accordance with decision VI/… on public participation in decision-making.  | Task Force on Public Participation in Decision-makingThematic session at meetings of the Working Group of the Parties Secretariat, enlisting expert support as necessary | Task Force meetings; workshops; collection of case studies; exploring synergies and possibilities for cooperation with relevant bodies under other multilateral environmental agreements and partner organizations.Participation in other relevant regional initiatives as appropriate; pilot projects and capacity-building activities at the subregional and national levels, which are expected to be funded by partners. |  |
| III.Access to justice | The work area will be implemented in accordance with decision VI/… on access to justice.  | Task Force on Access to JusticeThematic session at meetings of the Working Group of the PartiesSecretariat, enlisting expert support as necessary | Task Force meetings, if feasible back to back with other relevant capacity-building events, to be organized in liaison with partner organizations active in access to justice, and through development of sector-based partnership approaches, where appropriate.Strengthen cooperation with existing networks of judges and other legal professionals, as well as other international forums, to exchange information and support capacity-building.Develop analytical and training materials.Pilot projects and capacity-building activities at the subregional and national levels, which are expected to be funded by partners. |  |
| IV.Genetically modified organisms (GMOs) | Support the implementation of decision II/1 on GMOs (GMO amendment) and relevant provisions of the Convention in this area, as well as the application of the Guidelines on Access to Information, Public Participation and Access to Justice with Respect to Genetically Modified Organisms (MP.PP/2003/3), inter alia, by promoting exchange of information on common difficulties in and the main obstacles to their implementation, as well as good practices to address them. | Secretariat, in close cooperation with other stakeholdersThematic session at meetings of the Working Group of the Parties | Workshop(s); survey(s); advisory support to, and cooperation with, relevant bodies under the Cartagena Protocol on Biosafety to the Convention on Biological Diversity; advisory support to countries upon request; and use of the Aarhus Clearinghouse and Aarhus Good Practice database to facilitate exchange of information on good practices. |  |
| **Procedures and mechanisms**  |  |  |  |
| V.Compliance mechanism | Monitor and facilitate the implementation of and compliance with the Convention.Increase support to individual Parties in following up on decisions on compliance. | Compliance CommitteeSecretariat | Compliance Committee to review submissions, referrals, requests and communications on cases of possible non-compliance, prepare decisions and reports and undertake fact-finding missions.Compliance Committee to explore possible synergies with other relevant forums.Secretariat to publicize the mechanism, manage the Committee’s web page and develop a database of the Compliance Committee’s findings.Secretariat to prepare background material on relevant issues of a systemic nature identified through the work of the Compliance Committee for discussion at the meetings of the task forces and respective thematic sessions of the Working Group of the Parties |  |
| VI.Capacity-building  | Coordination of capacity-building activities to assist countries in the effective implementation of the Convention; implementation of capacity-building measures at the regional and subregional levels. | Secretariat, in close cooperation with other relevant stakeholders | Inter-agency coordination meetings; maintaining the Convention’s web pages with information on capacity-building activities; use of the Aarhus Clearinghouse and the Aarhus Good Practice database to facilitate exchange of information on good practices; training workshops and technical assistance, mostly separately funded under other substantive work areas; capacity-building activities at the national and subregional levels, which are expected to be funded by partners. |  |
| VII.Reporting mechanism | Production of national implementation reports and a synthesis report. | Secretariat, enlisting expert and administrative support as necessaryCompliance Committee | Preparation and processing of national implementation reports.Analysis of reports and preparation of a synthesis report.Use of national implementation reports for identifying relevant topics for the work of the task forces and other activities |  |
| **Awareness-raising and promotion** |  |  |  |
| VIII.Awareness-raising and promotion of the Convention, including through:VIII.1. Communication StrategyVIII.2. Promotion of the principles of the Convention in international forumsVIII.3. Support to non-ECE States to accede to the ConventionVIII.4. Support to regional and global initiatives on Principle 10 of the Rio Declaration  | The work will focus on:(a) Raising public awareness of the Convention throughout the United Nations Economic Commission for Europe (ECE) region and beyond; (b) Increasing the number of Parties to the Convention; (c) Supporting regional and global initiatives on Principle 10 of the Rio Declaration on Environment and Development. Activities should be carried out in synergy with the relevant activities of the work programme of the Protocol on Pollutant Release and Transfer Registers.The work area VIII.2 will be implemented in accordance with decision VI/…on promotion of the Convention’s principles in international forums | SecretariatBureau of the Meeting of the PartiesWorking Group of the Parties | Participation in key regional and international events and processes; use of bilateral, regional and international cooperation arrangements to raise interest in the Convention, e.g., the European Neighbourhood Policy; feed into international processes that closely relate to the Convention, including the special procedures under the United Nations Human Rights Council (depending on the mandate), the United Nations Environment Programme, the international financial institutions and other relevant international forums.Expert assistance to regional and global initiatives on Principle 10 of the Rio Declaration; support to relevant events organized by others; missions and assistance to countries organized at the request of host Governments, with a focus on States that have expressed formal interest in becoming Parties to the Convention.Implementation of the Communication Strategy; website management; preparation of leaflets, publications, news bulletins, articles and other information materials. |  |
| IX.Promotion of the Almaty Guidelines and other interlinkages with relevant international bodies and processes | The work area will be implemented in accordance with decision VI/…on promotion of the Convention’s principles in international forums.  | SecretariatBureau of the Meeting of the Parties Working Group of the Parties  | Thematic sessions, as needed, at meetings of the Working Group of the Parties to oversee progress in promoting the application of the principles of the Convention in international forums and to address challenges encountered in the implementation of article 3, paragraph 7, of the Convention. Surveys regarding experiences gained in the implementation of article 3, paragraph 7, and the Almaty Guidelines; online networks; expert assistance to relevant international forums and to Parties upon request and populating a repository of good practices on establishing effective processes for the public to participate in international forums; joint activities with other treaties and multilateral processes; concrete actions by Parties at the national and international levels to promote the principles of the Convention in international forums and the Almaty Guidelines. |  |
| **Coordination, horizontal support and Meeting of the Parties**  |  |  |  |
| X.Coordination and oversight of intersessional activities | Coordination and oversight of the activities under the Convention.Preparation of substantive documents for the seventh session of the Meeting of the Parties (e.g., drafting decisions, including the future work programme, and reviewing the implementation of the current work programme and the Strategic Plan). | Working Group of the PartiesBureau of the Meeting of the Parties | Working Group meetings, meetings of the Bureau and consultations among Bureau members electronically. |  |
| XI.Seventh ordinary session of the Meeting of the Parties  | See article 10 of the Convention. | Meeting of the Parties | Session of the Meeting of the Parties. |  *c* |
| XII.Horizontal support areas | Overall support that covers multiple substantive areas of the work programme. | Secretariat | Secretarial support, staff training, equipment. |  |
| **Grand total (including costs for all work areas and 13% programme support costs)** |  |

*a* Estimation of the cost will be included at a later stage, subject to the estimation of cost inserted in annex II.

*c* Costs are reported under work area X.

Annex II

Draft estimated costs of activities of the work areas listed in the work programme for 2018–2021

| *Work area* | *Cost description* | *Average estimated costs in United States dollars per yeara* |
| --- | --- | --- |
| *2018* |  | *2019* |  | *2020* |  | *2021* |  | *2018—2021annual average* |
| *Operational* | *Other* | *Operational* | *Other* | *Operational* | *Other* | *Operational* | *Other* | *Operational* | *Other* |
|  |  |  |  |  |  |  |  |  |  |  |  |
| I.Access to information*b* | Professional staff support, two P–3 staff: one at 30 per cent and one at 5 per cent of full-time equivalent (FTE) | 63 000 | *—* | 63 000 | *—* | 63 000 | *—* | 63 000 | *—* | 63 000*c* | *—* |
|  | Consultancy (e.g., maintenance of Aarhus Clearinghouse and Aarhus Good Practice database) | 2 000 | 3 000 | 2 000 | 3 000 | 2 000 | 3 000 | 2 000 | 3 000 | 2 000 | 3 000 |
|  | Travel, daily subsistence allowance (DSA) of eligible participants (2 meetings) | *—* | *—* | 40 800 | *—* | 40 800 | *—* | *—* | *—* | 20 400 | *—* |
|  | Travel, DSA (staff missions)*d* | 3 500 | 3 500 | 3 500 | 3 500 | 3 500 | 3 500 | 3 500 | 3 500 | 3 500 | 3 500 |
|  **Subtotal** |  | **68 500** | **6 500** | **109 300** | **6 500** | **109 300** | **6 500** | **68 500** | **6 500** | **88 900** | **6 500** |
| II.Public participation | Professional staff support, one P–3 staff at 30 per cent of FTE | 54 000 | *—* | 54 000 | *—* | 54 000 | *—* | 54 000 | *—* | 54 000 | *—* |
| Consultancy (e.g., preparation of the required materials) | 5 000 | 5 000 | 5 000 | 5 000 | 5 000 | 5 000 | 5 000 | 5 000 | 5 000 | 5 000 |
|  | Travel, DSA of eligible participants (2 meetings) | 40 800 | *—* | *—* | *—* | 40 800 | *—* | *—* | *—* | 20 400 | *—* |
|  | Travel, DSA (staff missions)*d* | 3 500 | 3 500 | 3 500 | 3 500 | 3 500 | 3 500 | 3 500 | 3 500 | 3 500 | 3 500 |
|  **Subtotal**  |  | **103 300** | **8 500** | **62 500** | **8 500** | **103 300** | **8 500** | **62 500** | **8 500** | **82 900** | **8 500** |
| III.Access to justice | Professional staff support, one P–3 staff at 35 per cent of FTE | 63 000 | *—* | 63 000 | *—* | 63 000 | *—* | 63 000 | *—* | 63 000 | *—* |
|  | Consultancy (e.g., preparation of the required materials) | 10 000 | 7 000 | 10 000 | 7 000 | 10 000 | 7 000 | 10 000 | 7 000 | 10 000 | 7 000 |
|  | Travel, DSA of eligible participants (2 meetings) | 40 800 | *—* | 40 800 | *—* | *—* | *—* | *—* | *—* | 20 400 | *—* |
|  | Travel, DSA (staff missions)*d* | 3 500 | 3 500 | 3 500 | 3 500 | 3 500 | 3 500 | 3 500 | 3 500 | 3 500 | 3 500 |
|  **Subtotal**  |  | **117 300** | **10 500** | **117 300** | **10 500** | **76 500** | **10 500** | **76 500** | **10 500** | **96 900** | **10 500** |
| IV.GMOs | Professional staff support, one P–3 staff at 5 per cent of FTE | 9 000 | *—* | 9 000 | *—* | 9 000 | *—* | 9 000 | *—* | 9 000 | *—* |
|  | Consultancy (e.g., preparation of the required material) | 2 000 | 2 000 | 2 000 | 2 000 | 2 000 | 2 000 | 2 000 | 2 000 | 2 000 | 2 000 |
|  | Travel, DSA of eligible participants to event (e.g., workshop, round table) | *—* | *—* | 40 000 | *—* |  | *—* | *—* | *—* | 10 000 | *—* |
|  | Travel, DSA (staff missions)*d* | 3 500 | *—* | 3 500 | *—* | 3 500 | *—* | 3 500 | *—* | 3 500 | *—* |
|  **Subtotal** |  | **14 500** | **2 000** | **54 500** | **2 000** | **14 500** | **2 000** | **14 500** | **2 000** | **24 500** | **2 000** |
| V.Compliance mechanism | Professional staff support, two P-3 staff: one at 80 per cent and one at 40 per cent of FTE | 216 000 | *—* | 216 000 | *—* | 216 000 | *—* | 216 000 | *—* | 216 000 | *—* |
|  | Consultancy (e.g., translation outside United Nations, preparation of the required material) | 25 000 | *—* | 25 000 | *—* | 25 000 | *—* | 25 000 | *—* | 25 000 | *—* |
|  | Travel, DSA of Committee members, other participants (4 Compliance Committee meetings per year) | 91 800 | *—* | 91 800 | *—* | 91 800 | *—* | 91 800 | *—* | 91 800 | *—* |
|  | Travel, DSA (staff missions)*e* | 9 800 | *—* | 9 800 | *—* | 9 800 | *—* | 9 800 | *—* | 9 800 | *—* |
|  **Subtotal**  |  | **342 600** | *—* | **342 600** | *—* | **342 600** | *—* | **342 600** | *—* | **342 600** | *—* |
| VI.Capacity-building*f* | Professional staff support, one P–3 staff at 15 per cent of FTE | 27 000 | *—* | 27 000 | *—* | 27 000 | *—* | 27 000 | *—* | 27 000 | *—* |
| Consultancy (e.g., capacity-building activities, materials, studies) | 2 000 | 5 000 | 2 000 | 5 000 | 2 000 | 5 000 | 2 000 | 5 000 | 2 000 | 5 000 |
|  | Travel, DSA of eligible experts (e.g., annual meeting of capacity-building partners, capacity-building activities) | 3 000 | 3 800 | 3 000 | 3 800 | 3 000 | 3 800 | 3 000 | 3 800 | 3 000 | 3 800 |
|  | Travel, DSA (staff missions) | 3 000 | 8 200 | 3 000 | 8 200 | 3 000 | 8 200 | 3 000 | 8 200 | 3 000 | 8 200 |
|  **Subtotal**  |  | **35 000** | **17 000** | **35 000** | **17 000** | **35 000** | **17 000** | **35 000** | **17 000** | **35 000** | **17 000** |
| VII.Reporting mechanism | Consultancy (processing of national implementation reports, preparation of the synthesis report, translation) | *—* | *—* | *—* | *—* | 10 000 | *—* | 20 000 | *—* | 7 500 | *—* |
|  **Subtotal**  |  | *—* | *—* | *—* | *—* | **10 000** | *—* | **20 000** | *—* | **7 500** | *—* |
| VIII.Awareness-raising and promotion of the Convention*g* | Professional staff support, three P–3 staff at 5 per cent each of FTE  | 27 000 | — | 27 000 | — | 27 000 | — | 27 000 | — | 27 000 | — |
| Consultancy (e.g., publications, promotion materials) | 5 000 | 9 000 | 5 000 | 9 000 | 5 000 | 9 000 | 5 000 | 9 000 | 5 000 | 9 000 |
| Travel, DSA for participation in events and country missions to promote the Convention and its principles; support to non-ECE States to accede to the Convention; support to regional and global initiatives on Principle 10 of the Rio Declaration on Environment and Development | 5 000 | 18 000 | 5 000 | 18 000 | 5 000 | 18 000 | 5 000 | 18 000 | 5 000 | 18 000 |
|  | Travel, DSA (staff mission), participation at relevant events where no other funding is available | 10 000 | 7 500 | 10 000 | 7 500 | 10 000 | 7 500 | 10 000 | 7 500 | 10 000 | 7 500 |
|  **Subtotal**  |  | **47 000** | **34 500** | **47 000** | **34 500** | **47 000** | **34 500** | **47 000** | **34 500** | **47 000** | **34 500** |
| IX.Promotion of the Almaty Guidelines and other interlinkages with relevant international bodies and processes | Professional staff support, three P–3 staff, one at 15 per cent, one at 10 per cent and one at 5 per cent of FTE | 54 000 | *—* | 54 000 | *—* | 54 000 | *—* | 54 000 | *—* | 54 000 | *—* |
| Consultancy (expert studies) | 2 000 | 3 000 | 2 000 | 3 000 | 2 000 | 3 000 | 2 000 | 3 000 | 2 000 | 3 000 |
| Travel, DSA (expert missions) | 3 400 | *—* | 3 400 | *—* | 3 400 | *—* | 3 400 | *—* | 3 400 | *—* |
| Travel, DSA (staff missions) | 3 500 | *—* | 3 500 | *—* | 3 500 | *—* | 3 500 | *—* | 3 500 | *—* |
|  **Subtotal**  |  | **62 900** | **3 000** | **62 900** | **3 000** | **62 900** | **3 000** | **62 900** | **3 000** | **62 900** | **3 000** |
| X.Coordination and oversight of intersessional activities, including seventh ordinary session of the Meeting of the Parties | Professional staff support,*h* three P–3 staff: one at 10 per cent and two at 5 per cent each of FTE | 36 000 | *—* | 36 000 | *—* | 36 000 | *—* | 36 000 | *—* | 36 000 | *—* |
| Travel, DSA for eligible participants (meetings of the Working Group of the Parties, the Bureau and the seventh session of the Meeting of the Parties) | 47 600 | *—* | 47 600 | *—* | 47 600 | *—* | 102 000 | *—* | 61 200 | *—* |
| Travel, DSA (staff mission) | 3 500 | *—* | 3 500 | *—* | 3 500 | *—* | 3 500 | *—* | 3 500 | *—* |
|  **Subtotal** |  | **87 100** | *—* | **87 100** | *—* | **87 100** | *—* | **141 500** | *—* | **100 700** | *—* |
| XI.Seventh ordinary session of the Meeting of the Parties | Professional staff support, one P–2 staff for 6 months | *—* | *—* | *—* | *—* | *—* | *—* | 60 000 | *—* | 15 000*i* | *—* |
|  **Subtotal**  |  | *—* | *—* | *—* | *—* | *—* | *—* | **60 000** | *—* | **15 000** | *—* |
| XII.Horizontal support areas | Secretarial staff support, one G–4 staff at 100 per cent*j* | 96 000 | *—* | 96 000 | *—* | 96 000 | *—* | 96 000 | *—* | 96 000 | *—* |
|  | Technical support costs*k* (e.g., computers, equipment, external printing) | 6 000 | *—* | 6 000 | *—* | 6 000 | *—* | 6 000 | *—* | 6 000 | *—* |
|  | Training of staff*l* (training activities to enhance staff skills) | 4 000 | *—* | 4 000 | *—* | 4 000 | *—* | 4 000 | *—* | 4 000 | *—* |
|  **Subtotal**  |  | **106 000** | *—* | **106 000** | *—* | **106 000** | *—* | **106 000** | *—* | **106 000** | *—* |
|  **Total**  |  | **984 200** | **82 000** | **1 024 200** | **82 000** | **994 200** | **82 000** | **1 037 000** | **82 000** | **1 009 900** | **82 000** |
| Programme support costs (13%) |  | 127 946 | 10 660 | 133 146 | 10 660 | 129 246 | 10 660 | 134 810 | 10 660 | 131 287 | 10 660 |
|  **Grand total** |  | **1 112 146** | **92 660** | **1 157 346** | **92 660** | **1 123 446** | **92 660** | **1 171 810** | **92 660** | **1 141 187** | **92 660** |

*a* The estimated costs shown here are limited to those intended to be covered by voluntary contributions made under the Convention’s scheme of financial arrangements, either through its trust fund or in kind. They do not include costs that are expected to be covered by the United Nations regular budget or other sources. Figures are rounded up. They may change in accordance with the United Nations administrative regulations.

*b* Including responsibility for electronic information tools under the Convention and the Protocol. Experts involved in the work of the task forces on access to information, public participation in decision-making and access to justice will be invited to provide substantive support to the activities through commenting documents and participating in training sessions, workshops, pilot projects, etc. Meetings of the Task Force will provide a forum to discuss key outcomes of the activities and identify good practices and challenges in implementation.

*c* Professional staff costs are estimated by multiplying expected staff time in each activity area by the projected annual salary costs of staff hired at the level indicated. Staff costs are considered to be operational as they are essential for ensuring effective and balanced implementation of all work areas. In addition, the necessary funds for staff contracts must be secured at least one year in advance.

*d* Operational costs for staff missions refer to the cost of travel for secretariat staff members to service, e.g., task force meetings that are not held in Geneva and workshops/events related to this work area.

*e* The secretariat may be required to conduct official missions in relation to the work of the compliance mechanism. Such costs are therefore considered to be operational.

*f* This category of activities encompasses activities that build capacity in areas that relate to the Convention as a whole. Capacity-building activities relating to a specific topic under the Convention (e.g., electronic information tools, access to justice) are covered under those activity areas. In order to increase the effectiveness of capacity-building and synergies, the secretariat is carrying out such activities in collaboration with all key capacity-building actors in the region. Furthermore, the secretariat services a region-wide capacity-building coordination mechanism aimed at ensuring that the projects implemented by partner organizations match the requirements of decisions by the Meeting of the Parties. Most travel and consultancy costs are normally covered by other sources: either by partner organizations or specific donor contributions. These synergies also lead to a considerable reduction of the financial burden as Parties to the Convention are required to contribute a small amount in relation to the final impact of activities.

*g* Awareness-raising will include promotional work in the region and beyond. Such work serves as the Parties’ “ambassador”. The secretariat and Aarhus experts are regularly invited to international meetings and processes across the world to share their experiences and expertise. Where possible, the promotion of the Convention is carried out through the use of electronic tools. The secretariat is making every possible effort to ensure that these activities have the minimum financial implications possible. In addition, in line with past practice, it is anticipated that some publications will be funded from the United Nations regular budget.

*h* Including provision of legal advice and general tasks.

*i* Costs for travel and DSA for eligible participants are reported under work area X.

*j* As of 1 February 2016, the funding of one administrative staff member through the 13 per cent programme support costs, levied from the trust funds of the ECE Environment Division, was discontinued. This staff member is required in order to provide the necessary administrative support to activities under the Aarhus Convention and its Protocol, including administrative arrangements for the meetings of the governing and subsidiary bodies of the two treaties.

*k* Technical equipment is normally provided by the United Nations also to extrabudgetary staff. However, if this practice is discontinued, the related expenditures should be included in the operational costs of the work programme.

*l* All United Nations staff are expected to develop their skills and attend training. Continuous training and development of new skills is essential in order for the staff to maintain a high level of professionalism and to adapt to new competency requirements. As a result, training of staff is considered to be operational costs.

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Annex III

Example of the possible distribution of different meetings under the Convention for the period 2018–2021

| *Type of meeting* | *2018* | *2019* | *2020* | *2021* |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Task Force Access to Information (AI) | *—* | x | x | *—* |
| Task Force on Public Participation in Decision-making (PP) | X | *—* | x | *—* |
| Task Force on Access to Justice (AJ) | X | x | *—* | *—* |
| GMO Round Table (GMO) | *—* | x | *—* | *—* |
| Thematic sessions at the Working Group of the Parties  | AI | PP | AJ | GMO |
| Meeting of the Parties  | *—* | *—* | *—* | X |

*Note*: The substantive preparation of the thematic sessions of the Working Group of the Parties is based on the outcomes of the work of a specific Task Force and other activities in the relevant work areas.

1. This document was not formally edited. The document will be formally edited prior to the twenty-first meeting of the Working Group of the Parties [↑](#footnote-ref-2)
2. Available from <http://www.unece.org/env/pp/aarhus/mop5_docs.html#/>. [↑](#footnote-ref-3)
3. Available from <http://www.unece.org/prtrmopp2_docs.html#/>. [↑](#footnote-ref-4)
4. Available from <http://www.unece.org/env/pp/aarhus/wgp19#/.> [↑](#footnote-ref-5)
5. See ECE/MP.PP/2/Add.15, decision I/14, paras. 1 and 2 (b) available from <http://www.unece.org/env/pp/mop1docum.statements.html#/>. [↑](#footnote-ref-6)
6. The primary function of the prioritization indicated in paragraphs 6 and 7, apart from explaining and reflecting the proposed allocation of resources in the annexes, is to provide guidance in situations in which there is a significant discrepancy between the actual income and the estimated financial requirement. If there is a significant shortfall in resources, then savings need to be made, and the prioritization provides guidance as to where those savings should be made. If there are surplus resources that are not earmarked, then the prioritization provides guidance as to how that surplus may be used. If the resources available closely match the estimated requirements set out in the annexes, the resources can simply be applied as indicated therein, i.e., there is no need for any further exercise of prioritization. [↑](#footnote-ref-7)