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UNITED NATIONS  
ECONOMIC COMMISSION FOR EUROPE

WORLD HEALTH ORGANIZATION  
REGIONAL OFFICE FOR EUROPE

**ANNOTATED PROVISIONAL AGENDA FOR THE SECOND MEETING  
OF THE TASK FORCE ON INDICATORS AND REPORTING  
(Geneva, 12 February 2009)**  
to be held in the Palais des Nations starting at 9.30 a.m.

**I. PROVISIONAL AGENDA**

1. Opening of the meeting
2. Adoption of the agenda
3. Main conclusions from the workshop on setting targets and reporting
4. Guidelines on setting targets, evaluation of progress and reporting
5. Guidelines for summary reports in accordance with article 7 of the Protocol
6. Future work and dates, specifically pilot reporting in autumn 2009
7. Other business
8. Closing of the meeting

**II. BACKGROUND AND PRACTICAL INFORMATION**

**A. Background**

1. The Task Force on Indicators and Reporting was established by the first Meeting of the Parties to the Protocol on Water and Health (Geneva, 17–19 January 2007) with a mandate linked to compliance with articles 6 (Targets and target dates) and 7 (Review and assessment of progress). The Task Force's main objectives are to provide guidance to Parties and to promote the exchange of experience and harmonization in the region. To these aims, the Task Force is preparing draft guidelines for the setting of targets and target dates, evaluation of progress and reporting, as well as draft guidelines for summary reports in accordance with article 7, for adoption by the Parties at their second meeting.

2. Switzerland – the lead country for this activity – has invited a core group of experts to assist in the preparations for this meeting. The core group<sup>1</sup>, which met three times in Geneva in January, September and December 2008, has prepared all of the meeting documentation.
3. A workshop on setting targets and reporting (10–11 February 2009) will be organized back-to-back with the Task Force meeting. At this workshop, Parties and Signatories to the Protocol will be invited to exchange information on their national processes regarding target-setting and on target and target dates set, together with their relevant indicators of progress. To facilitate such an exchange and following a request from the first meeting of the Task Force on Indicators and Reporting, the joint secretariat is requesting Parties and Signatories to fill in a short template indicating their current stage in the process of target-setting, the targets set already (if applicable), the next steps planned as well as challenges and success stories. This information on the progress of target-setting in each Party should be provided by 20 January 2009 via e-mail to [protocol.water\\_health@unece.org](mailto:protocol.water_health@unece.org).

## **B. Practical information**

4. The second meeting of the Task Force will be held in the Palais des Nations, Geneva, on 12 February 2009, in conference room VIII back-to-back with the workshop on setting targets and reporting (10–11 February 2009).
5. The meeting will start at 9.30 a.m. on Thursday, 12 February 2009, and will close at 5.30 p.m. on the same date.
6. The working languages will be English, French and Russian.
7. All relevant documentation for the meeting will be made available in due course at: [www.unece.org/env/water/meetings/documents\\_TFIR.htm](http://www.unece.org/env/water/meetings/documents_TFIR.htm).
8. The meeting is open to experts from Parties and non-Parties to the Protocol representing governmental (ministerial) authorities, water and health managers, the private sector, international organizations and non-governmental organizations, as well as other interested stakeholders. Focal points are requested to facilitate nomination of relevant experts from their respective countries. Given the complexity of the issues to be discussed, delegates should consult beforehand in their countries with the relevant **health, environment and water management authorities** to ensure that the views, needs and approaches of all sectors concerned are taken into account in the draft guidelines and in the proposed indicators.
9. Eligible participants from countries with economies in transition may apply for financial support to facilitate their participation in the Task Force. Requests for financial support should be submitted to the UNECE secretariat ([olga.carlos@unece.org](mailto:olga.carlos@unece.org)) as soon as possible, but **not later than 12 January 2009**. No application will be accepted after this deadline due to changes in visa and travel arrangement regulations.

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<sup>1</sup> The core group is comprised by the following experts: Mr. Risto Aurola (Finland), Jaime Melo Baptista (Portuguese Institute for the Regulation of Water and Solid Waste - IRAR), Ms. Martina Behanova (Slovakia), Mr. Dominique Gatel (European Federation of Water Suppliers - EUREAU), Mr. Mihály Kádár (Hungary), Ms. Kateryna Kiryanova (Ukraine), Mr. Frantisek Kozisek (Czech Republic), Mr. Truls Krogh (Norway), Mr. Palle Lindgaard-Jorgensen (World Health Organization Collaborating Centre on Water and Health), Mr. Ion Salaru (Republic of Moldova), Ms. Zsuzsa Steindl (Hungary), Mr. Oliver Schmoll (Germany), Mr. Thor Axel Stenström (Women in Europe for a Common Future) and Mr. Pierre Studer (Switzerland).

10. Participants requiring entry visas should inform the secretariat as soon as possible. Due to the **entry of Switzerland into the Schengen Zone** in December 2008, visa procedures have become more complicated. The minimum amount of time needed for obtaining a visa is now **15 working days**. Participants needing a visa are therefore requested to **submit their application as soon as possible and to initiate visa procedures at least three weeks before the meeting**.

11. In accordance with the United Nations accreditation procedures, participants are requested to complete the registration form available online ([http://www.unece.org/env/water/meetings/documents\\_TFIR.htm](http://www.unece.org/env/water/meetings/documents_TFIR.htm)) and to transmit it to the UNECE secretariat by **25 January 2009** – either by fax (+ 41 22 917 0621) or by e-mail ([olga.carlos@unece.org](mailto:olga.carlos@unece.org)). On their way to the meeting, participants should obtain an identification badge at the Pass and Identification Unit of the United Nations Office at Geneva Security and Safety Section located at the Pregny Gate, 14 Avenue de la Paix (see map on the UNECE Protocol website). Please allow enough time for this. In case of difficulty, please contact the secretariat by telephone at +41 22 917 1926.

12. Practical information on the Palais des Nations, as well as on transport and accommodation in Geneva, is available at: <http://www.unece.org/meetings/practical.htm>.

### III. ANNOTATIONS TO THE AGENDA

#### **Item 1: Opening of the meeting (9.30 – 9.35 a.m.)**

13. The first Task Force meeting elected Mr. Pierre Studer (Switzerland) as Chairperson of the Task Force and Ms. Zsuzsa Steindl (Hungary) and Mr. Oliver Schmoll, (Germany) as Vice-Chairpersons. The Chairperson will open the meeting, recalling the mandate of the Task Force.

#### **Item 2: Adoption of the agenda (9.35 – 9.40 a.m.)**

14. The Task Force is expected to adopt its agenda as set out in the present document.

#### **Item 3: Conclusions of the workshop on setting targets and reporting (9.40 – 10 a.m.)**

15. The Chairperson will present the main conclusions of the workshop on setting targets and reporting organized back-to-back with the Task Force meeting. The Task Force will discuss the main issues to be included in the draft guidelines (see below).

#### **Item 4: Guidelines on setting targets, evaluation of progress and reporting (10 a.m. – 12.30 p.m. and 2.30 – 3.15 p.m.)**

Background document: Draft guidelines on setting targets, evaluation of progress and reporting (WH/TFIR 02-02)

16. The Task Force will discuss the revised draft guidelines on setting targets, evaluation of progress and reporting, prepared by the core group.

17. In particular, the Task Force will agree on:

## **WH/TFIR 02-01**

- (a) The main message and specific recommendations of the different parts of the guidelines;
- (b) The revised outline and content of the Part II on the specific target areas;
- (c) Examples of good practices to be included in the guidelines, and, if relevant, reference to recognized standards, methodologies, studies, etc.

18. Finally, the Task Force should agree on work-sharing arrangements to further develop the draft guidelines before the pilot reporting exercise.

### **Item 5: Draft guidelines on summary reports in accordance with article 7 of the Protocol (3.15 – 4.15 p.m.)**

Background documents: Draft guidelines on summary reports (WH/TFIR 02-03)

19. The core group has prepared guidelines, including a template for submitting summary reports to the Meeting of the Parties in accordance with the Protocol's article 7. The Task Force will discuss and agree on:

- (a) The scope and approach of the guidelines;
- (b) The template for summary reports prepared by Parties in accordance with article 7, paragraph 5.

### **Item 6: Future work and dates, specifically pilot reporting in autumn 2009 (4.15 – 5.20 p.m.)**

Background document: Time frame for future work of the Task Force (WH/TFIR 02-04), Information note on pilot reporting (WH/TFIR 02-05)

20. The Task Force will discuss and agree on working arrangements and on the time frame to carry out the tasks mandated by the Meeting of the Parties, including the finalization of the guidelines on target-setting and the guidelines on summary reports. It will specifically discuss the modalities and timeline for the pilot reporting exercise to be organized in autumn 2009, before the second meeting of the Parties.

### **Item 7: Other business (5.20 p.m.)**

21. Delegates wishing to propose points under this item are requested to inform the secretariat as soon as possible.

### **Item 8: Closing of the meeting**

22. The Chairperson will summarize the key outcomes of the discussion, and will close the meeting at 5.30 p.m.

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