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**United Nations
Environment
Programme**

**Plenary of the Intergovernmental Science-Policy
Platform on Biodiversity and Ecosystem Services
Second session**
Antalya, Turkey, 9–14 December 2013

Annotations to the provisional agenda

Item 1

Opening of the session

1. The second session of the Plenary of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services will be held at the Rixos Sungate Hotel in Antalya, Turkey, from 9 to 14 December 2013. The session will be opened at 10 a.m. on Monday, 9 December 2013, by the Chair of the Plenary, following which welcoming remarks will be made by the Executive Director of the United Nations Environment Programme (UNEP) or his representative. Opening remarks will also be made by a representative of the Government of Turkey.

Item 2

Organizational matters

2. The rules of procedure for the Plenary of the Platform, as adopted by the Plenary at its first session, held in Bonn, Germany, from 21 to 26 January 2013 (see decision IPBES/1/1), will govern the current session.

(a) Adoption of the agenda and organization of work

3. The Plenary may wish to adopt the agenda, amended as appropriate, on the basis of the provisional agenda (IPBES/2/1).

4. It is suggested that deliberations take place in the form of plenary meetings. When deemed necessary, however, the Plenary may wish to establish smaller groups to discuss specific matters. It is suggested that plenary meetings should be held from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. each day. It may also be necessary to hold a number of evening plenary meetings to ensure that the agenda is fully addressed during the week. The Plenary may wish to hold such evening meetings from 7.30 p.m. to 10.30 p.m. on Tuesday, Thursday and Friday, as necessary. A provisional timetable is set out in the annex to the present document. Simultaneous interpretation in the six official languages of the United Nations will be provided for all plenary meetings.

(b) Status of the membership of the Platform

5. The Secretariat will present information on the status of the membership of the Platform. Any State Member of the United Nations that is not currently a member of the Platform but intends to become one is requested to express its intent to the Secretariat in an official letter from the appropriate Government authority.

(c) Admission of observers to the second session of the Plenary of the Platform

6. The Chair of the Platform will propose, on behalf of the Bureau, the list of observers admitted to the current session in accordance with the procedures agreed upon by the Plenary at its first session.¹

Item 3

Credentials of representatives

7. All States that are members of the Platform are invited to participate fully in the session. In accordance with rule 11 of the rules of procedure, each member of the Platform is to be represented by a delegation consisting of a head of delegation and such other accredited representatives, alternate representatives and advisers as it may require.

8. Pursuant to rule 12 of the rules of procedure, the representatives of those States that are members of the Platform and attending the session should submit to the Secretariat their credentials, issued by or on behalf of their Heads of State or Government or their ministers for foreign affairs, consistent with their countries' policies and laws, no later than 24 hours after the opening of the session. Such credentials are required for representatives to participate in the adoption of decisions at the session.

9. In accordance with rule 13 of the rules of procedure, the credentials of the representatives of members of the Platform will be examined by the Bureau, which will submit a report thereon to the Plenary. The Bureau will report on the outcome of its examination on the morning of Saturday, 14 December 2013, before the adoption of any decisions, recommendations or resolutions.

Item 4

Initial work programme of the Platform

(a) Work programme of the Platform 2014–2018

10. As requested at the first session of the Plenary in decision IPBES/1/2, the Multidisciplinary Expert Panel and the Bureau have developed for the Plenary's consideration a draft work programme for 2014–2018 (IPBES/2/2 and Add.1), which includes cost estimates and takes into account the institutional arrangements proposed to support the implementation of the work programme. The draft work programme was prepared through the following steps:

(a) The Multidisciplinary Expert Panel and the Bureau developed a draft work programme for 2014–2018 with a sequenced and prioritized set of objectives, deliverables, actions and milestones for advancing the four functions of the Platform at relevant scales, taking into account the information compiled by the secretariat and noting relevant requests, inputs and suggestions, including those submitted by multilateral environmental agreements related to biodiversity and ecosystem services;

(b) This was followed by an open online review by member and observer Governments and other stakeholders of the draft work programme 2014–2018 prepared by the secretariat in consultation with the Bureau, which included indicative cost estimates;

(c) The draft work programme was updated taking account of the comments and requests received in accordance with paragraph 5 of decision IPBES/1/2, the deliberations at expert workshops on knowledge systems and the conceptual framework for the Platform (IPBES/2/INF/1 and Add.1 and IPBES/2/INF/2 and Add.1) and the discussions that took place during various regional consultations in 2013 (see IPBES/2/INF/4, IPBES/2/INF/6, IPBES/2/INF/7, IPBES/2/INF/8). Options for institutional arrangements for the delivery of the work programme are also included in document IPBES/2/INF/10.

¹ See IPBES/1/12, para. 22.

11. In addition to a draft programme of work, the Plenary in decision IPBES/1/2 requested the Multidisciplinary Expert Panel and the Bureau to prepare, in accordance with the agreed procedure and guidance set out in decision IPBES/1/3, a report containing a prioritized list of requests and a prioritized list of inputs and suggestions that were received by the Platform. The Plenary will have before it for its consideration the report prepared by the Panel and the Bureau (IPBES/2/3 and IPBES/2/INF/9).

12. Further to the draft work programme 2014–2018 (IPBES/2/2) and the report on the prioritization of requests, inputs and suggestions put to the Platform (IPBES/2/3), the Multidisciplinary Expert Panel and the Bureau have also prepared, in accordance with the draft procedures for the preparation of the Platform’s deliverables (IPBES/2/9), some initial scoping documents (IPBES/2/16 and Add.1–8) on thematic and methodological assessments.

13. The Plenary, taking note of the report by the Bureau and the Panel, may wish to consider the information contained in the above-mentioned documents with a view to reaching agreement on the Platform’s work programme for 2014–2018.

(b) Conceptual framework

14. At its first session the Plenary, in decision IPBES/1/2, requested the Multidisciplinary Expert Panel to recommend for adoption by the Plenary at its second session a conceptual framework that effectively addressed the objective, functions and relevant operating principles of the Platform and the relationship between them, drawing on a range of sources and activities, including the inputs received from expert workshops on the conceptual framework and knowledge systems for the Platform. The Plenary will have before it a draft conceptual framework (IPBES/2/4) prepared by the Panel in response to decision IPBES/1/2.

15. In developing the draft framework the Panel, among other actions, convened a multidisciplinary and regionally balanced expert and stakeholder workshop. The workshop, which was held on 25 and 26 August 2013 in Cape Town, South Africa, with the generous support of the Governments of South Africa, the United Kingdom of Great Britain and Northern Ireland and Japan, took into account discussions on the draft conceptual framework during various regional consultation meetings. The report of the workshop is set out in document IPBES/2/INF/2.

16. The Plenary may wish to consider the information contained in the above-mentioned documents with a view to adopting a conceptual framework for the Platform.

Item 5

Financial and budgetary arrangements for the Platform

(a) Budget 2014–2018

17. As requested by the Plenary at its first session, the secretariat, working under the guidance of the Bureau, has prepared a report (IPBES/2/5) on 2013 expenditures and the proposed budget for 2014–2018. The proposed budget covers both administrative costs and the implementation of the initial work programme.

18. The Plenary may wish to discuss the information contained in the report by the secretariat with a view to approving a budget for 2014–2015 and an indicative budget for 2015–2018. In addition, the Plenary may wish to review the staffing of the Platform necessary for the efficient and effective implementation of the work programme.

(b) Options for the trust fund

19. At its first session the Plenary requested members of the Platform to submit questions to the secretariat by the end of June 2013 about options for administering the Platform’s trust fund. Based on those questions, the secretariat prepared a note (IPBES/2/6) providing information on the administration of the trust fund by either the United Nations Multi-Partner Trust Fund Office or by UNEP.

20. The Plenary may wish to discuss the information contained in the note by the secretariat with a view to reaching agreement on the preferred option for the administration of the Platform’s trust fund.

(c) **Financial procedures**

21. At the first session of the Plenary, representatives said that there was a need to ensure that the financial procedures for the Platform were fully compliant with the International Public Sector Accounting Standards, to decide on a figure for a working capital reserve and to decide on the percentage of budget appropriation lines that the secretariat would be authorized to reallocate if necessary. It was recognized that the financial procedures would need to be aligned with the selected option for the administration of the trust fund of the Platform.

22. On the basis of the above, the Plenary may wish to consider the updated draft financial procedures for the Platform set out in document IPBES/2/7 with a view to adopting them, with any necessary amendments, taking into consideration the option selected for the Platform's trust fund.

Item 6

Rules and procedures for the operation of the Platform

(a) **Regional structure of the Multidisciplinary Expert Panel**

23. At its first session the Plenary requested the Multidisciplinary Expert Panel to work with the Bureau and to make a recommendation on the potential future regional structure and composition of the Panel. The Panel and the Bureau have prepared a recommendation (IPBES/2/8) in response to the Plenary's request.

24. The Plenary may wish to discuss the recommendation of the Panel and the Bureau with a view to reaching an agreement on the Panel's regional structure and composition.

(b) **Review of the administrative procedures for the selection of the members of the Multidisciplinary Expert Panel**

25. At its first session the Platform also requested the Bureau to review the administrative procedure used in the selection of the interim Multidisciplinary Expert Panel and to draft recommendations on the procedure for selecting future members of the Panel. The draft document was made available for open review by Governments and other stakeholders from 17 June to 28 July 2013.

26. The Bureau has prepared a recommendation in response to the Plenary's request (IPBES/2/8). The Plenary may wish to discuss that recommendation with a view to reaching an agreement on the procedure for the selection of future Panel members.

(c) **Procedures for the preparation, review, acceptance, adoption, approval and publication of assessment reports and other deliverables of the Platform**

27. At its first session the Plenary requested the Panel to recommend a set of procedures relating to the preparation of reports and other deliverables of the Platform. The Panel accordingly prepared draft procedures for the preparation of the Platform's deliverables, taking into account the discussions on the scoping process at the first session of the Plenary. The draft document was also made available for open review by Governments and other stakeholders from 17 June to 28 July 2013. The draft procedures are before the Plenary for consideration in document IPBES/2/9.

28. The Plenary may wish to discuss the draft procedures with a view to adopting them with any necessary amendments.

(d) **Policy and procedures for the admission of observers**

29. In adopting its rules of procedure at its first session, the Plenary enclosed paragraph 3 of rule 6 and annex I to the rules of procedure, on the policy and procedures for the admission of observers to sessions of the Plenary, in square brackets to indicate that it had not achieved consensus on the policy and procedures and therefore had not adopted them. The Plenary did, however, agree on procedures (which are set out in paragraph 22 of the report of the first session of the Plenary, as highlighted in the discussion of item 2 (c) above) for the admission of observers for the current session only.

30. The Plenary may wish to consider the policy and procedures for the admission of observers (IPBES/2/10) further with a view to adopting them with any necessary amendments for use at subsequent sessions of the Plenary.

(e) Conflict of interest policy

31. The secretariat, in consultation with the Multidisciplinary Expert Panel and the Bureau and based on comments received from Governments and other stakeholders during the 2012 intersessional period (which took place between the second session of the plenary meeting to determine modalities and institutional arrangements for an intergovernmental science-policy platform on biodiversity and ecosystem services, held in April 2012 in Panama City, and the first session of the Platform's Plenary, held in January 2013 in Bonn, Germany) has prepared a draft conflict of interest policy (IPBES/2/11). The Plenary may wish to discuss the draft policy with a view to adopting it with any necessary amendments.

Item 7**Communications and stakeholder engagement****(a) Communications and outreach strategy**

32. In recognition of the importance of communications and outreach for the Platform, the secretariat, in consultation with the Bureau of the Plenary, has prepared a note setting forth some initial considerations on the draft communication and outreach strategy of the Platform (IPBES/2/12). The Plenary may wish to discuss the information contained in this note with a view to deciding on the most appropriate way forward on the strategy in line with the Platform's work programme for 2014–2018.

(b) Stakeholder engagement strategy

33. At its first session the Plenary invited the International Union for Conservation of Nature and the International Council for Science to work with relevant stakeholders, including indigenous peoples, local communities, the private sector and the secretariat, to prepare in consultation with the Bureau and the Multidisciplinary Expert Panel a draft stakeholder engagement strategy for supporting the implementation of the work programme of the Platform. The draft document was made available for open review by Governments and other stakeholders from 17 June to 28 July 2013. A draft strategy, prepared through the abovementioned process, is set out in a note by the secretariat (IPBES/2/13).

34. The Plenary may wish to discuss the draft strategy with a view to adopting it with any necessary amendments.

(c) Guidance on strategic partnerships

35. At its first session the Plenary requested the Bureau to prepare, in consultation with the Multidisciplinary Expert Panel and supported by the secretariat, guidance on the development of strategic partnerships with various categories of partners, such as multilateral environmental agreements and academic, scientific and United Nations system organizations, focused on supporting implementation of the work programme. The draft document was made available for open review by Governments and other stakeholders from 17 June to 28 July 2013. The Plenary has before it the draft guidance on strategic partnerships for the Platform (IPBES/2/14) prepared by the Bureau in response to that request.

36. The Plenary may wish to discuss the draft guidance with a view to adopting it with any necessary amendments.

Item 8**Institutional arrangements: United Nations collaborative partnership arrangements for the work of the Platform and its secretariat**

37. At its first session the Plenary requested UNEP, the United Nations Educational, Scientific and Cultural Organization, the Food and Agriculture Organization of the United Nations and the United Nations Development Programme to establish an institutional link with the Platform through a collaborative partnership arrangement for the work of the Platform and its secretariat.

38. In response to that request the four United Nations bodies listed in the preceding paragraph prepared a note on possible collaborative partnership arrangements for the work of the Platform and its secretariat (IPBES/2/15 and IPBES/2/INF/3). The Plenary may wish to discuss that note with a view to reaching agreement on the role of those United Nations bodies in the work of the Platform and its secretariat.

Item 9

Provisional agenda, date and venue of future sessions of the Plenary

39. The Plenary may wish to consider the provisional agenda, date and venue of its third session. Governments wishing to host the third session are encouraged to so inform the Secretariat in advance of, or during, the current session.

Item 10

Adoption of decisions and the report of the session

40. Having considered the above matters, and following the presentation of the report of the Bureau on credentials, the Plenary may wish to consider adopting decisions, recommendations or resolutions that reflect the outcomes of its deliberations during the session. It may also wish to adopt the report of the session, which will be based on a draft report prepared by the Rapporteur.

Item 11

Closure of the session

41. It is expected that the session will be closed by the Chair of the Plenary by 6 p.m. on Saturday, 14 December 2013.

Annex

Provisional timetable for the second session of the Plenary and preparatory events

Saturday, 7 December 2013

Time	Event
9 a.m.–5 p.m.	African regional consultations
9 a.m.–5:30 p.m.	Stakeholder day

Sunday, 8 December 2013

Time	Event
9 a.m.–5 p.m.	Consultations of all United Nations regional groups, including to discuss the Platform's work programme for 2014–2018
9 a.m.–5.30 p.m.	Stakeholder day

Monday, 9 December 2013

Time	Work
10–10.30 a.m.	Agenda item 1: Opening of the session <ul style="list-style-type: none"> • Opening remarks by the Chair of the Plenary • Welcoming remarks by the representative of the Government of Turkey • Remarks by the Executive Director of UNEP or his representative
10.30 a.m.–12.30 p.m.	Agenda item 2: Organizational matters <ul style="list-style-type: none"> • Adoption of the agenda and organization of work • Status of membership of the Platform • Admission of observers to the current session
12.30–1 p.m.	Agenda item 3: Credentials of representatives
3–6 p.m.	Agenda item 4: Initial work programme of the Platform: work programme 2014–2018

Tuesday, 10 December 2013

Time	Work
10 a.m.–1 p.m.	Agenda item 4: Initial work programme of the Platform: Conceptual framework
3–6 p.m.	Agenda item 5: Financial and budgetary arrangements for the Platform <ul style="list-style-type: none"> • Budget 2014–2018 • Options for the trust fund • Financial procedures
7.30–10.30 p.m.	Evening meeting (if required)

Wednesday, 11 December 2013

Time	Work
10 a.m.–1 p.m.	Agenda item 6: Rules and procedures for the operation of the Platform <ul style="list-style-type: none">• Regional structure of the Multidisciplinary Expert Panel and review of the administrative procedures for the selection of members of the Panel• Procedures for the preparation of the Platform’s deliverables• Policy and procedures for the admission of observers• Conflict of interest policy
3–6 p.m.	Agenda item 7: Communications and stakeholder engagement <ul style="list-style-type: none">• Communication and outreach strategy• Stakeholder engagement strategy• Guidance on strategic partnerships

Thursday, 12 December 2013

Time	Work
10 a.m.–1 p.m.	Agenda item 8: Institutional arrangements: United Nations collaborative partnership arrangement for the work of the Platform and its secretariat
3–6 p.m.	Consideration of all pending agenda items
7.30–10.30 p.m.	Evening meeting (if required)

Friday, 13 December 2013

Time	Work
10 a.m.–1 p.m.	Consideration of all pending agenda items
3–6 p.m.	Consideration of all pending agenda items
7.30–10.30 p.m.	Evening meeting (if required)

Saturday, 14 December 2013

Time	Work
10 a.m.–1 p.m.	Consideration of all pending agenda items
3–4 p.m.	Agenda item 9: Provisional agenda, date and venue of future sessions of the Plenary
4–5.30 p.m.	Agenda item 10: Adoption of decisions and the report of the session
5.30–6 p.m.	Agenda item 11: Closure of the session Closing remarks by the Chair of the Plenary
