



Convention on Biological Diversity

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BUREAU OF THE CONFERENCE OF THE PARTIES TO THE CONVENTION ON BIOLOGICAL DIVERSITY

Second meeting
Montreal, 1 November 2015

MINUTES OF THE SECOND INTER-SESSIONAL MEETING OF THE BUREAU OF THE CONFERENCE OF THE PARTIES

1. The second inter-sessional meeting of the Bureau of the Conference of the Parties (COP), which also serves as the Bureau of the Conference of the Parties serving as the meetings of the Parties to the Cartagena and the Nagoya Protocols, was held on 1 November 2015, at the premises of the Secretariat of the Convention on Biological Diversity, in Montreal, Canada.

ITEM 1. OPENING OF THE MEETING

2. The meeting was opened by the representative of the Republic of Korea, the President of the twelfth meeting of the Conference of the Parties at 10 a.m. on 1 November 2015. The Executive Secretary, Mr. Braulio Ferreira De Souza Dias, and Mr. Byoung-Yoon Lee, representative of the Republic of Korea, made introductory remarks.

3. In his remarks, Mr. Lee offered apologies for Prof. Jae Chun Choe, who would arrive only later in the week due to other commitments. He informed the Bureau the absence of Prof. Choe who has designated Ms. Stevens (the Bureau member from Australia) to replace him chairing the Bureau meeting and the ninth meeting of the Ad Hoc Open-ended Intersessional Working Group on Article 8(j) and Related Provisions. He noted that the Presidency is pleased to see progress on the Pyeongchang roadmap, the Aichi Biodiversity Targets and other COP 12 initiatives.

4. The Executive Secretary reported on the number of registered delegates to both the nineteenth meeting of the Subsidiary Body on Scientific, Technical and Technological advice (SBSTTA – 19) and the ninth meeting of the Ad Hoc Intersessional Working Group on Article 8(j) and Related Provisions (WG 8(j)). He mentioned that the WG 8(j) meeting under the CBD has a particular importance at the present time as it is perhaps the only forum where traditional knowledge is being considered with a view to providing guidance to protect the interests of indigenous peoples and local communities. He noted the ongoing preparation for the first meeting of the Subsidiary Body on Implementation (SBI) and the challenges associated with it, especially regarding the allocation of work and the need to ensuring complementarity between SBSTTA and SBI. He also noted the efforts being made towards forging more integration in implementation across Convention and the Protocols as requested by the Parties.

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5. The following Bureau members were present:

Mr. Byoung-Yoon Lee (Republic of Korea, representing the COP Presidency)

Africa:

Mr. Mike Ipanga (Democratic Republic of the Congo)

Asia and Pacific:

Mr. Yousef Al-Hafedh (Saudi Arabia)

Ms. Fumiko Nakao (Japan)

Mr. Belal Al-Hayek (Syria, the substitute for Saudi Arabia for matters related to the Nagoya Protocol)

Central and Eastern Europe:

Ms. Natalya Minchenko (Belarus)

Ms. Senka Barudanovic (Bosnia and Herzegovina)

Ms. Elvana Ramaj (Albania, the substitute for Bosnia and Herzegovina for matters related to the Nagoya Protocol)

GRULAC

Ms. Maria Luisa del Rio Mispireta (Peru)

WEOG:

Ms. Tia Stevens (Australia)

Ms. Mette Gervin Damsgaard (Denmark)

Mr. Andreas Obrecht (Switzerland, the substitute for Australia for matters related to the Cartagena and Nagoya Protocols)

6. Non-attendance or apologies received:

Mr. Hem Pande (India substitute for Japan for matters related to the Nagoya Protocol);

Mr. Randolph Edmead (St. Kitts and Nevis);

Dr. Indarjit Ramdass (Guyana, the substitute for St. Kitts and Nevis for matters related to the Nagoya Protocol; and

Ms. Skumsa Mancotywa (South Africa).

7. The following observers were present:

Mr. Hesiquio Benitez (Mexico - representing the incoming COP Presidency); and

Mr. Balakrishna Pisupati, (representing UNEP)

8. The Secretariat was represented by the following:

Mr. Braulio Ferreira de Souza Dias, Mrs. Michele Rattray-Huish, Ms. Amy Fraenkel, Mr. Ravi Sharma, Mr. Charles Gbedemah, Ms. Valerie Normand, Mr. Atsuhiko Yoshinaka, and Mr. Worku Yifru.

ITEM 2. ADOPTION OF THE AGENDA

9. The Bureau adopted the agenda for its meeting as presented in document UNEP/CBD/COP/Bur/2015/2/1.

10. The Chair, Ms. Stevens indicated that the note on the functions of the Bureau prepared by the Secretariat and shared with members of the Bureau, and the selection of participants representing CBD

Parties in the workshop on synergies among biodiversity related conventions, would be discussed under Item 8 ‘Other matters’.

ITEM 3. PREPARATIONS FOR THE NINTH MEETING OF THE AD HOC OPEN-ENDED WORKING GROUP ON ARTICLE 8(J) AND RELATED PROVISIONS

11. The Bureau of the Conference of the Parties would serve as the Bureau of the meeting of the WG 8(j). In that regard, the Bureau noted that Ms. Tia Stevens, the Bureau member from Australia would chair the meeting as she had been designated by Prof. Choe. The Bureau designated Ms. Natalia Minchenko of Belarus to act as rapporteur of the WG 8(j) meeting.

12. The representative of the Secretariat briefed the Bureau on the agenda of the WG 8(j) meeting and the preparations and arrangements made. He recalled the proposal and the Bureau’s agreement at its first meeting held in April 2015, to refer some agenda items which normally would have been considered by the WG 8(j), to the SBI. He noted the uniqueness of the WG 8(j) meeting where the practice has been to apply some of the procedures for meetings in a flexible manner so as to allow more participation by representatives of indigenous people and local communities (IPLCs) in the process. He invited the Bureau to consider agreeing to the continuation of such practice. The representative of the Secretariat outlined the items which may potentially need the creation of contact groups for focused discussions in order to agree to draft guidelines and recommendations. He also described the purpose of the in-depth dialogue.

13. The Bureau reiterated its approval of the Secretariat’s proposal to forward Item 3 of the provisional agenda of the WG 8(j) to the SBI. In this respect, the Executive Secretary reminded the Bureau of the need to facilitate the participation of representatives of IPLCs in the meeting of the SBI.

14. The Bureau agreed to the continuation of the practice of the past meetings of the Working Group. Accordingly, the representatives of IPLCs would be invited to designate their members to act as “Friends of the Bureau”, one of whom acts as Co-chair of the Working Group and others as Co-chairs of contact groups, as needed. The Friends of the Bureau would participate in meetings of the Bureau throughout the week. The Secretariat informed the Bureau that the Friends of the Bureau members would include a representative of IPLCs from Norway, Kenya, Panama, Russia Federation, Australia, Canada, Sri Lanka, and possibly one from Antigua and Barbuda.

15. The Bureau noted the close linkages between the items being considered by the WG 8(j) in relation to traditional knowledge and the provisions of the Nagoya Protocol and the need for steering the discussions carefully with a view to avoid potential confusion and duplication. The Secretariat informed the Bureau that due to the linkages, staff working on the Nagoya Protocol issues were fully involved in the preparation of the documents and would be available for the servicing of the meeting. Some of the discussions related to traditional knowledge are to support the Nagoya Protocol and, therefore, any relevant outcomes would be reported to the COP-MOP of the Nagoya Protocol.

16. The Bureau discussed the items and the situations that might necessitate the establishment of contact groups or ‘Friends of the Chair’ group, during the meeting as well as possible chairs for the contact groups in the event that they would need to be established. The Bureau considered a potential contact group to advance the work under Item 4 of the agenda of the WG 8(j), and a ‘Friends of the Chair’ to facilitate discussion on repatriation of indigenous and traditional knowledge under Item 5 of the agenda. In the event that these groups were established, the Bureau agreed to invite Mr. Johan Bodegård (Sweden) and Mr. Francis Ogwal (Uganda) to chair the groups, respectively.

17. The Bureau agreed to have daily morning meetings between 8 a.m. and 9 a.m., starting from Thursday, 5 November 2015, in order to assess progress in the deliberations of the Working Group.

ITEM 4. PREPARATIONS FOR THE THIRTEENTH MEETING OF THE CONFERENCE OF THE PARTIES

18. The Executive Secretary briefed the Bureau on the preparations for COP 13. The representative of Mexico, as the COP13 host country, provided an update on the preparations and arrangements being made, including the plans for the International Workshop on Mainstreaming to be held in Mexico from 17

to 19 November 2015. He mentioned the recent cabinet reshuffle in the Government of Mexico and described the changes that are relevant to the preparations of COP 13. The representative of Mexico also clarified the considerations that were taken into account in planning to convene the high-level segment just before the opening of the meetings and described the modalities of the dialogue intended to take place among participants of the high level segment on the overall theme of “Mainstreaming Biodiversity for Wellbeing”. He confirmed that the draft ministerial declaration would be made available early with a view to allow Parties sufficient time to contribute and agree to it. He also shared the logo proposed for COP 13. The involvement of civil society and the private sector as important stakeholders in the discussions on the mainstreaming of biodiversity was also noted. In this regard, the representative of Mexico indicated the plan to have a business forum in conjunction with the high level segment of COP 13.

19. The Bureau expressed its appreciation to Mexico for the ongoing preparatory activities and for the efforts being made to accommodate the needs of participants, including the options under consideration to facilitate the granting of visa for those potential participants from countries where there are no Mexican embassies or consulates.

ITEM 5. PREPARATIONS FOR THE FIRST MEETING OF THE SUBSIDIARY BODY ON IMPLEMENTATION

20. Under this item, the representative of the Secretariat briefed the Bureau on the status of preparations for this meeting. The SBI provisional agenda had been posted and the draft annotations had been made available to the Bureau for its consideration.

21. Members agreed to share their comments with the Secretariat on the annotations of the agenda of SBI 1 as soon as possible but no later than two weeks from the closure of the ninth meeting of the WG 8(j). Further to questions raised by members of the Bureau, the Secretariat explained the scope of some of the agenda items of SBI, including the possible boundaries of the discussions on some of the items (such as national reporting) by SBSTTA on the one hand, and the SBI on the other. The Bureau noted that SBI and SBSTTA should complement each other in their work. In that regard, the Bureau emphasized the need for joint meetings of the COP and the SBSTTA Bureaux to ensure alignment of crosscutting decision making. It was agreed that the Secretariat would investigate options for a joint Bureaux meeting in the lead up to the SBSTTA 20 and SBI 1 meetings.

22. The Bureau requested the Secretariat to make available the necessary documents for SBI 1 in time for consideration by the Bureau as well as the Parties in order to facilitate preparations. The Bureau also noted that elaboration of the *modus operandi* of the SBI should take into account the *modus operandi* of SBSTTA in order to ensure consistency, and to look into, as appropriate, whether modification to the latter may be needed. The Bureau also requested the Secretariat to circulate the updated version of the note on the allocation of work between SBSTTA and SBI to both Bureaux, which is annexed to these minutes.

ITEM 6. UPDATE BY THE EXECUTIVE SECRETARY ON THE FUNCTIONAL REVIEW OF THE SECRETARIAT

23. The Executive Secretary updated the Bureau on the status of progress of the functional review. A representative of the Secretariat also made a detailed presentation on the work done since the last meeting of the Bureau in the context of fulfilling the requirements of stage 2 of the functional review based on Decision XII/32, paragraphs 3, 4 and 5, and the plan on the next step.

24. Members of the Bureau raised a number of questions, especially on the timelines for the report on the functional review to be made available and the modalities of consultation with the Bureau and of informing the Parties about the progress in the review, at the different stages of the process, as requested by COP 12. The Executive Secretary provided details on the plans for the next step (step 3), i.e. reviewing individual staff posts - which requires special skills and alignment with the UN rules and regulations. He reported that some of the interim outcomes of the functional review are being implemented or tested in

the form of a pilot phase. These include giving more managerial responsibility to middle level staff by assigning them to lead clusters of functions that enhance integration and coherence. He informed the Bureau that a report on the functional review would be submitted to the Bureau and subsequently to SBI 1 for consideration. The Bureau requested the Executive Secretary to continue consulting and updating its members on the progress of the functional review.

25. The Executive Secretary highlighted that the amount of work expected from the Secretariat through the decisions of the COP and the COP-MOPs has been constantly increasing without a commensurate increase in the resources available to the Secretariat, and emphasised the need for taking appropriate measures by the Parties. The Bureau noted the problem and requested the Secretariat to bring the matter to the attention of SBI under its proposed agenda item on ‘improving the efficiency of structures and processes under the Convention’ The Bureau also noted the potential of the decision-tracking tool which is under development in improving the adoption of appropriate decisions by the COP in the future.

ITEM 7. REPORT ON CONTRIBUTIONS TO THE VOLUNTARY FUNDS FOR APPROVED ACTIVITIES (BE) AND PARTICIPATION (BZ)

26. Under this item, the representative of the Secretariat briefed the Bureau on the status of the following Voluntary Trust Funds: the Special Voluntary Trust Fund (BE) for the Additional Voluntary Contributions in Support of Approved Activities for the Biennium 2015-2016, the Special Voluntary Trust Fund (BZ) for Facilitating Participation of Parties in the Convention Process for the 2015-2016 Biennium, and the Voluntary Trust Fund (VB) for Facilitating Participation of Indigenous People and Local Communities in the Convention Process for the 2015-2016 Biennium.

27. The representative of the Secretariat advised that the Secretariat would soon start sending out requests to donors for voluntary contributions to support the participation of the representatives of eligible Parties in SBI-1, COP 13, CP/COP-MOP 8 and NP/COP-MOP 2, as well as for the participation of indigenous peoples and local communities in these meetings.

ITEM 8. OTHER MATTERS

28. The Secretariat updated the Bureau on the preparation of the draft plan and the preliminary organization of work of the concurrent meetings of COP 13, CP/COP-MOP 8 and NP/COP-MOP 2. The proposed plan and organization of work were made available to the Bureau as annexes to a draft document which is under preparation for SBI 1.

29. The Secretariat described the constraints or challenges that are associated with different options in the organization of work of the concurrent meetings.

30. The Bureau agreed to further consider the matter, including at its meeting immediately before SBI 1.

31. The Bureau adjourned its meeting at 5:40 and agreed to resume on the margins of the meeting of the WG 8(j) in order to finish addressing few more sub-items that were identified for consideration under this agenda item.

Resumed session

32. At its resumed session on 5 November 2015, the Bureau considered the following items:

(i) Note on the functions of the Bureau, including proposed schedule of its next meetings:

33. The Bureau welcomed the note prepared by the Secretariat as an introduction to the functions of the Bureau. Members suggested to further develop the note by including information on when the establishment of different in-session groups, such as contact groups, and friends of the chair group, may be needed and what the role of the Bureau or its members may be facilitating the work of such groups; how the Bureau of the COP and SBSTTA may cooperate and work jointly.

34. The Bureau generally agreed to have a meeting sometime in February 2016 either back-to-back with the workshop on ‘synergies among biodiversity conventions’, or in conjunction with the IPBES

meeting, taking also into account that the SBSTTA Bureau would be meeting in the margins of the latter. The Secretariat would communicate with members of the Bureau on the dates of the next meeting once the revised dates of the workshop are decided.

(ii) The Secretariat's proposal concerning participants for the workshop on synergies among biodiversity conventions

35. The Bureau has generally agreed with the Secretariat's proposal that five members of the Bureau would represent the Parties to the Convention and participate in the workshop. The Bureau has also generally agreed to have members of the informal advisory group at the workshop as resource persons. Some members raised questions and concerns on the composition of the workshop participants suggested by the Secretariat. They expressed the view that the sub-regions within their region were not well represented, the criteria and grounds for selecting five of the current ten members of the informal advisory group (IAG) were not clear enough to get to a final decision. Information on the representation of the different regions and sub-regions in the group/list of participants that may be proposed by the other conventions may help to see the overall picture of regional balance, and address the concerns. In that regard, the Secretariat was asked to share with members of the Bureau any information that it might receive regarding the composition of the workshop participants proposed by the other biodiversity related conventions that are expected to take part in the workshop, so that the Bureau could agree to the final composition of the participants of the workshop comprising Members from the Bureau and the IAG.

(iii) The term of office of the Executive Secretary

36. Under this item, the Bureau considered the term of office of the Executive Secretary. The Bureau was informed that the Executive Secretary first took office in February 2012 for a three-year term which ended in February 2015; then he received extension of a two-year term which is due to end by February 2017. In anticipation of the calendar of events of next year including the expiration of Executive Director of UNEP's term of office in the middle of the year, the Bureau was asked to commence to prepare for a consultation that the Executive Director of UNEP may wish to undertake regarding the term of office of the Executive Secretary in accordance with the Revised Administrative Arrangements agreed between the United Nations Environment Programme and the Secretariat and contained in decision X/45, Annex I.

37. Members of the Bureau agreed to undertake consultations among their constituencies and provide their views to inform their decision at the next meeting of the Bureau in February 2016 when they would discuss functional review among other matters.

38. Finally, the Bureau requested the Secretariat to set the date and venue of any event organized by it in timely manner as some governments require substantive time to process international travel of their staff.

ITEM 9. CLOSURE OF THE MEETING

39. The meeting was closed at 3:00 p.m.

**INDICATIVE ALLOCATION OF ITEMS BETWEEN THE SUBSIDIARY BODY ON
SCIENTIFIC, TECHNICAL AND TECHNOLOGICAL ADVICE AND THE
SUBSIDIARY BODY ON IMPLEMENTATION¹**

Key areas or items	SBSTTA Results (the what)	SBI Mechanisms (the how)
Assessments	<ul style="list-style-type: none"> ➤ <i>Global Biodiversity Outlook</i> ➤ Assessments and studies on specific issues ➤ Review of IPBES deliverables regarding implications for work under the Convention 	<ul style="list-style-type: none"> ➤ Awareness-raising ➤ Effectiveness of Convention processes and mechanisms ➤ Financial resource assessment
Review of implementation	<ul style="list-style-type: none"> ➤ Scientific assessment of progress being made in implementation, including: Progress towards achieving targets ➤ Focus on outcomes (aggregate impacts), global targets 	<ul style="list-style-type: none"> ➤ Review of relevant information on progress in implementation, including: <ul style="list-style-type: none"> ❖ Preparation, updating and implementation of NBSAPs, national targets ❖ Progress towards achieving targets ❖ Means of implementation, including financial resource mobilization
Guidance	<ul style="list-style-type: none"> ➤ Identification of measures and actions to enhance implementation based on science and assessments of the effectiveness of types of measures ➤ Measures on scientific and technical topics 	<ul style="list-style-type: none"> ➤ Identification of measures and actions for Parties to overcome obstacles ➤ Means of implementation, including: <ul style="list-style-type: none"> ❖ financial resources mobilization ❖ technical and scientific cooperation and capacity-building ❖ cooperation and partnerships ➤ Methods and approaches: mainstreaming, peer-reviewing ➤
Technical and scientific needs and cooperation	<ul style="list-style-type: none"> ➤ Identification of scientific and technical needs ➤ International cooperation in research and development ➤ Identification of technologies and know-how ➤ Ways and means of developing or transferring technologies (generic) 	<ul style="list-style-type: none"> ➤ Identification of further guidance or needs and proposals for appropriate measures ➤ Technical and scientific cooperation as a supporting mechanism ➤ Clearinghouse mechanism ➤ Advancing and evaluating progress in technology transfer

¹ As presented to the Bureau of the Conference of the Parties at its meeting on 27 April 2015. Based on annex II to the minutes of the second meeting of the Bureau of the Subsidiary Body on Scientific, Technical and Technological Advice, available at <https://www.cbd.int/sbstta/sbstta-19/sbstta-bur-2015-02-en.pdf>.

Key areas or items	SBSTTA Results (the what)	SBI Mechanisms (the how)
Operations of the Convention/ Protocols		➤ Efficiency of structures and processes
Addressing needs of protocols	➤ To be determined by respective MOPs	➤ Enabled by the terms of reference for the Subsidiary Body on Implementation. Specific cases to be determined by MOPs