

**Convention on
Biological Diversity**

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

Fourth meeting

Montreal, 1- 6 May 2016

**MINUTES OF THE FOURTH MEETING OF THE BUREAU OF THE CONFERENCE OF THE
PARTIES IN THE INTER-SESSIONAL PERIOD****INTRODUCTION**

1. The fourth meeting of the Bureau of the Conference of the Parties (COP) in the inter-sessional period was held on 1 May 2016, prior to the first meeting of the Subsidiary Body on Implementation, at the headquarters of the International Civil Aviation Organization, in Montreal, Canada. Additional meetings were held in-session, on the morning of 3, 4, 5 and 6 May.

2. The meeting was attended by the following members of the COP Bureau: Mr. Jae Choe, (Republic of Korea, COP Presidency), Mr. Mike Ipanga (Democratic Republic of the Congo), Ms. Skumsa Mancotywa (South Africa), Mr. Yousef Al-Hafedh (Saudi Arabia), Ms. Fumiko Nakao (Japan), Ms. Natalya Minchenko (Belarus), Ms. Senka Barudanovic (Bosnia and Herzegovina), Ms. Elvana Ramaj (Albania, substitute for Bosnia and Herzegovina for matters related to the Nagoya Protocol), Ms. Roxana Solis (Peru, representing Ms. Maria Luisa del Rio Mispireta), Mr. Randolph Edmead (St. Kitts and Nevis), Ms. Tia Stevens (Australia), Ms. Mette Gervin Damsgaard (Denmark) and Mr. Andreas Obrecht (Switzerland, substitute for Australia for matters related to the Cartagena and Nagoya Protocols). Apologies were received from Ms. Sujata Arora (India, substitute for the Republic of Korea for matters related to the Nagoya Protocol). Ms Arora was present, however, for the subsequent meetings in-session.

3. Also present, as observers were Vice-Minister Cuauhtémoc Ochoa Fernández, Mr. Alejandro del Mazo, Ms. Edda Fernandez, Mr. Alberto Glender, and Mr. Hesiquio Benitez (Mexico, incoming COP Presidency), and Ms. Elizabeth Mrema (UNEP). The Secretariat was represented by: Mr. Braulio Ferreira de Souza Dias, Mr. David Cooper, Mr. Ravi Sharma, Ms. Amy Fraenkel, Mr. Charles Gbedemah, Mr. Atsuhiko Yoshinaka, Ms. Valérie Normand, Ms. Michèle Rattray-Huish, and Mr. Worku Damena Yifru.

ITEM 1. OPENING OF THE MEETING

4. The meeting was opened by Mr. Jae Choe, the representative of the Republic of Korea, the President of the twelfth meeting of the Conference of the Parties. The chair, the Executive Secretary, Mr.

* As approved by the COP Bureau at its fifth meeting held on 6 October 2016

Braulio Ferreira de Souza Dias, and the Deputy Executive Secretary, Mr. David Cooper made brief introductory remarks.

ITEM 2. ADOPTION OF THE AGENDA

5. The Bureau adopted the agenda for its meeting as presented in document UNEP/CBD/COP/Bur/2016/2/1.

6. The Bureau agreed to include an item on the adoption of minutes of previous meetings on agendas of future meetings.

ITEM 3. PREPARATIONS FOR THE FIRST MEETING OF THE SUBSIDIARY BODY ON IMPLEMENTATION

7. The Secretariat provided an overview of the preparations for the first meeting of the Subsidiary Body on Implementation (SBI), that would be held from 2 to 6 May 2016 in Montreal, Canada, including the organization of work and documentation for the meeting.

8. The Bureau designated Ms. Natalya Minchenko as rapporteur for the first meeting of the SBI.

9. The Secretariat advised on items that would likely require further discussion in informal groups (contact groups or groups of Friends of the Chair). The Secretariat noted that for contact groups on items that address matters under the Convention and the Protocols, preferably at least one of the co-chairs should come from a country that is a Party to the Convention and the Protocols. For practical reasons, the Bureau agreed to be flexible on this matter for the present meeting of SBI. The Bureau designated the following chairpersons for the contact groups or groups of Friends of the Chair that are likely to be established:

- Resource mobilization and financial mechanism: Tia Stevens (Australia) and Skumsa Manctoywa (South Africa);
- Modus operandi: Fumiko Nakao (Japan) and Senka Barudanovic (Bosnia and Herzegovina);
- Mainstreaming: Mette Gervin Damsgaard (Denmark);
- Assessment and review of the effectiveness of the Cartagena Protocol: Francis Ogwal (Uganda) and Casper Linnestad (Norway).

10. The Secretariat clarified the proposal, included in the draft modus operandi for SBI (UNEP/CBD/SBI/1/10, annex), to elect for future meetings of SBI a dedicated chair of SBI. As decided by COP at its twelfth meeting, the COP Bureau would serve as Bureau of SBI. The SBI Chair would receive guidance from the COP Bureau and participate in its meetings.

11. Concerns about the assigned number of seats for delegations at plenary were raised and it was decided that for any Party with more than two members on their delegation two seats would be provided at the plenary.

12. The Secretariat was requested to prepare an overview of the recommendations coming from SBSTTA and SBI including an indication which items may require further discussion in contact groups during COP, and make this overview available to the Bureau by June.

ITEM 4. PREPARATIONS FOR THE THIRTEENTH MEETING OF THE CONFERENCE OF THE PARTIES, THE EIGHTH MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF THE PARTIES TO THE CARTAGENA PROTOCOL AND THE SECOND MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF THE PARTIES TO THE NAGOYA PROTOCOL

13. The Vice-Minister of the Ministry of Environment and Natural Resources of Mexico, Mr. Cuauhtémoc Ochoa Fernández, made a brief presentation on the preparations that Mexico is undertaking

for COP 13, including a general overview of the parallel activities and events that would be held at COP 13, as well as the launch of the official website for COP 13.

14. The Secretariat provided information on the status of documents, noting that most draft decisions are expected to be prepared by the Subsidiary Bodies. Information was also provided on the status of preparations for the High Level Segment. Formal invitations to the high level segment to ministers of environment and other sectors of different countries had been officially dispatched via diplomatic channels and a copy of the invitations had been provided electronically to the national focal points by the Secretariat.

15. Mr. Alberto Glender (Mexico) provided information with regard to the declaration that is envisaged to be considered and adopted at the high level segment. A non-paper, containing potential elements of the declaration, had been previously made available through a notification issued by the Secretariat. A draft of the declaration is expected to be ready by the summer. Mr. Glender invited Bureau members to provide comments and inputs for the development of the draft declaration, and indicated that the Mexican delegation would be meeting with regional groups on the margins of SBI 1 to facilitate such inputs. A side event would also be held during the week.

16. Visa concerns were raised by members of the Bureau and the representatives of Mexico reassured the Bureau that Mexico is working to ensure the facilitation of visas to participants. Delegates that have a valid visa for the United States of America do not require an additional visa for entry to Mexico, and it is expected that this provision may be extended to those who hold valid visas for Canada, Japan, UK or the Schengen area. Ministers or delegates who hold diplomatic passports, would be able to apply for their visas via courier and do not have to be physically present at the Mexican Consulates or Embassies for visa processing.

17. It was agreed that to advance preparations for the COP and concurrent meetings, the Bureau should decide on its recommendations of Chairs of the two Working Groups that are expected to be established by COP 13 as soon as possible. The Chair, assisted by the Secretariat, would consult with a view to identifying candidates from among Bureau members during the week of SBI 1. It would also be useful to have a list of potential facilitators of contact groups.

18. There was a proposal for the Bureau to meet again, possibly in October, and prior to COP 13 and concurrent meetings of the Protocols in Mexico, in order to further the preparations for those meetings. Mexico also suggested that as an opportunity to address the status of the Cancun Declaration.

ITEM 5. REPORTS BY THE EXECUTIVE SECRETARY

19. The Executive Secretary briefed the Bureau on the status of the functional review, including documentation provided to SBI. He provided an overview of the process undertaken to date and plans for the adjustment of posts at the Secretariat, in accordance to the rules and regulations of the United Nations. While the outcomes of the functional review would be presented to Parties in the budget document for COP, once all the steps have been finalized, the Executive Secretary noted that he would make use of the mandate provided to him in decision XII/32, paragraph 7, to adjust the staffing levels, numbers and structure of the Secretariat in the light of the continuing outputs of the Functional Review, provided that the overall cost remain within that of the indicative staffing table. Bureau members requested the Executive Secretary to enhance consultation with the Bureau on these matters.

20. The Secretariat also briefed the Bureau on the status of the Voluntary Trust Funds: the Special Voluntary Trust Fund (BE) for the additional Voluntary Contributions in Support of the 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. It was noted that insufficient pledges have been received to date to support the participation of delegates for COP 13 and the respective meetings of the COP-MOPs. It was noted, considering that concurrent meetings under the Convention and the Protocols would be held, that the participation of two delegates from developing countries and small islands developing States would be desirable. Bureau members expressed their

concern regarding the lack of pledges received and emphasized the importance of continued support in this regard.

21. In response to concerns regarding the allocation of contributions and the prioritization of activities resulting from decisions adopted by the COP, the Secretariat has prepared a document (UNEP/CBD/SBI/1/INF/43) that, inter alia, presents the experience and practices of other Conventions and Processes in the allocation of funds. The Secretariat suggested making a call to Parties to pledge contributions for specific activities prior to the COP so that these can be announced at the COP. The Bureau welcomed the suggestion and added that the Secretariat should also consider approaching Parties directly with requests for specific activities.

22. Members of the Bureau expressed concerns regarding the late posting of documents for the meetings of SBI and SBSTTA. The Executive Secretary took note of these concerns and suggested that Parties may wish to consider for future meetings of SBSTTA and SBI to hold them separately rather than back-to-back to alleviate the workload of the Secretariat and facilitate preparations by Parties.

ITEM 6. OTHER MATTERS

23. An informal meeting was held with representatives of indigenous peoples and local communities [Ms. Chrissy Grant (Pacific Region), Ms. June Batang-ay (Asia), Ms. Lucy Mulenkei (Africa), Ms. Juliana Upun (Latin America), Ms. Polina Shulbaeva (Russia) and Mr. Miguel Angel Pereira Guadalupe (Local Communities); members of the Indigenous Forum on Biodiversity] and civil society (Mr. Gadir Lavadenz and Ms. Christine von Weizsäcker; members of the CBD Alliance). The representatives of indigenous peoples and local communities and civil society and members of the Bureau, while noting that decision making was limited to Parties, highlighted the importance of the practices under the Convention that facilitated broad participation of representatives of indigenous peoples and local communities and civil society in processes of the Convention. While recognizing potential time constraints, representatives of indigenous peoples and local communities and civil society encouraged the Chair and Bureau to allow adequate time for their interventions and for opportunities for Parties to respond to proposals made by them. The Bureau encouraged the representatives of IPLCs and civil society to continue the open dialogue with Parties including on concrete proposals.

24. The representative of UNEP briefed the Bureau on the procedure and timelines for the selection of a new Executive Secretary, which would be undertaken by the Executive Director of UNEP in coordination with the Secretary General and in consultation with the Bureau through the President of the COP. It is envisioned that a new candidate would be identified prior to COP 13 to allow for an effective transition.

25. It was suggested that the Bureau might begin considerations of the process for preparing for the follow up to the Strategic Plan post-2020 at one of its sessions during SBI 1. Accordingly, at its session on 5 May, the Bureau considered this matter, building upon the earlier discussions at the Joint meeting of the COP and SBSTTA Bureaux in Kuala Lumpur in February. The Bureau considered that it would be useful if the a decision were taken at COP 13 to request the Executive Secretary to prepare a plan for the follow up to the Strategic Plan post-2020 for consideration by SBI 2 and COP 14.

26. To advance preparations for the COP and concurrent meetings as suggested in paragraph 17 above, at its meeting on 6 May, the Bureau took note of the following proposals for the chairs of the Working Groups for the COP and concurrent meetings: WG 1: Ms. Mette Gervin Damsgaard (Denmark); WG 2: Mr. Mike Ipanga (Democratic Republic of the Congo). It was agreed that consultations among Bureau members would be made on the basis of these proposals.

ITEM 7. CLOSURE OF THE MEETING

27. The meeting on Sunday, 1 May, was closed at 3:25 p.m. The final session was closed at 10:00 a.m. on 6 May.