SUBSIDIARY BODY ON IMPLEMENTATION
Third meeting
Online, 16 May – 13 June 2021
Item 2 of the provisional agenda*

SCENARIO NOTE

Note by the Chair

I. INTRODUCTION

1.   The organization of work for the formal session scheduled to begin on 16 May 2021 has been developed pursuant to the mandate given by a joint session of the Bureaux of the Conference of the Parties and the Subsidiary Body on Scientific, Technical and Technological Advice on 1 April 2021 requesting the Chair of the Subsidiary Body on Implementation, with the support of the Secretariat, to develop a proposed organization of work for the formal session of the third meeting of the Subsidiary Body on Implementation, and subsequently considered and adjusted by the Bureau of the Conference of the Parties at its meeting on 8 April 2021.

2.   This document is issued in the format of a scenario note to enable Parties, other Governments and observers to prepare accordingly. This document is supported by the annotated provisional agenda for the third meeting of the Subsidiary Body (CBD/SBI/3/1/Add.1/Rev.2), issued on 15 June 2020.

3.   The key principles for the organization of formal online meetings of the subsidiary bodies of the Convention on Biological Diversity are as follows:

(a)   The timing and modalities for organization of the meeting respond to the current extraordinary circumstances as related to the COVID-19 pandemic and do not set a precedent for the organization of similar meetings under the Convention on Biological Diversity in the future;

(b)   The timing and modalities for the organization of the meeting have been designed:

(i)   Keeping in mind the time frame for preparations necessary to conduct the fifteenth meeting of the Conference of the Parties from 11 to 24 October 2021 as announced by the host Government and the third meeting of the Open-ended Working Group on the Post-2020 Global Biodiversity Framework from 2 to 7 August 2021;[1]

(ii)   To allow for full and effective participation of Parties as well as full engagement of all observers, by holding the meetings in a transparent, fair and inclusive manner;

(iii)   Giving priority in the time schedule to the elements related to the post-2020 process to allow for the timely development of a high-quality post-2020 global biodiversity framework;

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* CBD/SBI/3/1.

[1] With the understanding that a stepwise approach will be applied to the preparations for the fifteenth meeting of the Conference of the Parties to the Convention, these dates are kept under review as a result of the ongoing global health situation.

(c)   Adoption of L documents/final documents will be deferred to a later date at a physical meeting organized back-to-back with a physical meeting of the Working Group on the Post-2020 Global Biodiversity Framework or the fifteenth meeting of the Conference of the Parties, unless otherwise decided by the Bureau. For items that are needed to feed into the post-2020 process, the Chair of the Subsidiary Body will convey the results of the meeting to the Co-Chairs of the Working Group on the Post-2020 Global Biodiversity Framework;

(d)   The standard rules of procedure used for physical meetings will apply, and their application will be adapted as necessary for virtual settings.

II.   MODALITIES FOR THE FORMAL ONLINE MEETING OF THE SUBSIDIARY BODY ON IMPLEMENTATION IN 2021

A.   Type of sessions during formal online meetings

1.   Plenary sessions

4.   Plenary sessions will be convened: (a) to open, adjourn and suspend the meeting, adopt the agenda and organization of work, and elect officers; (b) to complete the first reading of agenda items as needed, establish contact groups, and request the preparation of CRPs or non-papers, as appropriate; (c) to allow for stocktaking or to review the progress of contact groups and to provide further guidance to their work, as appropriate; (d) to consider CRPs; and (e) to approve CRPs to allow the preparation of draft L documents.

5.   Sessions will last three hours, with a 15-minute break approximately midway through each session. Only one plenary session will be held per day. The default time is 11:00 – 14:00 UCT (7 - 10 a.m., Montreal time.

6.   All plenary sessions will be webcast, recorded and available on demand.

7.   All requests for the floor by Parties will be heard for each agenda item. Statements by other Governments, stakeholder groups and other observers will also be heard as time allows.

8.   As announced by the Chair during the informal session it is envisaged that the formal first reading of agenda items would take into account and build upon the statements and submissions made at the informal meeting held in March 2021, thus reducing the time needed for the first reading for most agenda items. Thus, statements made in the informal sessions of the Subsidiary Body held in March 2021 will be taken into account in the preparation of the CRPs and non-papers for the meeting unless Parties, Governments or observers indicate that new points are to be added to these statements. However, all Parties would maintain the right to take the floor and make statements.

9.   Each agenda item will start with a short introduction of the item by the Chair or the Secretariat, followed by statements by regional groups, Parties, other Governments, major stakeholder groups and other observers (as appropriate and if time allows). There will be no regional statements at the opening session of the meeting.

10.   Statements on each agenda item by Parties and other Governments are limited to three minutes and five minutes for those made on behalf of a regional group. For major groups, statements are limited to four minutes and for other observers to two minutes (as time allows).

11.   In the case that a participant is unable to make a statement in a particular session for technical reasons (such as poor connectivity) alternative arrangements will be made. Participants may also send pre-recorded statements and written submissions to the Secretariat prior to the meetings as backup in the case of unforeseeable connection problems during the informal meeting. Parties with a poor connection may also consider using the United Nations Country Office in their country subject to prior agreement. Parties, other Governments and observers planning to speak are encouraged to have a backup speaker.

12.   All statements made in the first reading, including written statements submitted in good time, will be posted online, subject to the agreement of the Party or observer concerned.

2.   Contact groups

13.   On the basis of the results of the first reading, the Chair of the Subsidiary Body on Implementation may establish contact groups and will clearly define the terms of reference and nominate the Chairs or Co-chairs of each contact group.

14.   Sessions of contact groups will last up to three hours. One or two contact groups will be held per day as required but at different times of the day. No parallel session of two contact groups will be organized. Contact groups will be held from 11:00 – 14:00 UTC, and/or 16:00 – 19:00 UTC, and/or 03:00 – 6:00. UTC, depending upon needs.

15.   Contact groups would be open to participation by all Parties, other Governments and representatives of observers.

16.   Contact groups would work on the basis of a "non-paper". However, the Chair of the Subsidiary Body may decide to convene an initial session of the contact group prior to formulating a non-paper. Regular updates of the non-paper would be made available to all participants in the contact group to ensure transparency and sufficient time would be provided between sessions of the group to allow for review of drafts and bilateral and group consultations. The Secretariat would provide an online platform to facilitate such exchanges. Where necessary, sections of the text undergoing intense negotiations may be shared interactively to facilitate resolution.

17.   The Chair of the Subsidiary Body on Implementation may also convene other types of informal groups, such as Friends of the Chair, and share modalities for their organization with the Parties.

18.   Contact groups and other types of informal groups will work in English and, accordingly, non-papers considered at the meetings of the group will be in English. As per usual practice, the outcome of contact groups would be provided in all languages for consideration by the plenary as CRPs.

B.   Decision-making during formal online meetings

Consideration of conference room papers

19.   The Secretariat will make all efforts to ensure that all CRPs are available as early as possible in advance of their consideration by the plenary and not less than 36 hours in advance in all six languages.

20.   All efforts would be made to ensure transparency and the full and effective participation of all Parties. Where substantial or complex changes are introduced into a text under negotiation, the text concerned would be circulated prior to their consideration for approval.

21.   In the case that a representative of a Party is unable to make an intervention in a particular session for technical reasons, such as poor connectivity, and if such a situation was not noticed, followed up and resolved at the time, the representative should notify the Secretariat of the situation by email or phone at the earliest opportunity, and within 12 hours of the time of the incident, and the Secretariat will make all reasonable efforts to address the issue and facilitate the intervention of the representative of the Party concerned.

III. ORGANIZATION OF WORK

22.   An outline of the proposed organization of work is annexed to the present document. The timeline of contact groups and other informal groups is subject to further refinement in the light of the progress of the meeting and guidance by the Bureau. The timeline also shows the timeline for the Subsidiary Body on Scientific, Technical and Technological Advice to allow Parties, other Governments and observers to provide the whole picture of the two meetings together.

A.   Prioritization of agenda items

23.   Items directly related to the post-2020 global biodiversity framework and the work of the third meeting of the Working Group on the Post-2020 Global Biodiversity Framework are addressed early in the timeline as they need to be completed by the end of May 2021 to inform development of the first draft of the post-2020 global biodiversity framework and to be ready for the third meeting of the Working Group.

24.   Other agenda items may be considered or finalized at later dates as per organization of work illustrated below. The Chair will ensure that all agenda items as scheduled will be considered.

B.   Treatment of item 5 of the provisional agenda for the third meeting of the Subsidiary Body on Implementation

25.   Many issues that will be considered by the Subsidiary Body on Implementation are directly relevant to the development of the post-2020 global biodiversity framework. The discussions under agenda items 6, 7, 8, 9 and 11 will be particularly important in this respect. Given these interconnections, and in order to avoid parallel discussions, issues related to these agenda items and the post-2020 global biodiversity framework will be considered under the respective agenda item and not agenda item 5. For example, issues related to resource mobilization for the post-2020 global biodiversity framework should be addressed under agenda item 6 on resource mobilization rather than agenda item 5. The discussions under agenda item 5, therefore, would focus on issues not covered by another agenda item, including:

        (a)   Overarching or cross-cutting issues;

        (b)   Issues related to the post-2020 implementation plan and capacity-building action plan for the Cartagena Protocol on Biosafety;

        (c)   The gender plan of action for the post-2020 period;

        (d)   The communications plan for the post-2020 period;

26.   Please note that, in order to facilitate the consideration of issues related to the development of the post-2020 global biodiversity framework, the Co-Chairs of the Working Group on the Post-2020 Global Biodiversity Framework have identified a set of questions on which they would like the input of the Subsidiary Body on Implementation. These questions, which are set out in the annex to document CBD/SBI/3/4, are likely to be addressed naturally during the course of the discussions on the respective agenda items. Parties may wish to bear them in mind during their deliberations.

27.   Taking all this into account, agenda item 5 will be organized as follows:

        (a)   The Chair will open the agenda and request the Co-Chairs to provide the meeting with a background on their request and expectations from the Subsidiary Body on Implementation and then agenda item 5 will be adjourned;

        (b)   The floor will be opened during the second plenary session for comments on issues listed under paragraph 25 above;

        (c)   A CRP for agenda item 5 on issues listed under paragraph 25 will be considered during the third plenary;

        (d)   The Chair will forward the relevant advice, once considered by the meeting, to the Co-Chairs for their consideration.

C.   Agenda item 9: Testing of a Party-led review process

28.   In decision 14/29, the Conference of the Parties considered review mechanisms for the Convention and requested the Executive Secretary to prepare for and organize the testing of a Party-led review process, including through an open-ended forum to be held at the third meeting of the Subsidiary Body on Implementation. Accordingly, arrangements were made, in close consultation with the Chair of the Subsidiary Body on Implementation and the Bureau of the Conference of the Parties to hold an informal virtual session on 16 and 17 September 2020. The Bureau of the Conference of the Parties agreed to decide at a later stage if a physical trial would also be needed based on the lessons and experience of the virtual open-ended forum.

29.   The Bureau will make a decision at a later date, whether a physical meeting of the test and trial of the Party-led open-ended forum is needed at a date in the future. For the moment, Parties are encouraged to consider the lessons from the virtual open-ended forum as they discuss agenda item 9.

IV. ORGANIZATION AND CONDUCT OF THE MEETINGS

1. *Regional meetings*

30.   Appropriate online platforms for regional groups consultations, as requested by regions, will be made available. Regions will need to advise the Secretariat on the time best suited for them at least ten days in advance of the meeting. Regions are encouraged to hold preparatory regional meetings in the week prior to the session, in addition to any such regional meetings planned to be held in-session.

2. *Meetings of the Bureau*

31.   Meetings of the Bureau of the Conference of the Parties will be held regularly to plan, assess progress and provide guidance to the Chair on the conduct of the meeting. A schedule will be announced closer to the start of the meeting.

3. *Observers*

32.   *Plenary sessions*: Non-Parties, major stakeholder groups and other observers will be given an opportunity to speak at all plenary sessions as time allows. Where time is limited, the Chair will endeavour to ensure a balance among various categories of observers and regional representation taking into account also the relevance to the agenda item;

33.   *Contact groups*: Observers would intervene at the discretion of the Chair/Co-Chairs of the contact group after Parties made their interventions;

34.   Any substantial suggestions to the text from observers will be considered if supported by at least one Party.

4. *Helping to address technical connectivity issues*

35.   These limitations will be minimized as follows:

(a)   Parties may wish to attend the meeting from the United Nations Country Office in their country subject to a prior arrangement being made with the Secretariat of the Convention on Biological Diversity. Modalities to request access to country offices are being worked out currently with the office of the Secretary-General of the United Nations;

(b)   Opportunities for prior training and testing will be provided twice, on 27 April 2021 at 8.30 a.m. and 8.30 p.m. Montreal time (12:30 UTC 27 April 2021 and 00:30 UTC 28 April);

(c)   The Secretariat and the platform technicians will make all reasonable efforts to assist Parties that encounter any difficulties with connectivity and the use of the platform.

5. *Time zones*

36.   Challenge of working across time could be minimized by:

(a)   Limiting the number of hours per day;

(b)   Rotation of contact groups between various time slots.

6. *Documentation*

37.   Relevant pre-session documentation will be provided at least six weeks in advance of any agenda item being taken up.

38.   The list of pre-registered participants will be available to all registered participants at the beginning of the meeting.

7. *Side events*

39.   No side events would be held during the formal virtual meetings.

Annex

TIMELINE

Notes:

(1) There will be a 15-minute break during each plenary session, approximately 1.5 hours into the session.

(2) No sessions will be held in parallel. Therefore, where a contact group is planned for the same day as a plenary session or another contact group, it will be scheduled to avoid a clash of times.

(3) Indications as to whether contact groups are expected to be established (→ CG) or not (→ CRP) are for planning purposes only.

Date	Day	Meeting	Agenda item, activity	
3 May	Mon	SBSTTA 24 Plenary	Items 1, 2	
			Item 3 - Completion of first reading (Focus on Add.2) → CGs	
4 May	Tue		Item 6 - Completion of first reading → CG	
			Item 8 - First reading → CRP	
			Adjournment	
5 May	Wed	SBSTTA contact groups (CG)	CG on item 3 (S&T review of Goals and Targets, Add.2)	
6 May	Thu		CG on item 3 (S&T review of Goals and Targets, Add.2)	
7 May	Fri		CG on item 3 (Monitoring framework, Add.1)	
8 May	Sat		CG on item 3 (Monitoring framework, Add.1)	
9 May	Sun			
10 May	Mon	SBSTTA contact groups (CG)	CG on Item 6	
11 May	Tue		CG on Item 6	
12 May	Wed			
13 May	Thu	Eid el Fitr holiday		
14 May	Fri	Eid el Fitr holiday		
15 May	Sat			
16 May	Sun	SBI 3 Plenary	Items 1, 2	
			Item 3 - Completion of first reading → CRP	
			Item 4 - Completion of first reading → CRP	
			Item 5 - Open the item → Statement by the Co-Chairs of WG2020	
			Item 6 - Completion of first reading → CG	
17 May	Mon		Item 7 - Completion of first reading → CG	
			Item 8 - First reading → CRP	
			Item 9 - Completion of first reading → CG	
18 May	Tue		Item 11 - Completion of first reading → CRP	
			Items 10, 12, 13 - Completion of first reading → CRP/CG	
			Adjournment	
19 May	Wed	SBI contact groups (CG)	CG: SBI item 6	CG: SBI item 7
20 May	Thu		CG: SBI item 6	CG: SBI item 9
21 May	Fri		CG: SBI item 7	CG: SBI item 9
22 May	Sat			
23 May	Sun		Item 7 - Completion of first reading → CRP	
			Item 10 - Completion of first reading → CRP	
			Item 8 - Review and approval of CRP	

Date	Day	Meeting	Agenda item, activity	
24 May	Mon	SBSTTA 24 Plenary	Item 3 - (Post-2020) Review and approval of CRP	CG: SBI items 6 or 7 or 9 as needed
25 May	Tue		Item 6 - Review and approval of CRP Item 9 - First reading → CRP	CG: SBI items 6 or 7 or 9 as needed
26 May	Wed		Item 9 - First reading as needed → CRP Item 4 - Completion of first reading → CG Item 5 - Completion of first reading → CG Adjournment	CG: SBI items 6 or 7 or 9 as needed
27 May	Thu			
28 May	Fri	SBI 3 Plenary	Item 3 - Review and approval of CRP Item 4 - Review and approval of CRP Item 5 - Completion of first reading → CRP	
29 May	Sat		Item 6 - Review and approval of CRP Item 7 - Review and approval of CRP	
30 May	Sun		Item 9 - Review and approval of CRP Items 10, 12, 13 - Completion of first reading (continued from 18 May as needed)→ CRP/CG Update from the Secretariat on item 14	
31 May	Mon			
June				
1 June	Tue	SBSTTA/SBI contact groups (CG)	CG: SBI items 5, 11 or 13 as needed	CG: SBSTTA items 4 or 5 as needed
2 June	Wed		CG: SBI items 5, 11 or 13 as needed	CG: SBSTTA items 4 or 5 as needed
3 June	Thu		CG: SBI items 5, 11 or 13 as needed	CG: SBSTTA items 4 or 5 as needed
4 June	Fri		CG: SBI items 5, 11 or 13 as needed	CG: SBSTTA items 4 or 5 as needed
5 June	Sat			
6 June	Sun			
7 June	Mon	SBSTTA 24 Plenary	Item 7 - Review and approval of CRP Item 9 - Review and approval of CRP Item 10 - Review and approval of CRP	
8 June	Tue		Item 4 - Review and approval of CRP Item 5 - Review and approval of CRP	
9 June	Wed		Review and approval of CRPs as needed Suspension of the meeting	
10 June	Thu			
11 June	Fri	SBI 3 Plenary	Item 5 - Review and approval of CRP Item 8 - Review and approval of CRP Item 10 - Review and approval of CRP	
12 June	Sat		Item 11 - Review and approval of CRP Item 12 - Review and approval of CRP Item 13 - Review and approval of CRP	
13 June	Sun		Review and approval of CRPs as needed Suspension of the meeting	

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