

**Convention on
Biological Diversity**

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

Fifth meeting

Mexico City, Mexico, 6-7 October 2016

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

1. The fifth meeting of the Bureau of the Conference of the Parties (COP) in the inter-sessional period was held on 6-7 October 2016 at the offices of the Ministry of Environment and Natural Resources of Mexico (SEMARNAT), in Mexico City, Mexico. The meeting was held immediately following the Informal Consultation Meeting “Mainstreaming biodiversity for well-being” organized by the Government of Mexico from 4-5 October 2016 in preparation for the thirteenth meeting of the COP and its high-level segment.

2. The meeting was attended by the following members of the COP Bureau: Mr. Yoo Beom-Sik (representing Minister Cho Kyeung-kyu, COP President, Republic of Korea), Mr. Mike Ipanga (Democratic Republic of the Congo), Ms. Malta Qwathekana (South Africa), Mr. Yousef Al-Hafedh (Saudi Arabia), Ms. Fumiko Nakao (Japan), Ms. Sujata Aurora (substitute for Japan for matters related to the Nagoya Protocol), Ms. Senka Barudanovic (Bosnia and Herzegovina), Ms. Elvana Ramaj (Albania, substitute for Bosnia and Herzegovina for matters related to the Nagoya Protocol), Ms. Maria Luisa del Rio Mispireta (Peru), Mr. Randolph Edmead (St. Kitts and Nevis), Ms. Tia Stevens (Australia), Ms. Mette Gervin Damsgaard (Denmark), and Mr. Norbert Barlocher (Switzerland, substitute for Australia for matters related to the Cartagena and Nagoya Protocols).

3. Also present, as observers were Mr. Andrew Bignell, (SBSTTA Chair), Mr. Enrique Lendo, Ambassador Juan Antonio Mateos and Mr. Hesiquio Benitez (Mexico, incoming COP Presidency), Ms. Hyemin Park (Republic of Korea), and Mr. Balakrishna Pisupati and Mr. Alberto Pacheco (UNEP). The Secretariat was represented by: Mr. Braulio Ferreira de Souza Dias, Mr. David Cooper, Mr. Ravi Sharma, Ms. Amy Fraenkel, Mr. Worku Damena Yifru and Ms. Christine Estrada. The Minister of Environment and Natural Resources of Mexico, Mr. Rafael Pachiano, was present for the opening of the meeting.

ITEM 1. OPENING OF THE MEETING

4. The meeting was opened by the chair, Mr. Yoo Beom-Sik, the representative of the President of the twelfth meeting of the Conference of the Parties. The chair and the Executive Secretary of the Convention on Biological Diversity, Mr. Braulio Ferreira de Souza Dias, made brief introductory remarks about progress in the preparations for COP 13 and concurrent COP/MOPs in Cancun and thanked Mr.

Rafael Pachiano, Minister of Environment and Natural Resources of Mexico, for his strong support for these preparations.

5. Mr. Pachiano offered a brief summary of the advances made towards the preparations for COP 13 and the high-level segment and reinforced Mexico's commitment towards the conservation and sustainable use of biodiversity, and the achievement of the Aichi Biodiversity Targets.

ITEM 2. ADOPTION OF THE AGENDA

6. The chair informed the Bureau that there would be a closed meeting in order to discuss the selection of the incoming Executive Secretary, and which would be held as the last item of discussion during the first day.

7. The Bureau adopted the agenda for its meeting, as presented in document UNEP/CBD/COP/Bur/2016/3/1.

ITEM 3. ADOPTION OF THE MINUTES OF PREVIOUS MEETINGS

8. The Bureau adopted the minutes of its meeting held in February 2016 in Kuala Lumpur (UNEP/CBD/COP/Bur/2016/1/2). It adopted the minutes of its meeting held in May 2016 in Montreal with one modification (UNEP/CBD/COP/Bur/2016/2/2).

ITEM 4. STATUS OF RATIFICATIONS OF THE PROTOCOLS, SUBMISSION OF REPORTS AND CONTRIBUTIONS TO THE TRUST FUNDS

9. The Secretariat provided information on the status of ratifications of the Protocols, noting that 86 Parties had ratified the Nagoya Protocol and that a further 24 Parties were at advanced stages of the internal processes leading to ratification. Thus it was hoped that the number of ratifications would exceed 100 by the time of the Cancun meetings. Thirty-seven Parties had ratified to the Nagoya-Kuala Lumpur Supplementary Protocol; only 4 more ratifications were needed for the latter to enter into force. Further, the Secretariat informed the Bureau that to date, 181 5th National Reports had been submitted, representing 94% of Parties. Since COP 10, 111 Parties had updated their NBSAPs.

10. Information on progress in implementing the Strategic Plan for Biodiversity 2011-2020, based on information in national reports and NBSAPs is provided in document UNEP/CBD/COP/13/8 and its addenda. In response to a question from a Bureau member it was noted that earlier versions of these documents had been presented to the Subsidiary Body of Implementation, and the documents had been updated according to instructions from SBI.

11. The Secretariat provided an overview of the status of contributions to the trust funds of the Convention and a brief discussion was held in regards to the status of financial support for delegates to attend COP 13. This matter was further considered under item 5.6 of the agenda. Bureau members expressed concern in regards to the declining funding available for the participation of LDCs and SIDS Parties, threatening the representation in the deliberations.

ITEM 5. PREPARATIONS FOR THE THIRTEENTH MEETING OF THE CONFERENCE OF THE PARTIES, AND CONCURRENT MEETINGS OF THE CARTAGENA AND NAGOYA PROTOCOLS

5.1 Preparation of documents on substantive matters

12. The Secretariat briefed the Bureau on the status of preparation of documents highlighting two key documents: the compilation of draft decisions for COP 13 (UNEP/CBD/COP/13/2) and the document on the organization of work (UNEP/CBD/COP/13/1/Add.2), setting out the plan for the organization of the concurrent meetings. It was noted that although some documents are currently in the editing and translation process, all of the documents would be ready on the website by the six week deadline. The Bureau was advised that they would receive unedited advanced versions of the substantive documents for their information. The compilation of draft decisions would be updated, taking into account intercessional work, and issued as UNEP/CBD/COP/13/2/rev1.

13. The Secretariat also informed the Bureau that two additional documents, beyond those listed in the revised annotations to the agenda (UNEP/CBD/COP/13/1/rev.1) would be prepared for available for the COP: a resource manual providing further information on the format for the 6th national reports, and a summary of information concerning the offers for hosting of COPs 14 and 15.

5.2 Organization of work of the concurrent meetings

14. Noting that COP 13 and the meetings of the Protocols will be taking place concurrently within a two-week period, the Bureau discussed the need to streamline proceedings where possible, while preserving the full integrity of the decision-making process.

15. Following previous consultations between the Secretariat and Bureau members, the following text had been included in the document on the proposed organization of work (UNEP/CBD/COP/13/1/Add.2):

“Given that COP 13 and the meetings of the Protocols will be taking place concurrently within a two-week period, there will be a need to streamline proceedings where possible, while preserving the full integrity of the decision-making processes.

Accordingly, the Bureau and Secretariat propose that the limited negotiation time available should be used primarily to address new or unresolved issues, including bracketed texts appearing in draft decisions submitted by open-ended subsidiary bodies (SBI, SBSTTA and the Working Group on Article 8(j)) and issues that have not yet been addressed at the intergovernmental level.

It is proposed that general statements that repeat points previously raised and discussed at one of the subsidiary bodies should be avoided, especially on those issues for which a comprehensive draft decision has already been prepared by one of these subsidiary bodies. The Chair may propose not to open the floor for statements at the first occasion that such items are taken up in the working group but rather suggest that the relevant draft decisions, circulated in advance in document UNEP/CBD/COP/13/2, be converted to a Conference Room Paper to facilitate text-based discussions in a subsequent session. Where there are a limited number of discrete issues to resolve, the Chair may refer the item to a contact group or other informal discussions.

Parties are invited to take into account these plans when preparing their interventions. More detailed information in this regard will be made available.”

16. Draft “scenario notes” of the work of the two Working Groups were made available to bureau members, building upon the earlier note on the matter which had been circulated on 2 August 2016.

17. Members of the Bureau considered that the information in these notes, as well as the compilation of decisions (UNEP/CBD/COP/13/2) were very useful to guide preparations for the COP and concurrent meetings and recommended that the information be made available to all Parties. They also suggested making the terms consistent throughout the documents and proposed that the contents of the non-paper prepared for each working group be included in the working document on organization of work (UNEP/CBD/COP/13/1/Add.2).

18. The Bureau emphasized the need for discipline, time management and organization of work, and agreed that Bureau members should communicate this through their regional meetings and consultations. The Bureau also suggested circulating the Rules of Procedure of the COP to Parties. Furthermore, the Bureau suggested that additional guidance be provided, consistent with the Rules of Procedure, including information on strict time limits for statements.

19. The Secretariat took note of the suggestions from the Bureau and stated it would revise the documents and circulate a revised version to the Bureau, prior to making them available to all Parties.

20. The chair then proceeded to invite the Bureau to nominate the officers of COP13. The Bureau nominated the following officers to support the meetings:

- (a) Ms. Mette Damsgaard (Denmark) as Chair of WGI
- (b) Ms. Malta Qwathekana (South Africa) as Chair of WGII

(c) Ms. Maria Luisa del Rio Mispireta (Peru) as representative of the Bureau for the review of credentials

21. Noting that the Bureau representative from Belarus has resigned from her duties in the Government, the Secretariat advised that it would consult the Government of Belarus with a view of identifying a replacement bureau member who could be invited to serve as Rapporteur. The Secretariat would report back to the Bureau on this matter.

22. The Bureau also nominated Mr. Spencer Thomas (Grenada) as Chair of the Budget Committee

23. The Secretariat noted that some Parties have not submitted proper credentials in the past COPs. The Bureau was asked for guidance and for measures to be taken in the upcoming COP to ensure that proper credentials were submitted by all Parties.

24. Further to earlier consultations by correspondence between the Secretariat and the Bureau, the Bureau considered possible contact groups that may be needed to address items at COP-13 and the concurrent meetings. Some Bureau members volunteered to chair contact groups as necessary.

25. The chair advised the Bureau that during COP 13, it will meet on Sunday 4 December from 8:00 a.m. to 10:00 a.m., and daily from Tuesday 6 December from 8:00 a.m. to 9:00 a.m.

5.3 High Level Segment

26. Ambassador Juan Antonio Mateos, Coordinator of COP-13, Mexico, provided an overview of the preparations for the high-level segment, noting that there had been more extensive discussions during the informal meeting. The Ambassador briefed the Bureau with the logistical and substantive information regarding the high-level segment and emphasized that all interventions during the high-level segment would last a maximum of five minutes, so as to allow as many ministers as possible to take the floor.

5.4 Logistics

27. The Secretariat and representatives of the Government of Mexico further clarified the logistics of the COP and concurrent meetings. It was noted that the information note for participants was available on the website, which contained detailed information on hotels, transportation and other key logistical issues. The Bureau was further reassured that there would be 24 hour transportation available to and from the Moon Palace Resort for delegates.

28. As noted in document UNEP/CBD/COP/13/1/ADD.2 (section F), for practical reasons, the seating arrangements of the meeting for COP will also be used for the meetings of the COP MOPs. However, technical arrangements will be in place to distinguish Parties to each Protocol from non-Parties.

5.5 Funding of Participants

29. The Secretariat briefed the Bureau on the status of funding of participants from LDCs and SIDs to the COP, indicating that at this point they can only afford to fund the participation of one delegate per eligible country for all three meetings, for a total of 48 Parties. Furthermore, the Secretariat indicated that since COP-10, even though one more Protocol has been added to the Convention, the pledges to the voluntary funds of the Convention have steadily decreased, making it unable to maintain past practices. Furthermore, the Secretariat asked the Bureau to consider further criteria on the funding of Parties.

30. Members of the Bureau expressed strong concern with the current situation of the declining financial contributions to the voluntary funds in regards to the participation of delegates to the COP, indicating this could threaten the legitimacy of the deliberations and decisions made at the COPs. The Bureau reflected upon ways to resolve declining financial contributions such as development of further criteria and models of funding, including possible options for incorporating some elements to the core budget. The Bureau also noted that further discussions are needed and the Bureau emphasised that any decisions related to financial matters including funding of Participants needs to be taken by parties.

5.6 Parallel events and Side-events

31. The Secretariat provided an overview of the parallel and side-events that are taking place during COP 13, and highlighted that over 400 requests for side-events were received but will have to give some considerations to these requests as there are only about 250 slots available.

5.7 Nomination of officers for the next Bureau, Chairs of the Subsidiary Bodies and for members of the Compliance Committees of the Cartagena and Nagoya Protocol

32. The Secretariat advised the Bureau that COP13 will need to elect two candidates from each region to the incoming Bureau with a term to commence upon the closing of COP13. Considering that the meetings of the Protocols will need to elect replacements for those new members of the Bureau representing a Party to the Convention, but not a Party to the Protocol, it is envisaged that COP will elect the new Bureau already at its plenary session on Friday, 9 December 2016.

33. The COP will also need to elect the chair of the Subsidiary Body on Scientific, Technical and Technological Advice. In line with the established practice, this is expected to be on the basis of a nomination from the Asia and Pacific region. If the Conference of the Parties accepts the recommendation of the Subsidiary Body on Implementation (Rec 1/9, paragraph 1), it would also need to elect the Chair for the SBI; this would be expected to be on the basis of a nomination from the African region.

34. Furthermore, the meetings of the Parties to the respective Protocols will also need to elect members to the Compliance Committees of each of the Protocols. The meeting of the Parties to the Cartagena Protocol on Biosafety will be invited to elect 10 members (two per region), while the meeting of the Parties to the Nagoya Protocol will be invited to elect 5 members (one per region).

35. The Secretariat kindly reminded the Bureau to encourage their regions to start the consultations as soon as possible to identify candidates for the above officers and members of the Compliance Committees to ensure their early nomination.

36. The chair thanked the Secretariat and the Bureau for the discussions of the day, and proceeded to invite the Bureau to a closed meeting to discuss the selection of the incoming Executive Secretary.

ITEM 6. VENUES FOR THE FOURTEENTH AND FIFTEENTH MEETING OF THE CONFERENCE OF THE PARTIES

37. The chair noted that COP 13 is due to determine the date and venue of the next two meetings and invited the Secretariat to provide an update. The Secretariat noted the interest of Egypt and Turkey to host COP 14 and the concurrent meetings of the Protocols, and the interest of China and Peru to host COP 15 and the concurrent meetings of the Protocols. Following SBI's recommendation to consult with these Governments, the Secretariat advised the Bureau that a questionnaire had been sent to these Governments in order to obtain further information on requirements for hosting such meetings, including logistics, security, technical and financial requirements related to privileges and immunities and facilitation of issuance of visas. Egypt, Turkey and China had provided comprehensive information which would be made available to COP. Peru indicated that it would not continue with its offer to host COP 15 but would consider hosting a preparatory meeting instead.

38. The Bureau considered potential procedures to determine at COP 13 the venue of the fourteenth meeting in the event that there remains more than one offer to host this meeting. Bureau members noted that it was desirable that Egypt and Turkey hold bilateral discussions in this regard. It was also noted that Mexico had offered to facilitate consultations between these countries in the event that the matter was not resolved by COP 13. Consultations with regional groups would also be encouraged. Bureau members also noted that the criteria for hosting meetings, proposed by SBI, could be useful in helping to identify the most suitable venue. The Bureau noted that voting should be the last resort.

ITEM 7. PREPARATION OF THE BUDGET FOR THE TRUST FUNDS OF THE CONVENTION

39. The Secretariat informed the Bureau that it is preparing the budget taking into account the guidance of SBI recommendation 1/13. The Secretariat had issued notification (2016-116) providing cost estimates of the decisions derived from previous COP and COP MOP decisions, as well as recommendations from SBSTTA, SBI and the Working Group on Article 8(j) and related provisions, as part of the voluntary budget. This information is aimed to support Parties identify key areas for potential voluntary contribution that can be announced at COP 13. A revised version would be circulated in the upcoming days. It was noted that the Secretariat was proposing a budget over a four year period to allow better planning and flexibility in funding and implementation.

40. The Secretariat further advised the Bureau on the process of the negotiation of the budget during COP and the disconnect that occurs during the negotiations of the substantive issues. The Executive Secretary indicated that there is no decision by the COP that provides broad guidance to the budget committee on how to conduct their business.

ITEM 8. FUNCTIONAL REVIEW OF THE SECRETARIAT

41. The Executive Secretary briefed the Bureau on progress with the functional review. He began by reminding the Bureau of the request to review all professional posts and that a new structure was set in place in the Secretariat in an effort to promote a more integrated approach. Although the exercise is not complete as it has to go to Nairobi for further assessment of the proposed revised terms of reference for all the professional posts funded by the core budget, the Secretariat hoped that the process could be finalized in time for COP.

ITEM 9. OTHER MATTERS

42. The Secretariat briefed the Bureau on the branding of COP-13 and the concurrent meetings of the Protocols. To facilitate communication of three meetings, the Secretariat and host country would use a shorter and simpler name for the meetings: “UN Biodiversity Conference, Cancun, Mexico, 2016”. There would be no change to the official names of the meetings. Bureau members welcomed this approach.

43. The Bureau held a brief general discussion on its own mandate and its experience over the past biennium. The Chair agreed to facilitate the preparation a document that includes lessons learned and general guidance on the needs of the Bureau, and to make it available to the incoming Bureau members. On behalf of Mexico, Mr. Enrique Lendo offered to host a joint retreat of the COP and SBSTTA Bureaux in early 2017.

ITEM 10. CLOSURE OF THE MEETING

44. The chair thanked the Government of Mexico for the hospitality, the Secretariat for the preparations, and the Bureau for their work during the meeting. The meeting on Thursday 6 October was closed at 6:00 p.m. The final session on Friday, 7 October was closed at 1:30 p.m.