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**United Nations
Environment
Programme**

**Expert Group on Best Available Techniques and
Best Environmental Practices**

First meeting

Geneva, Switzerland, 28 November –2 December 2005

Item 2 (b) of the provisional agenda*

Organizational matters: organization of work

Annotated provisional agenda¹

Item 1. Opening of the meeting

1. The first meeting of the Expert Group on Best Available Techniques and Best Environmental Practices will be held from 28 November to 2 December 2005 in the Geneva International Conference Centre, Rue de Varembe 15, Geneva, Switzerland. The meeting will be opened at 10:00 a.m. on Monday 28 November 2005.
2. Opening and welcoming statements will be delivered.

Item 2. Organizational matters

- (a) Adoption of the agenda;
 3. The Expert Group is invited to adopt its agenda, with any amendments it may deem appropriate, on the basis of the provisional agenda as set out in document UNEP/POPS/EGBATBEP.1/1
- (b) Organization of work;
 4. The Expert Group will have before it a scenario note for the meeting prepared by the Co-chairs, Mr. Gang Yu (China) and Mr. Bo Wahlstrom (Sweden) (UNEP/POPS/EGBATBEP.1/INF/1), and a tentative schedule for the week prepared by the Secretariat (UNEP/POPS/EGBATBEP.1/INF/2). The Co-chairs will provide an explanation on how they expect the work of the meeting to progress over the course of the week.
 5. The Expert Group may wish to establish working groups, such as ad hoc contact groups and drafting groups, as it may deem necessary, specifying their mandates.
- (c) Report by the Secretariat on preparatory work for the meeting.
 6. The Secretariat will provide a verbal report on the preparatory work for the Expert Group meeting, including a brief summary of the six regional consultations on the draft guidelines on Best Available Techniques (BAT) and Best Environmental Practices (BEP), to assist countries in preparing for the first meeting of the Conference of the Parties. These consultations were held in, Vienna (Austria), Wellington (New Zealand), Bangkok (Thailand), Buenos Aires (Argentina), Manama (Bahrain), and Nairobi (Kenya).

* UNEP/POPS/EGBATBEP.1/1.

¹ This document has not been formally edited.

An overview and summary of the outcomes of these consultations are contained in document UNEP/POPS/EGBATBEP.1/INF/4.

7. The Expert Group may wish to take note of the verbal report provided by the Secretariat.

Item 3. Further work on the enhancement or strengthening, where need be, of the guidelines on best available techniques and provisional guidance on best environmental practice relevant to the provisions of Article 5 of the Stockholm Convention on Persistent Organic Pollutants

8. The Expert Group has before it the draft guidelines on best available techniques and provisional guidance on best environmental practices relevant to Article 5 Annex C (document UNEP/POPS/COP.1/INF/7).

9. The Secretariat will be invited to make a short presentation of the draft guidelines as contained in document UNEP/POPS/COP.1/INF/7.

10. The Expert Group has before it notes by the Secretariat on an analysis of comments on the draft guidelines submitted to the Secretariat by Parties and others pursuant to decision SC-1/19 (document UNEP/POPS/EGBATBEP.1/3) and a compilation of the actual comments received by the Secretariat on the draft guidelines (document UNEP/POPS/EGBATBEP.1/INF/5). The Expert Group may wish to take note of the information contained in the notes and consider the possible action listed in document UNEP/POPS/EGBATBEP.1/3.

11. The Expert Group may wish, if deemed appropriate, to consider identifying any further sources to be included in the guidelines.

(a) Enhancement of the document to make it easier to understand and use;

12. The Expert Group has before it notes by the Secretariat on the tasks of the Expert Group (document UNEP/POPS/EGBATBEP.1/2) and on an analysis of comments on the draft guidelines submitted to the Secretariat by Parties and others pursuant to decision SC-1/19 (document UNEP/POPS/EGBATBEP.1/3). The Expert Group may wish to take note of the information contained in the notes by the Secretariat and consider any further possible action.

13. The Secretariat will be invited to introduce a proposal on options to make the guidelines a more user friendly document. The Expert Group may wish to take note of the proposal by the Secretariat and consider possible further action.

(b) Enhancement of the guidelines to identify and more fully address needs and circumstances of developing countries and regions, particularly with respect to sources of relevance to developing countries of substances listed in Annex C to the Convention;

14. The Expert Group has before it notes by the Secretariat on the tasks of the Expert Group (document UNEP/POPS/EGBATBEP.1/2) and on an analysis of comments on the draft guidelines submitted to the Secretariat by Parties and others pursuant to decision SC-1/19 (document UNEP/POPS/EGBATBEP.1/3). The Expert Group may wish to take note of the information contained in the notes by the Secretariat and consider any further possible action.

15. The Expert Group may wish to invite its members to identify relevant case studies or examples of specific issues, that can assist in the identification of or address more fully the needs and circumstances of developing countries and regions, particularly with respect to sources of relevance to developing countries of substances listed in Annex C to the Stockholm Convention;

(c) Identification of considerations that countries may take into account in establishing requirements for best available techniques, including economic and social considerations as described in the Convention;

16. The Expert Group has before it notes by the Secretariat on the tasks of the Expert Group (document UNEP/POPS/EGBATBEP.1/2) and on an analysis of comments on the draft guidelines submitted to the Secretariat by Parties and others pursuant to decision SC-1/19 (document UNEP/POPS/EGBATBEP.1/3). The Expert Group may wish to take note of the information contained in the notes by the Secretariat and consider any further possible action.

(d) Provision of additional information on available alternatives, including indigenous ones, and on the use of substitute or modified materials, products and processes, with respect to Annex C sources, and development of criteria for evaluating alternatives;

17. The Expert Group has before it notes by the Secretariat on the tasks of the Expert Group (document UNEP/POPS/EGBATBEP.1/2) and on an analysis of comments on the draft guidelines submitted to the Secretariat by Parties and others pursuant to decision SC-1/19 (document UNEP/POPS/EGBATBEP.1/3). The Expert Group may wish to take note of the information contained in the notes by the Secretariat and consider any further possible action.

18. The Expert Group may wish to invite its members to provide additional information on available alternatives, including indigenous ones, and on the use of substitute or modified materials, products and processes, with respect to Annex C sources, and development of criteria for evaluating alternatives. The Expert Group may wish to take of the information provided and consider any further possible action.

- (e) Response to the request from the Conference of the Parties of the Basel Convention at its seventh session and, if practicable, develop information on best available techniques and best environmental practices with respect to unintentionally produced persistent organic pollutants, including recent technologies for destruction and irreversible transformation listed in the Basel Convention's general technical guidelines;

19. The Expert Group has before it a note by the Secretariat containing the request from the seventh session of the Conference of the Parties to the Basel Convention (document UNEP/POPS/EGBATBEP.1/4). The secretariat of the Basel Convention will be invited to introduce the item.

20. The Expert Group may wish to take note of the information contained in the note and consider the possible action listed in document UNEP/POPS/EGBATBEP.1/4.

Item 4. Preparations for the next meeting

21. The Expert Group may wish to consider the date of its second meeting,

22. Based on the discussions under item 3, the Expert Group will determine the overall process and schedule for the completion of work for consideration at its next meeting.

Item 5. Other matters

23. The Expert Group may wish to consider other matters raised by the members of the Expert Group in the course of the meeting.

Item 6. Adoption of the report

24. The Expert Group will be invited to consider and adopt, with any amendments, the report of the meeting as prepared by the Co-chairs.

Item 7. Closure of the meeting

25. It is expected that the meeting will be closed by the Co-Chairs by 6 p.m. on Friday, 2 December 2005