

BASEL, ROTTERDAM AND STOCKHOLM CONVENTIONS

Secretariats of the Basel, Rotterdam and Stockholm Conventions

United Nations Environment Programme

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Training of potential chairs for meetings of Basel, Rotterdam and Stockholm Conventions

3-5 February 2025, Geneva

Programme



Day I

Opening

8:30

Registration of participants

Welcome and opening remarks

Mr. Rolph Payet, Executive Secretary, BRS Secretariat

Introduction and objectives of the training workshop

Ms. Anne Daniel, International Environmental Lawyer and Lead Trainer
BRS Secretariat

Tour de table and icebreaker

All participants

Introduction: Overview of the BRS architecture

Morning
session

9:00-12:00

Presentation I: Refresher on key institutions of BRS conventions and actors at BRS meetings relevant for chairs

This session will provide a refresher on roles and mandates, governing and subsidiary bodies, bureaux, intersessional work, and meeting documentation.

BRS Secretariat

Coffee (10:30-10:50)

Session I: Basics principles of meeting operations for chairs

Presentation II: Refresher on the mechanics of a COP

This presentation will highlight the key rules of engagement underpinning the role of chairs and other aspects of meeting operations.

Anne Daniel, Lead Trainer
BRS Secretariat

	<p>Panel discussion I: Basic principles of chairing and role of the chair: basic principles, procedural aspects and substantive aspects</p> <p><i>The panel of regional experts will canvass a range of basic chairing principles and the role of the chair.</i></p> <ul style="list-style-type: none"> • Overall basic chairing principles, including awareness of gender equality and multicultural environment • Procedural aspects of chairing • Substantive aspects of chairing <p>Anne Daniel, Lead Trainer David Kapindula and Keima Gardiner, Regional Experts</p> <p>Explanation of simulations I and II BRS Secretariat</p>
12:30-14:00	Lunch
<p>Afternoon session 14:00-18:00</p>	<p>Session II: Managing contact group discussions</p> <p>Simulation I: Opening a contact group meeting</p> <p><i>Participants will break into three groups of seven and take turns, based on a provided scenario, of introducing themselves, their mandate, and their 'rules of engagement' to a contact group. Each group will be supported by a regional expert or the lead trainer and the Secretariat.</i></p> <p>Coffee (15:15-15:30)</p> <p>Simulation II: Practising contact group chairing on the basis of the basic principles</p> <p><i>The participants will continue in their three groups, with each participant having an opportunity to chair the negotiation of a COP decision text, supported by a regional expert or the lead trainer and the Secretariat.</i></p> <p>Wrap-up and assessment of the first day</p> <p>Anne Daniel, Lead Trainer</p>
 Day 2	
<p>Morning session 9:00-12:30</p>	<p>Panel discussion II: Managing contact group discussions</p> <p><i>The lead trainer and regional experts will discuss managing different types of contact groups and sub-groups, management of contact group discussions, including preparation, managing textual debates, creation of sub-groups, reporting, completing the work.</i></p> <p>Anne Daniel, Lead Trainer David Kapindula and Keima Gardiner, Regional Experts</p> <p>Explanation of simulation III</p> <p>BRS Secretariat</p> <p>Coffee (10:40-11:00)</p> <p>Simulation III: Practising managing contact group discussions</p> <p><i>The contact groups will begin negotiations on a new text, building on the expert advice on managing contact group discussions, as well as the basic principles.</i></p>
12:30-14:00	Lunch

Afternoon session 14:00-18:00	Simulation III: Practising managing contact group discussions (cont.)
	Coffee (15:30-15:45)
	Simulation III: Practising Managing Contact Group Discussions (cont.)
	Wrap-up and assessment of the second day Anne Daniel, Lead Trainer



Day 3

Morning session 9:00-12:00	Session III: Knowledge enhancement on chemical and waste multilateral environmental agreements
	Session with optional content to be selected by each participant: <ul style="list-style-type: none"> • Exploring the Basel, Rotterdam and Stockholm conventions • Chairing in the context of the Global Framework on Chemicals • Bringing a gender lens into the work of the Minamata Convention of Mercury
	Coffee (10:30-10:50)
	Session with optional content to be selected by the participant (cont.)
12:00-13:30	Lunch
Afternoon session 13:30-17:30	Session IV: Difficult situations encountered by chairs
	Panel III: Difficult situations encountered by chairs: strategies <i>Regional experts and the BRS Secretariat: presentations and discussion of challenging situations that can arise in a meeting, such as points of order and strategies for responding.</i> Anne Daniel, Lead Trainer David Kapindula and Keima Gardiner, Regional Experts BRS Secretariat
	Coffee (15:30-15:50)
	Session V: Closing session
	Presentation III: Organization of the 2025 meetings of the conferences of the Parties to the Basel, Rotterdam and Stockholm conventions <i>The presentation will provide an overview of the organization of work of the 2025 meetings of the conferences of the Parties and other practical information.</i> BRS Secretariat
	Evaluation Secretariat and all participants
	Take home messages <i>Participants will be asked to identify their key takeaways on chairing and how they compare to their original understanding of the qualities of a good chair.</i> Anne Daniel and all participants
Conclusions and closure Anne Daniel and BRS Secretariat	