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**Guidelines for Capacity Building Workshops
on the Regular Process**

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- [Editing Notes: (1) Passages of text that have been amended or added are underlined.
 (2) Where a passage of text has been omitted without replacement, this is marked by an ellipsis in square brackets [...].
 (3) Footnotes in italics are comments or explanations that are not intended to be part of the final document.]

**REVISED DRAFT GUIDELINES FOR WORKSHOPS TO ASSIST
 THE REGULAR PROCESS FOR GLOBAL REPORTING AND ASSESSMENT OF THE
 STATE OF THE MARINE ENVIRONMENT,
 INCLUDING SOCIO-ECONOMIC ASPECTS**

Purpose and objectives

1. As recommended by the Ad Hoc Working Group of the Whole in February 2011¹, workshops are recognized as a key mechanism by which the First Global Integrated Marine Assessment will be accomplished and States can enhance their assessment capacity. Workshops will facilitate dialogue between the Group of Experts of the Regular Process (“Group of Experts”) and representatives and experts from States and competent intergovernmental organizations. These guidelines are intended to make clear how a series of workshops should be organized in support of the first phase of the first cycle of the Regular Process. The following guidelines will help ensure the credibility and legitimacy of the output of each workshop, and thus of the Regular Process in general.
- 2². The objectives of each of the series of workshops should be to:
 - a³. Review and evaluate all assessments considered by the participants to be relevant to the sea area under consideration and, on the basis of those evaluations, compile an inventory of assessments likely to be useful for the Regular Process. The assessments to be considered should be both those related to environmental issues and those related to socio-economic issues. If necessary, arrangements should be initiated for access to those assessments by the Group of Experts and the Secretariat of the Regular Process (the “Secretariat”);
 - b. Start building a network between experts [...] and organizations taking part in each workshop, and the Group of Experts and the Secretariat;
 - d. Identify the capacity-building needs of States taking part in the workshop needed to allow them to contribute more fully to, and benefit more fully from, the Regular Process, and identify steps that those States could usefully take to build the capacities

¹ A/65/759, Annex

² *Changes to this paragraph reflect comments from many delegations, who see the need for a wider range of subjects to be covered. No change, however, has been made to reflect a proposal that the Guidelines should provide for further series of workshops, since this would seem better left to a future decision of the Ad Hoc Working Group.*

³ *No change has been made to reflect one delegation’s request for more emphasis on the regional level since more delegations urged a clear focus on the role of States, and, in any event, the regional level is adequately covered by references to assessments produced by intergovernmental organizations participating in the workshop.*

of competent intergovernmental organizations (if any) through which the States collaborate [...]; and

- e. Start building capacity for integrated assessment, which could include discussing and developing:
 - (i) Common information content for assessments at various scales and common approaches towards assessment methodologies,
 - (ii) Approaches for scaling up assessments (national, subregional, regional, global – that is, establishing how far assessments at one level can be used at other levels),
 - (iii) reporting forms to assist the integration process, with the aim of securing coherence, consistency and comparability as far as possible);
 - f. Consider the linkages between assessment and response, having regard to the objective of ensuring sustainable use of the marine environment and to the respective jurisdictions of States and competences of intergovernmental organizations.
3. This list of objectives, the preparatory work set out in Annex A and the outline agenda at Annex B will constitute the terms of reference of the workshops.

Number and locations

4. States are invited to offer to host workshops for the following general areas of sea:
- a. The North Pacific,
 - b. The South Pacific,
 - c. The eastern and south-eastern Asian Seas (including the Indonesian seas),
 - d. The northern Indian Ocean, the Arabian Sea, the Red Sea and Gulf of Aden and the ROPME/RECOFI area,
 - e. The southern and western Indian Ocean,
 - f. The North Atlantic, the Baltic Sea, the Mediterranean Sea and the Black Sea,
 - g. The South Atlantic (between the African and American coasts) and the wider Caribbean.

Separate workshops may not be needed for the Arctic and Antarctic. However, the international bodies concerned with those areas (in particular, the Arctic Council and the Commission on Antarctic Marine Living Resources) could be invited to consider, and to comment on, the issues proposed for the workshops. If those international bodies thought fit, members of the Group of Experts could be made available for consultation.

4A. Such offers should be made to the Secretariat which, with the help of the Group of Experts, will seek to negotiate arrangements which will avoid overlap of coverage or clash of dates. The Secretariat will notify all States of workshops which are to be held as soon as arrangements have been agreed.

Timing

5⁴. The Group of Experts will need to reach conclusions in April 2012 on some of the issues suggested for consideration by the workshops. It will therefore be best if workshops are held in time for their output to reach the Group of Experts by the end of March 2012.

Hosts

6. As recommended by the Ad Hoc Working Group of the Whole in February 2011, workshops are to be organized, under the auspices of the United Nations, in coordination with the Secretariat and with the assistance of members of the Group of Experts. Such workshops could be organized:

- (a) By States;
- (b) At the request of a State, by scientific institutions such as national academies, marine research institutes or universities; or
- (c) At the request of a State, by competent intergovernmental organizations.

Participation

7. Member States of the United Nations, observers and competent intergovernmental organizations shall be entitled to participate in any workshop that they consider relevant to them, up to the number of available places. Competent regional organizations are encouraged to participate. For practical reasons, the logistics and the size and number of delegations will need to be managed by the host [in consultation with the Secretariat]⁵.

8. Non-governmental organizations in consultative status with the Economic and Social Council, relevant scientific institutions and organizations representing major groups as defined in Agenda 21 may request invitations to participate. Hosts may reserve a number of places in the workshop to be filled by such invitations.

9. Hosts should provide for participation in the workshops by at least one member of the Group of Experts of the Regular Process. If possible, all the members from States in the area covered by the workshop should participate, together with at least one from outside that area. Where necessary, such participation may be supported by the Trust Fund for the Regular Process.

Chair and Secretariat

10. Hosts should designate a chair (or co-chairs) of the workshop, who will be expected to take responsibility for summarizing the outcomes of the workshop with the aid of the workshop secretariat and members of the Group of Experts. Hosts may consider inviting a member of the Group of Experts to be the chair, or a co-chair, of the workshop.

11. Hosts should provide support staff⁶ to organize proceedings in consultation with the members of the Group of Experts who are taking part, and to help the chair(s) and the member(s) of the Group of Experts to provide a summary of the outcome.

⁴ *The dates in this paragraph have been amended in the light of the later start of the workshops and the proposed revised timetable.*

⁵ *The reference to the Secretariat is in square brackets because the role of the Secretariat in workshops has yet to be determined.*

⁶ *One delegation proposed that the Secretariat of the Regular Process should provide the necessary support to all workshops. This proposal has not been included, since it is doubtful that DOALOS will have the resources to provide*

Preliminary information

12. Participants in the workshop should be asked to provide, in advance of the workshop, contributions on the information listed in Annex A to these guidelines. Members of the Group of Experts should be prepared to help this process with advice and, as appropriate, relevant documentation.

13. The workshop support staff should compile that information into summaries, which should be available, and distributed to participants, in advance of the workshop.

Activities of workshops

14. The agenda of a workshop to support the Regular Process should, as far as possible, include the elements set out in Annex B to these guidelines. The activities of a workshop should take full account of the principles for the Regular Process recommended by the Ad Hoc Working Group of the Whole and endorsed by the UN General Assembly in 2009 , and the recommendations of the Ad Hoc Working Group of the Whole in 2010 and 2011.

15. An important part of each workshop will be making a start on capacity-building on how to carry out integrated assessments, so that the workshop participants can better understand, and contribute to, the work of the Regular Process

Output of workshops

16. The output of the workshop should take the form of a summary of the discussions prepared by the chair or co-chairs, with the help of the member(s) of the Group of Experts. Provision should be made for the participants to comment on a draft of the summary and for the final version to be revised by the chair(s) and representative(s) of the Group of Experts in the light of such comments. Where State or intergovernmental organization not participating in the workshop conducted or are responsible for assessments, institutions, networks or other arrangements which have been identified as relevant , that State or intergovernmental organization should be invited to review and comment on what is said about any such matter.

17. An electronic copy of the final version of the summary should be sent to the Secretariat, to be posted on the DOALOS website as a UN document and/or on the Regular Process website.

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