

**12th meeting of the Quick Start Programme
Executive Board**
Teleconference, 18 December 2019
Item 2 (b) of the provisional agenda
Organizational matters: Adoption of the agenda

Annotations to the provisional agenda

Agenda item 1: Opening of the meeting

1. The 12th meeting of the Executive Board of the Strategic Approach to International Chemicals Management (SAICM) Quick Start Programme (QSP) will start at 1 p.m. (GMT +2) on Thursday 18 December 2019.
2. The meeting will be conducted via teleconference through a webinar platform. The SAICM secretariat, in advance of the meeting, will provide to the participants the necessary details to use for the webinar.

Agenda item 2: Organizational matters

(a) Election of officers

3. In compliance with the ‘Rules of procedure of the Quick Start Programme Executive Board’, SAICM/EB.12/INF/2¹, the Executive Board (EB) elects two co-chairs at the commencement of each meeting. Considering that this will be the last EB meeting, the secretariat suggests that Ms. Tatiana Tugui (Republic of Moldova) and Mr. Reginald Hernaus (the Netherlands) serve again as the co-chairs, given their efficient co-chairing at the 11th meeting, which was recognised by the Board.
4. In addition, the Rules of procedure of the Board provide that the EB shall, before each meeting, determine if the non-contributions reported (SAICM/EB.12/INF/4, ‘Non-Trust Fund contributions to the Quick Start Programme’) qualify as contributions to the QSP and consequently, their participation in the meeting. Such entities shall not be entitled to vote in relation to matters concerning the review of the Quick Start Programme Trust Fund².

¹ “At the commencement of its first meeting in a period between sessions of the International Conference on Chemicals Management, the Executive Board shall elect two co-chairs, one of whom shall be from a developing country, taking into account geographical distribution, as follows: (a) One from among the government representatives of the five United Nations regions; (b) One from among the representatives of the donors. The term of the co-chairs shall continue until the election of new co-chairs at the commencement of a meeting of the Executive Board held in the next year. Thereafter, the election of the co-chair shall take place on an annual basis at the commencement of a subsequent meeting in the following year. No one shall serve as a co-chair for more than two consecutive terms.”

² This provision is subject to agreement on a decision-making procedure. See rule 23.2. of the Rules of procedure of the QSP Executive Board.

(b) Adoption of the agenda

4. The Board may wish to adopt the provisional agenda set out in document SAICM/EB.12/1 as the official agenda.

(c) Organization of work

5. The Executive Board may will meet virtually from 1 to 3 p.m. (GMT +2) on Wednesday 18 December 2019. Should additional time be required to conclude the work of the agenda, the Board may extend the duration of the meeting until all business has been concluded.

Agenda item 3: Adoption of the report of the 11th Executive Board of the Quick Start Programme meeting

6. The Quick Start Programme Executive Board held its 11th meeting on Thursday 14 December 2017. The SAICM secretariat circulated the draft report and made edits to the document following the comments received.

7. The Board will be expected to officially approve the report of its 11th meeting set out in document SAICM/EB.12/2.

Agenda item 4: Closure of the Quick Start Programme and its trust fund

(a) Non-Trust Fund contributions to the Quick Start Programme

8. The secretariat will report on any newly declared non-Trust Fund contributions to the Quick Start Programme and the total amount declared since the establishment of the Programme.

9. The document SAICM/EB.12/INF/4, 'Non-Trust Fund contributions to the Quick Start Programme', contains information on the non-Trust Fund contributions to the QSP received for the 2018-2019 period.

(b) The Quick Start Programme Trust Fund

10. The secretariat will provide an update on the financial and administrative status of the QSP Trust Fund for its closure. The participants may wish to consider documents SAICM/EB.12/3, 'Report on the Quick Start Programme and its trust fund', and SAICM/EB.12/INF/3, 'Terms of reference for the administration of a special fund for the Quick Start Programme of the Strategic Approach to International Chemicals Management (SAICM)'.

11. In addition, the secretariat will provide an overview of the QSP Trust Fund portfolio. Document SAICM/EB.12/3, 'Report on the Quick Start Programme and its trust fund', which also contains information on the approved projects.

12. The QSP Executive Board may wish to consider the information provided and suggest ways forward.

(c) Secretariat support to the Quick Start Programme

13. The secretariat will update participants on its work in support of the QSP since the last meeting.

Agenda item 6: Other matters

14. The Board may wish to discuss any other items of business.

Agenda item 7: Adoption of the report.

15. In line with previous practice, the Board will be invited to entrust the secretariat, working with the co-chairs, with drafting the meeting report and circulate it to participants in follow-up to the meeting. Given that this may be the last QSP Executive Board meeting, the members of the Board will be requested to approve the document on-line.

Agenda item 8: Closure of the meeting

16. It is expected that the meeting will be closed by the co-chairs by 3 p.m. (GMT +2) on Wednesday 18 December 2019.
