

Inception Workshop Agenda

‘Global best practices on emerging chemical policy issues of concern under the Strategic Approach to International Chemicals Management (SAICM)’ Project 9771

Dates: 15-16 January 2019

Venue: Palais des Nations Room VIII (Building A, 3rd Floor) Geneva, Switzerland

Registration will be open from 8.30 am on Tuesday 15 January 2019.

1. Background

The Global Environment Facility Project on ‘*Global best practices on emerging chemical policy issues of concern under the Strategic Approach to International Chemicals Management (SAICM)*’ was approved in August 2018. The project aims to accelerate the adoption of national and value chain initiatives to control Emerging Policy Issues (EPIs) and contribute to the 2020 SAICM goal and the 2030 Agenda for Sustainable Development.

The SAICM emerging policy issues (EPIs) represent particular environmental and health problems and SAICM aims to forge cooperative action to address these issues. The project focuses on three components: (i) phase out of lead in paint; (ii) lifecycle management of chemicals in products; and (iii) knowledge management and stakeholder engagement.

The Global Environment Facility (GEF) has granted USD 9M for project implementation. The project will be implemented in 70+ countries over a 4-year period with aims to present initial project results to the fifth session of the International Conference on Chemicals Management (ICCM5) in 2020. UN Environment Chemicals and Health GEF unit is the implementing agency and the SAICM Secretariat is the executing agency.

2. Objectives

The objectives of the workshop include:

- a. To update project execution partners on the project scope including concept, objectives, components and outputs and endorse any changes to project annexes (legal agreements, ToRs, budget, procurement plan, workplan, supervision plan);
- b. To ensure common understanding of the project delivery structure, the linkages, and the roles and responsibilities of each partner (Implementing Agency, Executing Agency, Component Leads, and Delivery Partners and contractors), including reporting requirements;
- c. To finalize detailed project work plans, budgets and quarterly forecasts for the project YEAR 1 based on the drafts developed in advance of the meeting;
- d. To agree on a communication plan and knowledge management approach for project partners and executing agency.

3. Proposed Agenda

Day 1 – Tuesday 15 January 2019, Location: Palais des Nations Room VIII		
Time	Activity	
8.30	Welcome, Coffee and Registration Please plan to arrive early to get through UN Security. Remember to pre-register on-line through INCIDO and bring your QR scan code.	
09:00	Introductory Session: <ul style="list-style-type: none"> • Opening remarks from Jacob Duer (Chief of UN Environment Chemicals and Health Branch) • Introduction of participants (activity) • Objectives and expected outcomes of the workshop (Nadene Canning, workshop facilitator) • Introduction to SAICM and the Full-Size Project (SAICM secretariat) 	Plenary
10.30	Session 1: Overview of Communications and Knowledge Management in the project <ul style="list-style-type: none"> • Introduction to knowledge management, vision for the project Knowledge Management Platform (SAICM secretariat) • Introduction to IISD SDG Knowledge Hub (Lynn Wagner, IISD) • Group discussion: What are the component needs for Knowledge Management and communications? <p>Break-out group discussion per component (from approximately 11.15) to discuss and map:</p> <ul style="list-style-type: none"> • Current knowledge management and communications activities on their topic • Needs for the component in moving forward • Proposed overview of Knowledge Management and communications deliverables for the component, including a calendar and proposed outreach for OEWG3 <p>(Note: Overall mapping of communications and knowledge management to be delivered at end of day on Wednesday)</p>	Plenary Discussion: All Break-out groups per component.
12:30	Lunch	

Day 2: Wednesday 16 January 2019

Day 2 - Palais des Nations Room VIII		
Time	Activity	
09:00	<p>Session 3: Looking across product sectors to track and manage chemicals of concern</p> <ul style="list-style-type: none"> • Introductory presentation / thought starter (UN Environment) • Learning lessons from lead as a chemical of concern across product sectors (Walker Smith, US EPA (tbc)) • Group discussion related to the identification of chemicals of concern in products, their functional uses, product descriptions and alternatives 	Plenary
10:15	<p>Session 4: Finalize project working arrangements</p> <p>Year 1 workplan, budget, quarterly forecast</p> <ul style="list-style-type: none"> • Overview presentation by the SAICM secretariat • Questions and Answers / Group Discussion <p>Coffee will be available (approximately 10.30).</p> <p>Break-out group discussion per component (from approximately 10.45) to discuss:</p> <ul style="list-style-type: none"> • Review and approval of component workplans and budget • Complete project legal agreements by project partners • Agree to project annexes by project partners 	Plenary Break-out groups per component
12:30	Lunch	
13:30	<p>Project partner working session in breakout groups</p> <ul style="list-style-type: none"> • Other discussions relevant to component • Clarify/revise and finish remainder of project legal agreements • Project partners agree on list of project annexes (legal agreements, ToRs, budget, procurement plan, workplan, supervision plan) • Finalize component contribution to Knowledge Management <p>Coffee will be available (approximately 15.15).</p>	Break-out groups per component

16:00	<p>Return to Session 1: Overview of Communications and Knowledge Management in the project</p> <ul style="list-style-type: none"> • SAICM secretariat to present: Proposed Knowledge Management deliverables per component developed at the inception meeting, including a calendar and proposed outreach for OEWG3 • Discussion and agreement 	Plenary
16:30	<p>Return to Session 4: Finalize project working arrangements</p> <ul style="list-style-type: none"> • Component leads to present an overview of the finalized 2019 workplans, budgets & forecasts • Discussion and agreement 	Plenary
17:15 – 17:30	<p>Closing session and reflections of the meeting / Completion of meeting evaluation form by participants</p>	

Pre-inception webinar meeting (per component) via Webex.

Date and time to be confirmed by component leads, pending participants availability.

***Note:** The pre-webex meeting with each component should be scheduled to take place the week before the inception workshop. The meeting will be set up and led by each component lead.

Pre-inception webinar meeting (per component)
<p>Pre- meeting session briefing (Webex)</p> <p>Expected outcome:</p> <ol style="list-style-type: none">I. Participants are well prepared for the inception meeting on 15-16 January.II. Expectations for each component are clarified amongst project partners, including component concept, objectives and outputs. <ul style="list-style-type: none">• Inception meeting agenda is reviewed• Needs, expectations and roles from executing project partners are discussed• Component legal agreements are reviewed, including annexes <p>Participants: Component leads, executing partners and SAICM secretariat</p>