



# UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement    Programa de las Naciones Unidas para el Medio Ambiente  
Программа Организации Объединенных Наций по окружающей среде    برنامج الأمم المتحدة للبيئة  
联合国环境规划署



Reference: UNEP/EMG/HF/sm

1 September 2015

Dear Colleagues

With reference to the invitation letter of May 27, 2015 from Mr. Achim Steiner, Executive Director of UNEP and Chair of the UN Environment Management Group (EMG) inviting you to the 21st meeting of the Senior Officials of the EMG, I am pleased to share with you the working documents for the meetings of the technical and senior segments of the Senior Officials as follows:

1. Provisional agenda and organization of work for the meetings of the technical segment (September 9 and 21);
2. Provisional agenda and organization of work for the meeting of the Senior Officials Meeting (September 24);
3. Progress Report on the EMG's ongoing work and suggested actions for further work;
4. Strategic Directions for the EMG;
5. EMG work plan for 2015-2016.

These documents together with other reference documents of the meetings are also available on the EMG website: [www.unemg.org](http://www.unemg.org).

I would like also to remind you of the sequence of the envisaged Technical and Senior Segment meetings as follows.

- 1) The first meeting of the Technical Segment of the Senior Officials will be held by audio-video conference **on September 9, 2015, at 3-5 p.m.** Geneva time. The connection details for this meeting is provided in the attached logistical note. This meeting will focus on overall preparations for the senior officials meeting including the agenda, documentations and logistics, as well as any other issues that require further consideration in preparation for the second in-person meeting of the technical segment.
- 2) The second meeting of the Technical Segment of the Senior Officials will be held in person **on September 21 in New York from 9.00 a.m. to 12.00 p.m.** local time. This meeting will consider the progress reports of the Issue Management Groups Consultative Processes and Task Teams of the EMG in details and discuss and agree on the suggested action points for future work of the EMG.
- 3) The meeting of the Senior Segment of the senior officials will take place **on September 24, from 8.30 to 11.00 a.m.** local time in New York. This meeting will be devoted to a high-level discussion among the Senior Officials on the follow up and implementation of the environmental dimension of the Sustainable Development Goals and role and contribution of the EMG.

The logistical information about the venues and connection details for the meetings on September 21 and 24 will be circulated in due course. Video and audio connections will be available to those who will not be able to attend in person.

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I would like to take this opportunity to warmly thank UNDP for agreeing to co-chair these meetings. I also wish to thank those of you who have confirmed participation in the meetings and encourage those who have not yet done so, to inform the EMG Secretariat of your attendance and/or that of your senior representatives by e-mail to [emg@unep.org](mailto:emg@unep.org). Please feel free to use the attached table (Annex I to this document) when confirming your participation, should you find it helpful.

I look forward to fruitful discussions during the 21st Senior Officials Meeting and thank you for your continued support to the work of the EMG.

Yours sincerely

Elliott Harris  
Assistant Secretary-General  
and Director of the EMG



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## Annex I

### Form for Confirming attendance at EMG SOM 21 meetings

Meeting	Participant(s)	Form of participation (Audio/video/attending meeting hub/attending in person)
<b>1<sup>st</sup> meeting of the technical segment</b> <i>Teleconference</i> <i>September 9, 3-5pm GVA time</i>		
<b>2<sup>nd</sup> meeting of the technical segment</b> <i>New York</i> <i>September 21, 9am -12 pm NY time</i>		
<b>Meeting of the Senior Officials</b> <i>New York</i> <i>September 24, 08.30 -11 am NY time</i>		

