

Annex II

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 recognized by the Ad Hoc Working Group of the Whole in February 2011 (see A/65/759, annex), workshops are 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 and representatives and experts from States and competent intergovernmental organizations. The present guidelines are intended to make clear how a set of workshops should be organized in support of the first phase of the first cycle of the Regular Process. They will help ensure the credibility and legitimacy of the output of each workshop, and thus of the Regular Process in general.

2. The objectives of each of the set of workshops should be to:

(a) 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;

(b) Start building a network composed of experts and organizations taking part in each workshop, the Group of Experts and the secretariat of the Regular Process;

(c) Identify the capacity-building needs of States taking part in the workshop to allow them to contribute more fully to, and benefit more fully from, the Regular Process, including identification of priorities, and identify steps that those States could usefully take to build the capacities of competent intergovernmental organizations (if any) through which the States collaborate;

(d) Start building capacity for integrated assessment, which could include discussing and developing:

(i) Common information content for assessments at various scales and common approaches to assessment methodologies;

(ii) Approaches for scaling up assessments, that is, establishing the extent to which assessments at one level (national, subregional, regional or global) 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;

(e) Consider the linkages between driving factors and the state of the marine environment as reflected in assessment.

3. This list of objectives, the preparatory work set out in appendix I below and the outline agenda in appendix II will constitute the terms of reference of the workshops.

Number and locations

4. States are invited to offer to host workshops for the following:

- (a) The North Pacific;
- (b) The South Pacific (south-east Pacific and south-west Pacific);
- (c) The eastern and south-eastern Asian Seas;
- (d) The northern Indian Ocean, the Arabian Sea, the Red Sea and Gulf of Aden and the Regional Organization for the Protection of the Marine Environment/Regional Commission for Fisheries 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.

5. Separate workshops may not be needed for the Arctic and Antarctic. However, the relevant international bodies and forums with regard to those areas (in particular, the Antarctic Treaty System and the Arctic Council) could be invited to consider, and to contribute to, the issues proposed for the workshops. If requested, members of the Group of Experts could be available for consultation.

6. Offers to host workshops should be made to the secretariat of the Regular Process, 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 of the Regular Process will notify all States of workshops to be held, as soon as arrangements have been agreed.

Timing

7. 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

8. Workshops are to be hosted by Member States and organized under the auspices of the United Nations,^a in coordination with the secretariat of the Regular Process and with the assistance of members of the Group of Experts. Member States

^a The organization of workshops may require the conclusion of an agreement between the host country and the United Nations.

may request the cooperation of competent intergovernmental organizations and/or relevant national scientific institutions for the organization of workshops.

Participation

9. States Members 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 intergovernmental organizations in the region 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 of the Regular Process.

10. 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.

11. Each workshop should include at least one member of the Group of Experts and one member of the secretariat of the Regular Process, whose participation will be coordinated with the secretariat of the Regular Process, taking into account the exigencies of work at Headquarters. If possible, all members of the Group of Experts from States in the area covered by the workshop should participate. Members of the Group of Experts from outside that area could be invited by the secretariat of the Regular Process to participate, and it would be desirable if at least one such member participates. Where necessary, such participation of the members of the Group of Experts may be supported by the trust fund for the Regular Process as referenced in paragraph 183 of General Assembly resolution 64/71.

Chair and secretariat

12. 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 support staff 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.

13. Hosts should provide support staff to organize proceedings in consultation with the secretariat of the Regular Process and 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 provide a summary of the outcome.

Preliminary information

14. Participants in the workshop should be asked to provide, in advance of the workshop, contributions containing the information listed in appendix I to the present guidelines. Members of the Group of Experts should be prepared to help this process with advice and, as appropriate, relevant documentation.

15. 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

16. The agenda of a workshop to support the Regular Process should, as far as possible, include the elements set out in appendix II 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 General Assembly in 2009 (resolution 64/71, paras. 123-183), and the recommendations of the Ad Hoc Working Group of the Whole in 2010 (A/65/358) and 2011 (A/65/259).

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

Output of workshops

18. 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 a State or intergovernmental organization not participating in the workshop conducted or was responsible for assessments, institutions, networks or other arrangements which have been identified as relevant, that State or intergovernmental organization should be invited and/or requested to review and comment on what is said about any such matter.

19. An electronic copy of the final version of the summary should be sent to the secretariat of the Regular Process, to be posted on the website of the Division for Ocean Affairs and the Law of the Sea as a United Nations document and/or on the Regular Process website.

Appendix I

Information to be provided by participants in advance of the workshop

States or intergovernmental organizations attending the workshop are to provide:

(1) Details of assessments carried out under their auspices relevant to issues in the draft possible outline for the first global integrated assessment of the state of the marine environment, including socio-economic aspects. A starting point for assembling this information should be the assessments listed in the Global and Regional Assessments of the Marine Environment Database, where much of the information is already to be found. Assessments not carried out by States or intergovernmental organizations but which they use or consider to be relevant, should also be included. The details to be provided should include, as far as possible:

- (a) Agency conducting the specific assessment;
- (b) Major intended users of the assessment, and the uses for which it was intended;
- (c) Spatial and temporal scale of the assessment, and frequency of assessment cycle;
- (d) Issues covered by the assessment;
- (e) Types of data, experiential knowledge, indicators and the reasons for their selection, and other information sources contributing to the assessment;
- (f) Where trends of component information sets have been deduced, the methods employed;
- (g) Where an effort has been made to integrate different types of information, particularly social, economic and ecological information, the extent of, and methods for, such integration;
- (h) Sources of any evaluation benchmarks, reference levels or ecotoxicological assessment criteria used in the assessment;
- (i) Extent and sources of any forecasts, projections and scenarios used in the assessment;
- (j) If data assessment limitations (such as data extrapolation errors, uncertainties and/or information gaps) were addressed in the assessment, a description of how this was done;

(2) For issues in the draft possible outline for the first global integrated assessment of the state of the marine environment, including socio-economic aspects, for which no assessment has been carried out by a State or intergovernmental organization attending the workshop, but for which a participant holds relevant data or information:

- (a) What types of relevant data or information are known to be collected and managed, and by what State(s) and agencies (this is expected to be the case for some

key social and economic data)? What information can be provided about the spatial and temporal coverage and technical content of such data or information?

(b) Where key types of information are not known to exist, can expert knowledge be mobilized to fill the gap and, if so, how can the experts be accessed?

(3) Contact details of focal points for the States and intergovernmental organizations to be represented at the workshop;

(4) Advance notice of identified capacity-building needs.

Appendix II

Elements for the agenda of a workshop to support the Regular Process

1. Presentation by a representative of the Group of Experts of the Regular Process on the objective, scope and framework of the Regular Process and the intended function of the workshop.
2. Consideration by the workshop of whether the draft possible outline for the first global integrated assessment of the state of the marine environment, including socio-economic aspects, will meet the needs of the States and intergovernmental organizations represented in the workshop. Identification of priority issues for integrated assessment and of any additional questions that should be considered in the first global integrated marine assessment.
3. Evaluation by the workshop of the assessments in the summary prepared on the basis of the information submitted under item (1) of appendix I above and compilation of an inventory of those considered useful for the Regular Process.
4. Consideration of existing regional approaches and methodologies on integrated assessment.
5. Consideration by the workshop of what might be done in relation to issues on which data and/or information is known to be available but no assessment has been carried out.
6. Identification of issues which are important but for which no data/information is available for the sea area under consideration, and discussion of how information can be mobilized or the necessary research into such issues can be organized.
7. Consideration by the workshop of whether any changes are needed in the draft guidance to authors.^a
8. Stock-taking by the workshop of the existing capacities of national and regional ocean and marine research and training institutions relevant to the States and intergovernmental organizations concerned with the sea area under consideration, for marine monitoring and assessment and integrated assessments.
9. Stock-taking of existing expert networks in and among the States and intergovernmental organizations concerned with the sea area under consideration, and of their suitability for playing major roles in strengthening capacity.
10. Identification by the workshop of needs for capacity-building (including the acquisition of necessary technology) for marine monitoring and assessment (including making integrated assessments).
11. Development by the workshop of a short-term capacity-building plan to mobilize the information and knowledge that is known to exist in relation to the sea area under consideration, but has not yet been systematically organized in a way that would allow its use for the Regular Process.

^a See annex B to the set of options prepared pursuant to paragraph 212 of General Assembly resolution 65/37, December 2010, available at www.un.org/Depts/los/global_reporting/Set_of_Options.pdf.

12. A session to start building capacity for integrated assessments.
13. Consideration by the workshop of how users of the existing assessments in the summary can be kept informed of activities of the Regular Process, and how the Group of Experts of the Regular Process can be kept aware of, and responsive to, their needs.