



Secretariat of the Convention on Biological Diversity



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22 October 2008

NOTIFICATION

Ad hoc Intergovernmental and Multi-Stakeholder Meeting on an Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services 10-12 November 2008, Putrajaya, Malaysia

Dear Madam/Sir,

In [decision IX/15](#) on the follow-up to the Millennium Ecosystem Assessment¹, the Conference of the Parties welcomed the agreement of the Executive Director of the United Nations Environment Programme (UNEP) to convene an ad hoc open-ended intergovernmental multi-stakeholder meeting to consider establishing an efficient international science-policy interface on biodiversity, ecosystem services and human well-being, and invited Parties to ensure that appropriate science and policy experts are made available to attend, and also encouraged the participation of experts from various regions and disciplines (paragraph 8).

I am pleased to inform you that this meeting is scheduled to take place from 10 to 12 November 2008 at the Putrajaya International Convention Centre, Putrajaya, Malaysia (please see www.ipbes.net for details). You will find attached, for your information, the annotated provisional agenda of the meeting, as well as the registration form that need to be completed and sent to ipbes.unep@unep.org.

Please note that, upon written request, one representative from each of the developing countries and countries with economies in transition may be provided with financial support to cover travel expenses, with most economical and direct flights.

Please accept, Madam/Sir, the assurances of my highest consideration.

Ahmed Djoghlaif
Executive Secretary

Attachments

¹ COP 9 decisions are available at <http://www.cbd.int/decisions/>

To: CBD National Focal Points

cc: SBSTTA National Focal Points



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**Ad hoc intergovernmental and multi-stakeholder meeting on an
intergovernmental science-policy platform on biodiversity
and ecosystem services**

Putrajaya, Malaysia, 10-12 November 2008

Annotated provisional agenda**Item 1: Opening of the meeting**

1. The ad hoc intergovernmental and multi-stakeholder meeting on an Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) will be held at Putrajaya International Convention Centre in Putrajaya, Malaysia from 10 to 12 November 2008. The meeting will be opened at 10 a.m. on Monday, 10 November 2008.
2. The meeting will be opened by the Executive Director of the United Nations Environment Programme (UNEP).
3. The representative of the host Government will deliver welcoming remarks.

Item 2: Organizational matters

4. It is suggested that the rules of procedure of the Governing Council of UNEP be applied, *mutatis mutandis*, to the proceedings of the meeting, and each State participating in the meeting shall have one vote. Subject to the agreement to be made in the beginning of the meeting, non-State stakeholders, such as intergovernmental organizations and non-governmental organizations, may participate in the consideration of substantive matters without the right to vote. This means that while both Governments and other stakeholders will have equal opportunities to participate in the discussions on policy or technical matters, decisions on procedural and substantive matters will be taken by Governments.
 5. The Government of each State or the relevant authority of each stakeholder organization shall designate their respective representatives and submit an official letter indicating the names and titles of those representatives to the secretariat of UNEP by 10 October 2008.
- (a) **Election of officers**
6. Subject to the rules of procedure, a Chair and four Vice-chairs will be elected from among the representatives of Governments. Vice-chairs will make arrangements to provide functions of a Rapporteur. The principle of equal geographical representation from five UN regions will be duly considered when electing those officers.
- (b) **Adoption of the agenda**
7. Subject to the rules of procedure, the meeting may wish to adopt its agenda, amended as appropriate, on the basis of the provisional agenda set forth in document (UNEP/IPBES/1/1).
- (c) **Organization of work**
8. It is suggested that the deliberations will be made mostly in the form of plenary sessions. However, when deemed necessary, the meeting may wish to establish smaller working groups to deliberate on specific agenda items.

9. It is suggested that for each day, sessions will be held from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

10. For plenary sessions, simultaneous interpretation in Arabic, Chinese, English, French, Russian and Spanish will be provided. Documentation will also be prepared in these six United Nations official languages.

Item 3: Consideration of an Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services

11. As an introduction to the deliberations on the agenda item 3, the representatives of selected Governments and organizations that have been active in similar processes or in organizing the present meeting will be invited to deliver their statements.

(a) Objectives and functions of an Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services

12. The meeting has before it the revised concept note on an Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (UNEP/IPBES/1/2). The meeting may wish to take note of the revision made to the concept note, based on the comments sent by the Governments and other stakeholders through the review process facilitated by UNEP prior to the meeting, and consider objectives and functions of an Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services suggested therein.

(b) Programme of work and budget

13. The meeting has before it the document on the programme of work and budget of an Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (UNEP/IPBES/1/3). The meeting may wish to take note of the information contained in the document and consider the suggested programme of work and budget of the Platform.

(c) Governance structure and secretariat functions

14. The meeting has before it the document on the governance structure and secretariat functions of an Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (UNEP/IPBES/1/4). The meeting may wish to take note of the information contained in the document and consider the suggested governance structure and secretariat functions of the Platform.

(d) Rules and procedures

15. The meeting has before it the document on the rules and procedures for an Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (UNEP/IPBES/1/5). The meeting may wish to take note of the information contained in the document and consider the suggested rules and procedure for the Platform.

Item 4: Other matters

16. The meeting may wish to consider other matters raised during the course of the meeting.

Item 5: Adoption of recommendations

17. The meeting may wish to consider recommendations concerning an Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services on the basis of the discussions on agenda item 3. It is suggested that the recommendations be presented to the twenty-fifth session of the UNEP Governing Council/Global Ministerial Environment Forum for its consideration.

Item 6: Adoption of the report

18. The meeting will be invited to consider and adopt the report of the meeting, on the basis of the draft report prepared by the Rapporteur.

Item 7: Closure of the meeting

19. It is expected that the meeting will be closed by the Chair by 6 p.m. on Wednesday, 12 November 2008.



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Please complete this form as you would like it to appear in the **LIST OF PARTICIPANTS**. Please **PRINT**, do not abbreviate. (If you have a business card, please attach) A completed form should be sent to the secretariat via e-mail at: ipbes.unep@unep.org.

Meeting title: Ad hoc intergovernmental and multi-stakeholder meeting on an Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES), 10-12 November, 2008, Kuala Lumpur, Malaysia

Title: Mr./Mrs./Ms./Dr./Prof.(First name) _____
(Surname) _____

Representing Government of: _____

Your capacity in this meeting, please tick below:

Head of Delegation

Alternate

Adviser

Official Mailing Address:

Functional title (if any): _____

Section/Department: _____

Ministry/Institution/Organization: _____

P.O. Box (if any): _____

Zip code: _____ **City:** _____ **Country:** _____

Telephone Number with Country and City codes: _____

Fax Number with Country and City codes: _____

Email address: (PLEASE PRINT): _____

Date of Arrival: _____ **Date of Departure:** _____

Signature: _____ **Date:** _____