



**UNITED  
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ENVIRONMENT PROGRAMME  
MEDITERRANEAN ACTION PLAN**

10 May 2023  
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Meeting of INFO/RAC National Focal Points

Rome, Italy, 7-8 June 2023

**Agenda item 2: Organizational matters**

**Provisional Annotated Agenda**

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UNEP/MAP  
INFO/RAC - Rome, 2023



## Provisional Annotated Agenda

### Introduction

1. The following annotations to the provisional agenda have been prepared by the Secretariat to assist the meeting with its deliberations.

### Agenda item 1      **Opening of the meeting**

2. The meeting will be opened on Wednesday, 7 June 2023 at 09.30 a.m. by the representatives of the Host Country, the Coordinating Unit of the UN Environment/Mediterranean Action Plan (UNEP/MAP) and INFO/RAC.
3. All the INFO/RAC Focal Points have been invited to attend the meeting or to designate their representatives.

<b>Information document(s) of special relevance for this agenda item</b>	
UNEP/MED WG.566/Inf. 1	<i>Provisional List of Participants</i>

### Agenda item 2      **Organizational matters**

#### **2.1. Rules of procedure**

4. The Rules of Procedure for meetings and conferences of the Contracting Parties to the Convention for the protection of the Mediterranean Sea against pollution and its protocols (UNEP/IG.43/6, Appendix XI) will apply *mutatis mutandis* to this meeting.

#### **2.2. Election of officers**

5. While observing the principle of equitable geographical distribution, the meeting will elect from amongst the representatives of the Contracting Parties, a chairperson, two vice-chairpersons and a rapporteur.

#### **2.3. Adoption of the agenda**

6. The *Provisional Agenda* issued as document UNEP/MED WG.566/1 and annotated in this document, will be proposed for adoption by the meeting. The meeting will be also invited to review and adopt the timetable proposed at the end of this document.

#### **2.4. Organization of work**

7. It is proposed that the meeting be held in daily sessions from 09:30 a.m. to 1 p.m. and from 2.30 p.m. to 5:00 p.m., subject to adjustments as necessary.

8. It is expected that the meeting addresses all items of the agenda within the allotted sessions.
9. The working languages of the meeting will be English and French. Simultaneous interpretation will be available for all the plenary sessions.

<b>Working document(s) of special relevance for this agenda item</b>	
UNEP/MED WG.566/1	<i>Provisional Agenda</i>
UNEP/MED WG.566/2	<i>Provisional Annotated Agenda</i>
<b>Information document(s) of special relevance for this agenda item</b>	
UNEP/MED WG.566/Inf.2	<i>Provisional List of Documents</i>

**Agenda item 3. Programme of Work on Knowledge Management, Information and Communication 2022-2023: Status of implementation**

10. Referring mainly to document UNEP/MED IG.25/27 (Decision IG. 25/19), INFO/RAC will present the status of implementation of the activities carried out during the past year highlighting the main achievements and challenges met during the implementation of 2022-2023 UNEP/MAP Programme of Work. A practical demo will be provided by INFO/RAC on infoMAP and their modules.
11. Participants are expected to comment on and take note of the progress achieved on the implementation of the activities carried out and provide advice in accordance with the Terms of Reference for INFO/RAC Focal Points.

<b>Working document(s) of special relevance for this agenda item</b>	
UNEP/MED WG.566/3	<i>Progress Report on the Status of Implementation of the Programme of Work on Knowledge Management, Information and Communication 2022-2023</i>
<b>Information document(s) of special relevance for this agenda item</b>	
UNEP/MED WG.566/Inf. 3	<i>Decision IG.25/19 - Programme of Work and Budget for 2022-2023</i>

**Agenda item 4. Main elements of the MAP Knowledge Management Strategy: towards a Knowledge Management Platform for the Mediterranean Sea and its linkages with the Digital Transformation process.**

12. Making reference to document UNEP/MED WG.566/4, INFO/RAC will present the main elements of the MAP Knowledge Management Strategy.
13. The Contracting Parties representatives will be invited to provide their comments and inputs on the provided document and complement it, where necessary.

<b>Working document(s) of special relevance for this agenda item</b>	
UNEP/MED WG.566/4	<i>Main elements of the MAP Knowledge Management Strategy: towards a Knowledge Management Platform for the Mediterranean Sea</i>
UNEP/MED WG.566/5	<i>Towards a MAP Digital Transformation: Actions pursued in the last biennium</i>
<b>Information document(s) of special relevance for this agenda item</b>	
UNEP/MED WG.566/Inf. 4	<i>Towards MAP Knowledge Management Strategy</i>
UNEP/MED WG.566/Inf. 5	<i>Towards a MAP Digital Transformation Strategy</i>

**Agenda item 5. MAP Data Policy - Data flows Annexes**

14. Referring mainly to documents UNEP/MED WG.566/5, UNEP/MED WG.566/5, UNEP/MED WG.566/7, UNEP/MED WG.566/8 and UNEP/MED WG.566/9, INFO/RAC will present the Data Policies Annexes to the Data Policy of the MAP Barcelona Convention System data flows.
15. The Contracting Parties representatives will be invited to provide their comments and inputs on the document and complement it, where necessary.

<b>Working document(s) of special relevance for this agenda item</b>	
UNEP/MED WG.566/6	<i>Data Policy Annex on Barcelona Convention Reporting System (BCRS) data flow</i>
UNEP/MED WG.566/7	<i>Data Policy Annex on National Baseline Budget (NBB) data flow</i>
UNEP/MED WG.566/8	<i>Data Policy Annex on IMAP data flow</i>
UNEP/MED WG.566/9	<i>Data Policy Annex on InfoMAP Node data flow</i>
<b>Information document(s) of special relevance for this agenda item</b>	
UNEP/MED WG.566/Inf. 6	<i>MAP Data Policy</i>
UNEP/MED WG.566/Inf. 7	<i>MAP Data Policy - Implications for the Contracting Parties</i>

**Agenda item 6. MAP Communication Operational Strategy 2024-2025 in the framework of the MAP Communication Strategy 2024-2029**

16. Under this agenda item, the Secretariat will introduce document UNEP/MED WG.566/10 *MAP COM Operational Strategy updated for the biennium 2024-2025* having as reference framework the document UNEP/MED WG.566/Inf. 8.
17. The Contracting Parties representatives will be invited to provide their comments and inputs on the document and complement it, where necessary.

<b>Working document(s) of special relevance for this agenda item</b>
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UNEP/MED WG.566/10	<i>MAP Operational Communication Strategy - update for the biennium 2024-2025</i>
<b>Information document(s) of special relevance for this agenda item</b>	
UNEP/MED WG.566/Inf. 8	<i>UNEP/MAP Communication Strategy 2024-2029</i>

**Agenda item 7. Draft of the UNEP/MAP Programme of Work 2024/2025: activities related to Knowledge Management, Information and Communication.**

18. Under this agenda item, the Secretariat will introduce document UNEP/MED WG. 566/11 *Draft of the Programme of Work 2024/2025 on Knowledge Management, Information and Communication.*
19. The Contracting Parties representatives will be invited to provide their comments and inputs on the document and complement it, where necessary. Based on the comments and recommendations of the meeting, the Secretariat will elaborate a new version of the document after the meeting, that will serve as basis for the INFO/RAC activities to be integrated in the overall UNEP/MAP Programme of Work for 2024-2025 that will be submitted to the meeting of MAP Focal Points and COP 23 for adoption as appropriate.

<b>Working document(s) of special relevance for this agenda item</b>	
UNEP/MED WG.566/11	<i>Draft of the Programme of Work 2024/2025 on Knowledge Management, Information and Communication.</i>

**Agenda item 8. Any other matters**

20. Under this agenda item, the meeting will be invited to raise and discuss other matters that may require attention, as agreed during the adoption of the Provisional Agenda.

**Agenda item 9. Conclusions and recommendations**

21. The meeting will be invited to review and adopt the conclusions and recommendations prepared by the Secretariat and submitted by the Rapporteur.

**Agenda item 10. Closure of the meeting**

22. The meeting is expected to be closed on 8 June 2023, at 13:00 a.m.

**PROPOSED  
TIMETABLE**

**DAY 1: Wednesday 7 June 2023**

<b>09.00 – 9.30</b>	<i>Welcoming of the participants and registration</i>
<b>09.30 – 10.00</b>	<b>Agenda item 1.</b> Opening of the meeting <b>Agenda item 2.</b> Organizational matters
<b>10.00 – 10.30</b>	<b>Agenda item 3.</b> <i>Progress Report on the Status of Implementation of the Programme of Work on Knowledge Management, Information and Communication 2022-2023</i>
<b>10.30 – 10.45</b>	<i>Coffee break</i>
<b>10.45 – 13.00</b>	<b>Agenda item 4.</b> <i>Main elements of the MAP Knowledge Management Strategy: towards a Knowledge Management Platform for the Mediterranean Sea and linkages with the MAP Digital Transformation process.</i>
<b>13.00 – 14.30</b>	<i>Lunch</i>
<b>14.30 – 15.45</b>	<b>Agenda item 5.</b> <i>MAP Data Policy - Data flows Annexes</i>
<b>15.45 – 16.00</b>	<i>Coffee break</i>
<b>16.00 – 17.00</b>	<b>Agenda item 6.</b> <i>MAP Communication Operational Strategy 2024-2025 in the framework of the MAP Communication Strategy 2024-2029</i>

**DAY 2: Thursday 8 June 2023**

<b>09.30 – 11.00</b>	<b>Agenda item 7.</b> <i>Draft of the UNEP/MAP Programme of Work 2024/2025: activities related to Knowledge Management, Information and Communication</i>
<b>11.00 – 11.15</b>	<i>Coffee break</i>
<b>11.15 – 13.00</b>	<b>Agenda item 7.</b> Any other matters <b>Agenda item 8.</b> Conclusions and recommendations <b>Agenda item 9.</b> Closure of the meeting