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**Basel Convention on the Control of
Transboundary Movements of
Hazardous Wastes and Their
Disposal**

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**Rotterdam Convention on the Prior
Informed Consent Procedure for
Certain Hazardous Chemicals and
Pesticides in International Trade**



**Stockholm Convention on Persistent
Organic Pollutants**

**Conference of the Parties to the
Basel Convention on the Control
of Transboundary Movements of
Hazardous Wastes and Their
Disposal
Fourteenth meeting**
Geneva, 29 April–10 May 2019
Item 8 of the provisional agenda*
**Venue and date of the fifteenth
meeting of the Conference of
the Parties**

**Conference of the Parties to the
Rotterdam Convention on the
Prior Informed Consent Procedure
for Certain Hazardous Chemicals
and Pesticides in International
Trade
Ninth meeting**
Geneva, 29 April–10 May 2019
Item 9 of the provisional agenda**
**Venue and date of the tenth meeting
of the Conference of the Parties**

**Conference of the Parties to the
Stockholm Convention on
Persistent Organic Pollutants
Ninth meeting**
Geneva, 29 April–10 May 2019
Item 9 of the provisional agenda***
**Venue and date of the tenth
meeting of the Conference of the
Parties**

**Information on hosting meetings of the conferences of the
Parties outside the seats of the Secretariat**

Note by the Secretariat

1. Meetings of the Conference of the Parties shall take place at the seat(s) of the Secretariat, unless other appropriate arrangements are made by the Secretariat in consultations with the Parties.¹ In the case of the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal and the Stockholm Convention on Persistent Organic Pollutants, the seat of the Secretariat is at Geneva, Switzerland. In the case of the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade, the seats of the Secretariat are at Geneva, Switzerland, and Rome, Italy.

* UNEP/CHW.14/1.

** UNEP/FAO/RC/COP.9/1.

*** UNEP/POPS/COP.9/1.

¹ Rule 3 of Rules of Procedure of the Conference of the Parties to the Basel Convention. Rule 3 of the Rules of Procedure of the Conference of the Parties to Rotterdam Convention. Rule 3 of the Rules of Procedure of the Conference of the Parties to the Stockholm Convention.

2. Since 2013, meetings of the conferences of the Parties to Basel, Rotterdam and Stockholm conventions have been held back-to-back during a two-week period every two years in late April/early May. This practice is expected to continue unless the conferences of the Parties decide otherwise.
3. If a Party would like to make an offer to host back-to-back meetings of the conferences of the Parties to the three conventions, it may submit its offer sufficiently in advance to meetings of the conferences of the Parties prior to the meetings they would offer to host. The conferences of the Parties could then consider the offer when deciding on the date and venue of their next meetings. Should the conferences of the Parties decide to accept such an offer, the decision would be subject to the conclusion of a host country agreement between the host Government and the Secretariat.
4. Governments hosting meetings of the conferences of the Parties outside the seats of the Secretariat, in accordance with General Assembly resolution 40/243 would bear the actual additional costs of holding the meeting outside the seats of the Secretariat. This includes the additional cost of secretariat and conference service staff travel in accordance with the applicable rules and regulations of the United Nations.
5. The host Government would also be responsible for providing at its own expense the premises, furnishings, equipment, and local staff in a manner that the Secretariat considers adequate for the effective functioning of the meeting. Other host Government requirements include; ensuring availability of adequate accommodation at reasonable commercial rates and local transportation for meeting participants, providing first aid and transport to hospital when needed, police protection, adhering to the relevant conventions pertaining to privileges and immunities,² and granting necessary entry visas to participants in a timely manner. For further information see the United Nations Guidelines on Host Country Agreements.³
6. Arrangements for hosting meetings of the conferences of the Parties would be set out in a host country agreement to be signed by a duly authorized representative of the hosting Government and the executive secretaries of the Basel, Rotterdam and Stockholm conventions. Parties interested in hosting future meetings are advised to consult the Secretariat which can provide estimates of the additional costs mentioned in paragraph 4 above and more detail on the local arrangement requirements that will need to be paid directly by the host Government mentioned in paragraph 5 above.
7. Governments wishing to do so are encouraged to submit host offers for the 2021 meetings of the conferences of the Parties to the Secretariat by 29 March 2019 to facilitate consideration of any offers received during the 2019 meetings of the conferences of the Parties.
8. The present note has not been formally edited.

² See the Convention on Privileges and Immunities of the United Nations (1946), Convention on Privileges and Immunities of Specialized Agencies (1947) and Agreement on Privileges and Immunities of the International Atomic Energy Agency (1959).

³ <https://hr.un.org/content/guidelines-preparation-host-government-agreement-falling-under-general-assembly-resolution>.