ENVIRONMENT DIRECTORATE
ENVIRONMENT POLICY COMMITTEE
TASK FORCE FOR THE IMPLEMENTATION OF THE ENVIRONMENTAL ACTION
PROGRAMME FOR CENTRAL AND EASTERN EUROPE, CAUCASUS AND CENTRAL ASIA

SUMMARY RECORD OF THE 2010 ANNUAL MEETING OF THE EAP TASK FORCE

(14-15 October 2010, Almaty, Kazakhstan)

A draft version of this document was circulated to meeting participants for endorsement through a written procedure. The attached document is the final summary record of the 2010 Almaty Meeting of the EAP Task Force.

ACTION REQUIRED: For information.

Please contact Mr. Brendan Gillespie, Environmental Performance Information Division, Environment Directorate, tel: +33 1 45 24 93 02, fax: + 33 1 44 30 61 83, email: brendan.gillespie@oecd.org for any further information.

Complete document available on OLIS in its original format
ANNUAL MEETING OF THE EAP TASK FORCE

14-15 October 2010, Almaty

Summary Record

Welcome and Adoption of the Draft Agenda

1. The co-Chairs of the EAP Task Force, Mr Jürgen Keinhorst (Germany) and Mr Simon Paryan (Armenia, via video conferencing) opened the Annual Meeting of the EAP Task Force. In the absence of Mr Paryan, Mr Gheorghe Salaru, vice co-Chair, and Environment Minister of Moldova, served as the EECCA co-Chair. The meeting was co-organised by the OECD/EAP Task Force secretariat and the EECCA Regional Environmental Centres (RECs). CAREC hosted the meeting.

2. Delegates from 17 countries attended the meeting, as well as representatives from the European Environment Agency (via video conferencing), the Organisation for Security and Cooperation in Europe, the United Nations Development Programme, the United Nations Economic Commission for Europe, the European Eco-Forum, a business representative, and the REC for Central and Eastern Europe (see Annex 1 for the list of participants).

3. The EAP Task Force adopted the draft annotated Agenda of the meeting with several modifications; the presentation by EBRD was cancelled and the items on progress in the implementation of the RECs part of the work programme and the “Assessment of Assessments” report were rearranged. The Task Force took note of the list of documents that had been prepared for the meeting (see Annex 2).

Designation of new Bureau Members

4. The EAP Task Force designated three new EECCA Vice-Chairs:

- Mrs. Nino Tkhelava, Head of Environmental Policy and International Relations Department of the Ministry of Environment and Natural Resources (Georgia);

- Mr. Volodymyr Bilokon’, Head of Environmental Policy Department of the Ministry of Environment Protection (Ukraine); and

- Mr. Ravshan Mamatkulov, Head of Environmental Economics and Management Department of the State Committee for Nature Protection (Uzbekistan).

5. The EAP Task Force expressed its appreciation for the work of the outgoing Bureau members: Ms. Nino Charachidze (Georgia), Ms. Svitlana Nigorodova (Ukraine) and Mr. Sergey Samoilov (Uzbekistan).
Summary Record of the EAP Task Force Meeting, 15-16 October, 2009

6. The EAP Task Force took note of the Summary Record of the previous Annual EAP Task Force Meeting (15-16 October 2009), which had been approved in December 2009 through a written procedure.

EECCA RECs best practices and expertise: from Belgrade to Astana

7. The EAP Task Force took note of presentations by the representatives of EECCA RECs (see Annex 3). As agreed at the last EAP Task Force meeting, these presentations covered a much wider range of activities than those included in the joint programme of work that had been developed with OECD. Delegates agreed that this approach (which aimed to use the EAP Task Force as a common platform for the work of OECD and EECCA RECs to support environmental policy reform and capacity development in EECCA countries) was an improvement on the previous approach (that focused exclusively on activities in the common programme). The EAP Task Force agreed to continue with this new approach.

Update on the Assessment of Assessments Report

8. The EAP Task Force took note of progress on the “Assessment of Assessments” initiative and invited the OECD secretariat to continue to contribute to its implementation.

Update on Ministerial Conferences

9. The EAP Task Force:

- Took note of the outcomes of MCED-6 – the Sixth Ministerial Meeting on Environment and Development of Asia and the Pacific region (27 September – 2 October 2010) – hosted by the Kazakh government within the framework of the United Nations Economic and Social Commission for Asia and the Pacific;

- Took note of the information provided by the Kazakh Government on the “Green Bridge” initiative and the invitation to the EAP Task Force to consider contributing to the development and implementation of this initiative;

- Took note of Kazakhstan’s intention to propose the “Green Bridge” initiative as one of the main outputs of the Seventh “Environment for Europe” Conference; and requested the Kazakh Government to prepare and circulate a short information note on the objectives, main issues to be addressed, and the mechanism for implementing this initiative prior to the annual meeting of the UNECE’s Committee on Environmental Policy (CEP);

- Took note of the statement of the Kazakh delegate that preparations for the forthcoming Astana “Environment for Europe” Ministerial Meeting are on track;

- Invited the OECD secretariat and EECCA RECs to contribute to preparation of the supporting documents for the Astana Ministerial Conference, drawing on the work carried out;

- Took note of the presentation by CAREC on the multi-stakeholder mobilization and activities conducted in connection with the MCED-6;

- Took note of the statement from the UNECE secretariat on the forthcoming Annual Meeting of the Committee on Environmental Policy (CEP);
• Took note of the statement by the representative of the Czech Republic on the role of regional conferences in preparing the Rio+20 Summit in 2012.

Progress in the implementation of the EECCA RECs part of the Work Programme

10. The EAP Task Force noted that, following the provision of finance, EECCA RECs have started the implementation of two projects under the EAP Task Force work programme, namely on a regional survey of environmental liability regimes and training of environmental inspectors in Armenia and Azerbaijan.

Progress in the Work Programme implementation by the OECD Secretariat in 2010 and plans for 2011

11. The EAP Task Force:

• Noted the activities carried out by the OECD secretariat in 2010;

• Endorsed the proposed work by the OECD Secretariat in 2011, including the new orientation of some elements of the programme that are in line with emerging priorities of the EAP Task Force’s members;

• Noted that the budget was indicative and would be ultimately determined by donor’s willingness and ability to support the programme; and encouraged the secretariat to access new sources of finance;

• Requested the secretariat to consult with the European Commission on how the EAP Task Force could contribute towards strengthening new initiatives recently launched by the European Union in cooperation with its Eastern neighbours, particularly in areas where OECD has expertise and experience of working in EECCA.

Key messages of OECD/EAP Task Force flagship reports

12. The EAP Task Force:

• In relation to the “Financing water supply and sanitation and progress in achieving the water-related Millennium Development Goals (MDGs) in EECCA” report:
  − Took note of the messages coming out of the MDG Progress report and stressed that these messages should eventually be consistent with those in EEA’s Assessment of Assessments;
  − Took note that a questionnaire will be sent to EECCA delegates, to collect additional information on progress towards achieving the water-related MDGs. EECCA delegates suggested an official cover letter should accompany the questionnaire;

• In relation to the “Mainstreaming environmental programmes into public budgets” report:
  − welcomed secretariat’s efforts to engage ministries of finance in the report’s preparation and the discussion of its main messages;
− noted the lack of sound and comparable data on public environmental expenditure, as well as on environment-related revenues, and the importance of using transparent and consistent definitions for this purpose;

− re-iterated the importance of adopting budget planning approaches based on a thorough analysis of the cost-effectiveness of policy measures;

− suggested that the role of public budgets in stimulating private environmental investments should be examined;

− agreed on the need to examine environment-related expenditures by sectoral ministries and to perform a more comprehensive analysis of how environmental budgets are designed and implemented.

• In relation to the “Environmental governance and green growth” report:

− endorsed the goal of making the policy messages as relevant as possible for ministries of economic development and finance;

− agreed on the need for better environmental governance to help facilitate a smooth transition towards a green economy;

− invited the secretariat to take account of sub-regional and trans-boundary perspectives, as well as of the impact of international legal instruments on domestic environmental policies, when finalising the report;

− requested the secretariat to examine the link between green growth and trade policies, and to elaborate on the future role of private sector financing, as well as on the financial aspects of green growth more generally;

− re-iterated the need to provide a clear message on the role of both sustainable production and consumption in the context of green growth;

− welcomed the secretariat’s initiative to liaise with UNEP on GEO-5 preparation related to the EECCA region.

Discussion of possible activities after the Astana Ministerial Conference

13. The EAP Task Force:

• Discussed the two activities proposed for work after the Astana Ministerial Conference – on financial aspects of integrated water resources management (IWRM) in the context of climate change adaptation, and on green growth – and agreed that the proposals constituted a good basis for further discussion;

• Stressed the importance of avoiding duplication with activities carried out by other institutions;

• Agreed to discuss possible post-Astana activities during the next meeting of the EAP Task Force;

1 These proposals were developed following guidance provided by the EAP Task Force Bureau in January 2010.
• Welcomed the stocktaking report on “water and climate change adaptation” and the project concept developed by the OECD to strengthen the economic and financial dimension of IWRM in EECCA, in the context of climate change. Delegates stressed the need to work in partnership with other institutions active in this area;

• Welcomed the stocktaking report on “green growth” and:
  – agreed that the proposed areas of work correspond with OECD’s comparative advantages;
  – considered that environmental fiscal reform, resource pricing and environmentally-harmful subsidies, and green growth indicators in EECCA deserve further attention.

Other business and closing

14. The EAP Task Force took note that:

• written comments can be provided according to the deadlines specified in Annex 2;

• meeting documentation, including all presentations, are posted on the recently established password-protected site at: community.oecd.org/community/env/eap.

15. The EAP Task Force agreed that the next annual meeting will be organised on 21-22 March 2011. A venue would be identified shortly.

16. The EAP Task Force noted that a Bureau meeting would be organised in January 2011 at the OECD headquarters.

17. At the end of the meeting, delegates were invited to fill in evaluation forms. The results of evaluation are presented in Annex 4.
ANNEX 1

List of Participants

ARMENIA  
Ms. Simon PAPYAN  
First Deputy Minister of Nature Protection  
Government Bldg. 3, Republic Sq.,  
Yerevan 0010, Republic of Armenia

AZERBAIJAN  
Mr. Sadig SHIRALIYEV  
Head of Sector of Division for Investments, Innovations and  
Environmental Projects,  
Ministry of Ecology and Natural Resources  
B.Aghayev str., 100-A, Baku

BELARUS  
Ms. Irina KOMOSKO  
Deputy Head of Division for Environment and Innovations of the  
Ministry of Natural Resources and Environmental Protection  
10 Kolleeektornaya str.  
220048 Minsk

CZECH REPUBLIC  
Mr. Jiri HLAVACEK  
Director of the Department of Multilateral Relations, Ministry of the  
Environment  
Vrsovicka 65, 100 10 Praha 10

FINLAND  
Mr. Martti POUTANEN  
Counsellor  
Ministry of the Environment  
P.O. Box 35, FI-00023 Government

Ms. Hanna VUOKKO  
Counsellor  
Embassy of Finland in Kazakhstan  
010000, Astana, Samal district 12, 17th floor, Astana Tower

Mr. Karri ELOHEIMO  
Project manager FINWATERWEI-Programme  
Finnish Environment Institute, SYKE  
P.O BOX 140, 00251 Helsinki, Finland  
Mechelininkatu 34a, Töölö, Helsinki
GERMANY

Mr. Jürgen KEINHORST
Head of division of cooperation
with CEE and NIS
Federal Ministry for the Environment, Nature Conservation and
Nuclear Safety
3, Alexanderstrasse
D-10178 Berlin

Ms. Janka CLAUDER
Federal Ministry for the Environment, Nature Conservation and
Nuclear Safety
Alexanderstr. 3; 10178 Berlin, Germany

KAZAKHSTAN

Mr. Alexandr BRAGIN
Director of international cooperation and environmental conventions
department
Ministry of Environment Protection
8 Orynbor str. House of Ministers
Astana 00001

MOLDOVA

Mr. Gheorghe SALARU
Minister of Environment
9, Cosmonautilor Str.
MD-2005 Chisinau

THE NETHERLANDS

Mr. Edwin KONING
Senior Policy Adviser
Ministry of Infrastructure and Environment
Rijnstraat 8 P.O. Box 20951 ICP 670
2500 EZ The Hague

NORWAY

Mr. Jon OPEM
Senior Adviser
Ministry of the Environment
P.O. Box 8013
Dep. N-0030 Oslo

PORTUGAL

Ms. Elisabete Maria QUINTAS DA SILVA
Department for International Relations, Ministry for the
Environment and Land Use Planning,
Edificio Expo 98, Avenida D. JOÃO II, Lote 1.07.2.1, 4º, 1998-014
Lisboa

SWEDEN

Ms. Anna FORSGREN
Programme Coordinator,
Swedish Environmental Protection Agency Valhallavägen 195
Stockholm SE-106 48
SWITZERLAND  Ms. Martine ROHN-BROSSARD  
Deputy Head of Section Europe, Trade and Development  
Federal Office for the Environment FOEN, International Affairs Division  
Switzerland CH - 3003 Berne

TAJIKISTAN  Mr. Munimjon ABDUSAMATOV  
Head of Unit on Water Resources Use and Protection, Committee on Environment Protection under the Government of the Republic of Tajikistan

UKRAINE  Mr. Volodymyr BILOKON  
Director of the Department on Environmental Policy, Ministry of Environmental Protection  
Uritskogo St. 35, office 702 Kyiv city, 03035

UNITED STATES OF AMERICA  Ms. K. Nicole GIBSON  
Science Policy Advisor, U.S. Department of State USA  
HST, Bureau of Oceans, Environment & Science, 2201 C. Street, NW, (Room 2657), Washington, DC 20520

UZBEKISTAN  Mr. Artur MUSTAFIN  
Deputy Chairman  
Tashkent city Committee on Environment Protection  
Bunyodkor str., 7, Tashkent

EEA  (via video-conference)  Ms. Adriana GHEORGHE  
Head of group International and regional cooperation  
Strategic Knowledge and Innovation European Environmental Agency  
Kongens Nytorv 6 1050 Copenhagen K

OSCE CENTRE IN ASTANA  Mr. Alexander PEYTCHEV  
Economic and Environmental Officer  
OSCE Centre in Astana  
10 Beibitshilik, 010000, Astana

Mrs. Madina IBRASHEVA  
National project coordinator Economic and Environmental Department  
OSCE Centre in Astana
Ms. Zarina LIGAY
Senior Programme Assistant, Economic and Environmental Programme
OSCE Centre in Astana
10 Beibitshilik, 010000, Astana

UNECE

Mr. Antoine NUNES
Environment Affairs Officer, UNECE
Palais des Nations
Room 315
1202 Geneva
Switzerland

UNDP

Ms. Natalia ALEXEEVA
Water Programme Coordinator for CA
Tole Bi, 67, Almaty 050000,
Kazakhstan

NGOs

Ms. Olga PONIZOVA
ECO-Accord Center/European ECO-Forum
Moscow
37/61 Sheremetievskaya St., Moscow, 127521, Russia

Mr. Oleg PECHENIUK
Director
NGO "Independent ecological expertise" app.1, h.30, microdistrict 7
Bishkek, Kyrgyz Republic

BUSINESS ORGANIZATIONS

Ms. Svetlana IVANOVA
Director for Business Development
Kazakhstan Business Council for Sustainable Development (KBCSD)
Zenkova 32, office 1, Almaty, Kazakhstan

NETSCI CENTRAL ASIA
KAZAKHSTAN

Ms. Assem BAKYTZHAN

REC CAUCASUS

Ms. Malak SHUKUROVA
Deputy Executive Director
Regional Environmental Centre for Caucasus
23, Chavchavadze Ave.
Tbilisi 380062
Georgia

REC FOR CENTRAL AND EASTERN EUROPE

Mr. Ottó András SZABÓ
Regional Director
The Regional Environmental Center
Ady Endre Str. 9-11, 2000 Szentendre, Hungary
REC CENTRAL ASIA

Mr. Talaybek MAKEEV
Executive Director
Regional Environmental Centre for Central Asia (CAREC)
40, Orbita-1
480043 Almaty, Kazakhstan

Mr. Heinrich WYES
Deputy Executive Director
Regional Environmental Centre for Central Asia (CAREC)
40, Orbita-1
480043 Almaty, Kazakhstan

Mrs. Tatyana SHAKIROVA
Education for Sustainable Development Programme Manager

Mrs. Ludmila KIKTENKO
Resource Mobilization & Fundraising Coordinator

Mrs. Veronica YUDINA
Public Initiatives support Programme Manager

Ms. Irina GORYUNOVA
Climate Change & Sustainable Energy Programme Manager

Mrs. Mariya GENINA
CAREC Environmental Management Programme Specialist

Mr. Iskandar MIRKHASHIMOV
CAREC Water Initiatives Programme Manager

Mr. Aziz MADJAROV
Information Programme specialist

Mrs. Elmira AKSHATYROVA
Assistant of Education for Sustainable Development Programme

Mr. Yuri SHTODA
IT-Manager

Ms. Evgeniya YUDINA
Assistant of Public Initiatives support Programme
REC MOLDOVA
Mr. Victor COTRUTA
Executive Director
Regional Environmental Centre Moldova
31 Mateevici street,
Chisinau, Moldova, MD-2009

REC RUSSIA
Mr. Andrei TERENTIEV
Deputy Executive Director
Head of the Expert Division
Russian Regional Environmental Centre
13, building 2, 1-st Volkonsky per.,
Moscow, 127473
Russian Federation

OECD / EAP TASK FORCE SECRETARIAT
Mr. Brendan GILLESPIE
Head of Environmental Performance and Information Division
Environment Directorate, OECD
2, rue André Pascal
75775 Paris Cedex 16
France

Mr. Xavier LEFLAIVE
Principal Administrator, OECD
2, rue André Pascal
75775 Paris Cedex 16
France

Ms. Angela BULARGA
Principal Administrator,
Environmental Performance and Information Division
Environment Directorate, OECD
2, rue André Pascal
75775 Paris Cedex 16
France
### ANNEX 2

**Meeting documentation and deadlines for written comments**

<table>
<thead>
<tr>
<th>Title</th>
<th>Document No.</th>
<th>Deadline for written comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft annotated agenda</td>
<td>ENV/EPOC/EAP/A(2010)2</td>
<td>N/A</td>
</tr>
<tr>
<td>Summary Record of the annual Meeting of the EAP Task Force, 15-16 October, 2009</td>
<td>ENV/EPOC/EAP/M(2009)2</td>
<td>N/A</td>
</tr>
<tr>
<td>Progress in implementing the EAP Task Force Programme of Work by the OECD secretariat (September 2009 – August 2010)</td>
<td>ENV/EPOC/EAP(2010)1</td>
<td>N/A</td>
</tr>
<tr>
<td>Progress in implementing the EAP Task Force Programme of Work by EECCA REC Network</td>
<td>ENV/EPOC/EAP(2010)10</td>
<td>N/A</td>
</tr>
<tr>
<td>Annual 2011 draft programme of work and budget of the EAP Task Force</td>
<td>ENV/EPOC/EAP(2010)2</td>
<td>N/A</td>
</tr>
<tr>
<td>Mainstreaming environmental programmes into public budgets in EECCA: Summary of preliminary results from a regional survey</td>
<td>ENV/EPOC/EAP(2010)8</td>
<td>31 October 2010</td>
</tr>
<tr>
<td>Financing water supply and sanitation and progress in achieving the water-related MDGs in EECCA: First draft</td>
<td>ENV/EPOC/EAP(2010)9</td>
<td>30 November 2010</td>
</tr>
<tr>
<td>OECD/EAP Task Force role in promoting green growth in Eastern Europe, Caucasus, and Central Asia: Scoping report</td>
<td>ENV/EPOC/EAP(2010)3</td>
<td>31 October 2010</td>
</tr>
<tr>
<td>Title</td>
<td>Document No.</td>
<td>Deadline for written comments</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Adapting Water Management in the context of climate change in EECCA</td>
<td>ENV/EPOC/EAP(2010)6</td>
<td>30 November 2010</td>
</tr>
<tr>
<td>- Taking stock of the need for robust financing strategies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guidelines for Performance-Based Contracts between Water Utilities</td>
<td>ENV/EPOC/EAP(2010)4</td>
<td>22 October 2010</td>
</tr>
<tr>
<td>and Municipalities: Lessons learnt from EECCA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private Sector Participation in Water Supply and Sanitation in EECCA</td>
<td>ENV/EPOC/EAP(2010)5</td>
<td>N/A</td>
</tr>
<tr>
<td>- Status Paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measuring Results of Environmental Regulation and Compliance Assurance</td>
<td>Publication</td>
<td>N/A</td>
</tr>
<tr>
<td>for EECCA countries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medium-Term Management of Green Budgets: the case of Ukraine</td>
<td>Publication</td>
<td>N/A</td>
</tr>
<tr>
<td>Capacity Development for Environmental Management in Moldova: Drivers,</td>
<td>Publication</td>
<td>N/A</td>
</tr>
<tr>
<td>- links to planning, and methods of assessment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: N/A – not applicable.
<table>
<thead>
<tr>
<th>Title</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Central Asia REC: Achievements and best practice</strong></td>
<td></td>
</tr>
<tr>
<td>CAREC: Institution, challenges of transition</td>
<td>Talaibek Makeev, Executive Director CAREC</td>
</tr>
<tr>
<td>Education for Sustainable Development: (ESD) networking, best practices and capacity building in Central Asia</td>
<td>Tatiana Shakirova, Manager of ESD Programme</td>
</tr>
<tr>
<td>Climate Change and Sustainable Energy Program</td>
<td>Irina Goryunova, Climate Change and Sustainable Energy Programme Manager</td>
</tr>
<tr>
<td>Water Initiatives Programme: “Safe Drinking Water for Rural Areas” Project</td>
<td>Iskandar Mirkhashimov, CAREC Water Initiatives Programme Manager</td>
</tr>
<tr>
<td>Payment for Ecosystem Services as a tool for better watershed management in Central Asia. Chon-Aksu watershed, Kyrgyzstan</td>
<td>Mariya Genina, CAREC environmental management Programme specialist</td>
</tr>
<tr>
<td><strong>REC Caucasus progress</strong></td>
<td></td>
</tr>
<tr>
<td><strong>REC Moldova progress</strong></td>
<td></td>
</tr>
<tr>
<td><strong>REC Russia progress</strong></td>
<td></td>
</tr>
</tbody>
</table>
## Evaluation of the meeting

### PREPARATION OF THE MEETING

<table>
<thead>
<tr>
<th>Agenda</th>
<th>Correct balance of items</th>
<th>Too heavy/crowded</th>
<th>Too light</th>
<th>Blank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>11</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meeting objectives</th>
<th>Totally clear</th>
<th>Partially clear</th>
<th>Not clear enough</th>
<th>Blank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>5</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Topics addressed</th>
<th>Good selection of topics</th>
<th>Some topics missing or insufficiently addressed</th>
<th>Some topics better addressed in written procedures</th>
<th>Blank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preparation by organizers</th>
<th>Good</th>
<th>Fair</th>
<th>Inadequate</th>
<th>Blank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preparation by bureau</th>
<th>Good</th>
<th>Fair</th>
<th>Inadequate</th>
<th>Blank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>14</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preparation by delegates</th>
<th>Good</th>
<th>Fair</th>
<th>Inadequate</th>
<th>Blank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10</td>
<td>7</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

### MEETING DOCUMENTS

<table>
<thead>
<tr>
<th>Availability of English documents</th>
<th>On time</th>
<th>Somewhat late</th>
<th>Very late</th>
<th>Blank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Availability of Russian documents</th>
<th>On time</th>
<th>Somewhat late</th>
<th>Very late</th>
<th>Blank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>2</td>
<td>0</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Length of documents</th>
<th>About right on average</th>
<th>Too long on average</th>
<th>Too short on average</th>
<th>Blank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quality of documents</th>
<th>Most/All were good</th>
<th>Average</th>
<th>Many were poor</th>
<th>Blank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15</td>
<td>4</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity of documents</th>
<th>About right</th>
<th>Too many</th>
<th>Not enough</th>
<th>Blank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17</td>
<td>2</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

---

2. In total, 20 evaluation forms were returned.

3. One comment: too many delegations were missing.
### Relevance to meeting

<table>
<thead>
<tr>
<th>Relevance to meeting</th>
<th>Most/all highly relevant</th>
<th>Some relevant, others not</th>
<th>Many not directly relevant</th>
<th>Blank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

### MANAGEMENT OF MEETING

<table>
<thead>
<tr>
<th>Chairmanship style</th>
<th>Well managed</th>
<th>Average</th>
<th>Poorly managed</th>
<th>Blank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>14</td>
<td>6</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meeting focus</th>
<th>Meeting on track</th>
<th>Average</th>
<th>Meeting lost focus</th>
<th>Blank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9</td>
<td>10</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meeting duration</th>
<th>About right</th>
<th>Too long</th>
<th>Too short</th>
<th>Blank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9</td>
<td>7</td>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Performance of secretariat</th>
<th>Generally good</th>
<th>Average</th>
<th>Below expectations</th>
<th>Blank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16</td>
<td>3</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contribution of delegations</th>
<th>Generally good</th>
<th>Average</th>
<th>Below expectations</th>
<th>Blank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>14</td>
<td>5</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

### GENERAL EVALUATION

<table>
<thead>
<tr>
<th>Liveliness of meeting</th>
<th>Animated</th>
<th>Average</th>
<th>Dull</th>
<th>Blank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>13</td>
<td>6</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Achievement of meeting objectives</th>
<th>Fully met</th>
<th>Partially met</th>
<th>Not met</th>
<th>Blank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9</td>
<td>10</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall satisfaction with meeting</th>
<th>Very satisfied</th>
<th>Generally satisfied</th>
<th>Not satisfied</th>
<th>Blank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10</td>
<td>8</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

### NARRATIVE COMMENTS

**What aspects of the meeting went particularly well?**

- Everything was well-balanced.
- Running of the meeting, a lively and interesting discussion.

**What aspects of the meeting could be improved?**

- Delays because of broken interpretation equipment.
- The meeting room was not very comfortable.
- The meeting room was not perfect, with seats exactly under the air conditioning, generally hot in the room, and overcrowded.

**Other comments?**

Excellent, thank you!