

**Annex 1: Preparing for HEMA Ministerial Meeting in Mar del Plata**  
***Actions Required***

Action Item	Whose Responsibility?		Time Line for:	
	Lead by:	Supported by:	Comments	Final Document
<i>HEMA Ministerial Meeting Provisional Agenda</i>	Argentina	Canada, IGOs, WG	January 10, 2005	Working Group meeting - Feb 2005
<i>Managing Logistic Needs for Ministerial Meeting - Proposal</i>	Argentina	IGOs, WG, Canada	January 10, 2005	Working Group meeting - Feb 2005
<i>Accommodating Side Events at the Ministerial Meeting</i>	Argentina	IGOs, WG, Canada	January 10, 2005	
<i>Hosting 3<sup>rd</sup> HEMA Working Group Meeting</i>	Brazil or Argentina	Canada	Confirmation: January 15, 2005 <b>Host the Meeting: February 2005</b>	
<i>3<sup>rd</sup> HEMA Working Group Meeting Agenda</i>	Argentina	Canada	January 15, 2005	
<i>HEMA Ministerial Declaration</i>	Argentina	Canada, IGOs, WG	January 31, 2005	Working Group meeting - Feb 2005
<i>From Ottawa to Mar Del Plata: Progress Made on HEMA Follow-up Actions</i>	Canada	Argentina, IGOs, WG	January 15, 2005	Working Group meeting - Feb 2005
<i>Linking HEMA with Millenium Development Goals</i>	Argentina	PAHO	January 15, 2005	Working Group meeting - Feb 2005
<i>Integrated Health and Environment Assessment including Indicators in the Americas - Progress Report</i>	UNEP-ROLAC	PAHO	January 15, 2005	Working Group meeting - Feb 2005
<i>Sound Management of Chemical - Project Proposal</i>	UNEP-ROLAC	PAHO	January 15, 2005	Working Group meeting - Feb 2005
<i>Integrated Water Resource and Waste Management - Project Proposal</i>	OAS	PAHO, UNEP, WG	January 15, 2005	Working Group meeting - Feb. 2005

<i>Economic Evaluation of HEMA</i>	OAS	Argentina and WG	January 15, 2005	Working Group meeting - Feb. 2005
<i>HEMA Secreteriat until June 2005</i>	Argentina	IGOs, Canada, WG	N/A	
<i>HEMA Secreteriat after June 2005 - Joint Project Proposal</i>	OAS, PAHO, UNEP	WG	January 15, 2005	Working Group meeting - Feb. 2005
<i>Maintaining HEMA Website</i>	OAS	Argentina, Canada	December 2004 -	
<i>Managing Information for HEMA Website</i>	Argentina	OAS	December 2004 -	
<i>Engaging Civil Society in HEMA - Background Document</i>	OAS	Canada, WG	January 15, 2005	Working Group meeting -Feb. 2005
<i>Civil Society Consultation at Sub-regional Level</i>	Working Group Members	Affiliated Countries	Consultations to take place and consultation reports to be sent to Argentina by January 30, 2005	
<i>Civil Society Input to and Representation at Ministerial Meeting</i>	Argentina	OAS, WG, Canada	Argentina in consultation with WG and Canada, to decide lead civil society representation at the meeting and manage necessary requirement <b>Deadline: February Working Group meeting</b>	
<i>HEMA Inventory</i>	Working Group Members and IGOs	Canada, Argentina	December 15, 2004	Working Group meeting -Feb. 2005
<i>Activities Undertaken to Promote HEMA at Various National, Regional and International Fora</i>	Working Group Members and IGOs	Argentina and Canada	December 15, 2004	Working Group meeting -Feb. 2005
<i>HEMA Critical Path</i>	Argentina	Canada	December 15, 2004	Working Group meeting -Feb. 2005
<i>Coordinating Input: Background Papers and Record of Discussion</i>	Argentina	Canada	Nov 2004 - February 2005	