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**Ad hoc open-ended working group on a science-policy panel
to contribute further to the sound management of
chemicals and waste and to prevent pollution
Second session**

Nairobi, 11–15 December 2023
Item 4 of the provisional agenda*

**Preparation of proposals for the establishment of a science-policy
panel**

**Background document on institutional arrangements of existing
science-policy interfaces**

Note by the secretariat

The annex to the present note contains background information on institutional arrangements of existing science-policy interfaces and on rules of procedure for sessions of the plenary. The ad hoc open-ended working group on a science-policy panel to contribute further to the sound management of chemicals and waste and to prevent pollution may wish to consider the information provided.

* UNEP/SPP-CWP/OEWG.2/1.

Annex***Background Information on Institutional Arrangements of Existing Science-Policy Interfaces****I. Introduction**

1. This document provides additional background on the examples of institutional arrangements discussed in [UNEP/SPP-CWP/OEWG.2/4](#), including in the summary tables in the Annex to the document.
2. Institutional arrangements set out the architecture required for the panel to operate and deliver on its functions. Five examples of science-policy interfaces (Intergovernmental Panel on Climate Change (IPCC), Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES), International Resource Panel (IRP), Global Environment Outlook (GEO) process, and assessment panels of the Montreal Protocol on Substances that Deplete the Ozone Layer) were reviewed for organizational features.
3. For each of these, this document provides detailed information on each of the following components, as appropriate:
 - (a) A decision-making body;
 - (b) One or more bodies providing administrative and scientific oversight;
 - (c) Other bodies undertaking or supporting the science-policy interface's work;
 - (d) Secretariat arrangements;
 - (e) Financial arrangements.
4. In this document, each of these five science-policy interfaces are addressed separately (Sections II-VI of this document). The heading structure and order used in [UNEP/SPP-CWP/OEWG.2/4](#) is retained for ease of reference. In compiling this information, text has been drawn verbatim from the interface's existing documentation or the interface's website.¹ All source documents and websites are clearly indicated.
5. In addition, Section VII of this document includes details of relevant institutional arrangements from other institutions discussed in [UNEP/SPP-CWP/OEWG.2/4](#). These include the International Conference for Chemicals Management (ICCM) under the Strategic Approach to International Chemicals Management (SAICM), the Science-Policy Interface (SPI) of the UN Convention to Combat Desertification (UNCCD), the Stockholm Convention's Persistent Organic Pollutants Review Committee (POPRC), and the Rotterdam Convention's Chemical Review Committee (CRC).
6. The goal of this information document is to provide a compendium of the details of institutional arrangements of relevant science-policy interfaces, as well as provide access to relevant documents from those interfaces. In compiling this information, the secretariat has privileged using interface's own documents and in some cases text from their website.

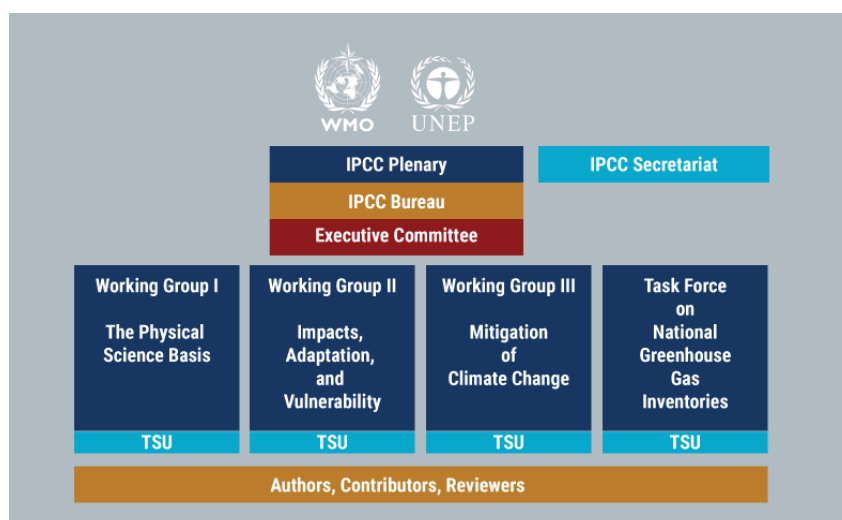
II. Intergovernmental Panel on Climate Change (IPCC)

7. Descriptions of institutional arrangements for the IPCC detailed in this section are drawn from the IPCC website's structure page, and any detailed procedures related to these arrangements that are compiled on the IPCC website's procedures page. Figure 1 provides a graphic depiction of the IPCC's institutional arrangements, as made available on their website.

* The annex has not been formally edited.

¹ In some cases, secretariats of the interfaces in question suggested additions or edits to the text from their documents to ensure accuracy.

Figure 1: Structure of the Intergovernmental Panel on Climate Change (IPCC).



Decision-making body

8. Representatives of IPCC member governments meet one or more times a year in Plenary Sessions of the Panel. They elect a Bureau of scientists for the duration of an assessment cycle. Governments and Observer Organizations nominate, and Bureau members select experts to prepare IPCC reports. They are supported by the IPCC Secretariat and the Technical Support Units of the Working Groups and Task Force.

9. The Intergovernmental Panel on Climate Change is a panel of 195 member governments. Each IPCC member designates a National Focal Point. In cases where a country has not identified a Focal Point, all correspondence from the IPCC is directed to the Ministry of Foreign Affairs. The Sessions are attended by hundreds of officials and experts from relevant ministries, agencies and research institutions from member countries and from Observer Organizations. The Panel works by consensus to decide on the organization's budget and work programme; the scope and outline of its reports; issues related to principles and procedures of the IPCC; and the structure and mandate of IPCC Working Groups and Task Forces. The Panel also approves and adopts IPCC reports and elects the IPCC Chair, other members of the IPCC Bureau and the Task Force Bureau.

10. Any non-profit body or agency qualified in matters covered by the IPCC, whether national or international, governmental or intergovernmental, may be admitted as an IPCC Observer Organization. UN bodies and organizations are admitted as observers if they so request, and organizations with an existing observer status with the WMO or the UN may be considered as observers of the IPCC, subject to acceptance by the Panel. Representatives of observer organizations may attend sessions of the IPCC and the plenary sessions of the IPCC Working Groups. They are also invited to encourage experts to review draft IPCC reports. These experts participate in the review process in their own name and not on behalf of the Observer Organization.²

Bodies providing administrative and scientific oversight³

11. The IPCC Bureau comprises the IPCC Chair, the IPCC Vice-Chairs, the Co-Chairs and Vice-Chairs of the Working Groups and the Co-Chairs of the Task Force. The Bureau is chaired by the IPCC Chair. During its 41st Session, the Panel decided to increase the size of the Bureau from 31 members to 34 through an increase in representation from Africa (2) and Asia (1). The purpose of the Bureau is to provide guidance to the Panel on the scientific and technical aspects of its work, to advise on related management and strategic issues, and to take decisions on specific issues within its mandate, in accordance with the Principles Governing IPCC Work. For more details on the role of the Bureau see the Terms of Reference of the Bureau agreed by the IPCC at its 33rd Session. Members of the Bureau are elected by the Panel for the duration of an assessment cycle and must reflect a balanced geographic representation, with due consideration for scientific and technical requirements. (following procedures laid down in Appendix C of the Principles Governing the IPCC Work). The Bureau shall

² The policy and process for admitting Observer Organizations is available on the IPCC website in the six UN languages [here](#).

³ Material in this section is drawn from IPCC's 'About/Structure' Website.

reflect a balanced geographic representation with due consideration for scientific and technical requirements. IPCC Bureau members are grouped according to the six regions of the World Meteorological Organization. None of the Bureau members are paid by the IPCC. The current IPCC Bureau and Task Force Bureau were elected during the 59th Session of the IPCC in July 2023. The Co-Chairs and Vice-Chairs of each Working Group form the Bureau of that Working Group.⁴

12. At its 33rd Session, the Panel decided to limit the term of office for the IPCC Chair, IPCC Vice-Chairs and the Co-Chairs of the Working Groups and Task Force on National Greenhouse Gas Inventories (TFI) to one term in a particular office, with the possibility of nomination for re-election in the same office for one additional term, based on individual cases as decided by the Panel.

13. The Task Force on National Greenhouse Gas Inventories (TFI) has its own Task Force Bureau (TFB) composed of 12 members and the two Co-Chairs of the TFI. The TFB oversees the National Greenhouse Gas Inventories Programme. The term of the TFB is normally the same as the term of the IPCC Bureau, and its members are elected at the same Session at which the IPCC Bureau is elected, unless decided otherwise by the Panel.

14. The IPCC Chair, IPCC Vice-Chairs, and the Co-Chairs of the three Working Groups and the Task Force on National Greenhouse Gas Inventories form the Executive Committee (ExCom). The ExCom's role is to strengthen and facilitate the timely and effective implementation of the IPCC work programme in accordance with the IPCC's Principles and Procedures, the decisions of the Panel, and the advice of the Bureau. It includes as advisory members the head of the IPCC Secretariat and the heads of the Technical Support Units of the Working Groups and TFI. It meets regularly and its meetings are chaired by the IPCC Chair. The ExCom addresses issues related to IPCC products and its work programme that require prompt attention between Panel Sessions, and strengthens coordination between Working Groups and the Task Force on National Greenhouse Gas Inventories on activities related to the production of assessment reports and other relevant IPCC products. It also undertakes communication and outreach activities, and oversees the response to possible errors in completed assessments and other IPCC products based on the Error Protocol.⁵

Other bodies undertaking or supporting the science-policy interface's work⁶

15. IPCC's principal bodies are its three working groups and the Task Force on National Greenhouse Gas Inventories. There is also a [Task Group on Data Support for Climate Change Assessments](#) which aims to provide guidance to the IPCC's Data Distribution Centre on curation, traceability, stability, availability and transparency of data and scenarios related to the reports of the IPCC. At its 52nd Session in February 2020, the Panel adopted the [Gender Policy and Implementation Plan](#), which is overseen by the Gender Action Team (GAT). The GAT is comprised of the elected members of the ExCom and representatives from WMO and UNEP. At its 34th Session in November 2011, the IPCC adopted the Conflict of Interest (CoI) Policy which is overseen by the CoI committee. The CoI Committee is comprised of the elected members of the ExCom and representatives from WMO and UNEP. Ad-hoc or Informal Groups with short mandates have been established as well, such as for example, the [Ad-hoc Group on the size, structure and composition of the IPCC Bureau and any Task Force Bureau for the Seventh Assessment cycle](#) whose mandate was to provide recommendations to the Panel on the size, structure and composition of the IPCC Bureau and any other Task Force Bureau for the Seventh Assessment cycle. An Informal Group on the Lessons Learnt from the Sixth Assessment Cycle was established with the mandate to facilitate the process of collecting and synthesizing the lessons learned from the Sixth Assessment cycle with the view to provide a [written report](#) prior to the 59th session of the IPCC (July 2023).

16. [Working Group I](#) (WGI) examines the physical science underpinning past, present, and future climate change. Scientists all over the world regularly assess the rich body of scientific literature, contributing to an ever-strengthening understanding of how the climate system works, and how it is changing in response to human activity.

⁴ The up-to-date list of IPCC Bureau members is available [here](#).

⁵ Procedures for the Election of the IPCC Bureau and Any Task Force Bureau <https://www.ipcc.ch/site/assets/uploads/2018/09/ipcc-principles-elections-rules-3.pdf> also for July 2023 prep – get that doc https://www.ipcc.ch/site/assets/uploads/2023/03/Amend_4_Appendix_C_Geneva_2022.pdf also COI policy: <https://www.ipcc.ch/site/assets/uploads/2018/09/ipcc-conflict-of-interest-2016.pdf> and disclosure form: https://www.ipcc.ch/site/assets/uploads/2019/01/coi_form.pdf

⁶ Unless an other source is hyperlinked, material in this section is drawn from IPCC's '[About/Structure](#)' Website.

17. The scientific topics assessed by WGI include: greenhouse gases and aerosols in the atmosphere; temperature changes in the air, land and ocean; the hydrological cycle and changing precipitation (rain and snow) patterns; extreme weather; glaciers and ice sheets; oceans and sea level; biogeochemistry and the carbon cycle; and climate sensitivity. The WGI assessment combines observations, palaeoclimate, process studies, theory and modelling into a complete picture of the climate system and how it is changing, including the attribution (or causes) of change.

18. The WGI assessment provides scientific information relevant for the global community to meet the challenge of climate change. As well as the global scale, WGI looks at variability and changes happening at a regional level, which is closely tied to how impacts and risks to human and natural systems are changing over time. This is, in turn, relates to the assessment of WGII and the need to design effective climate change adaptation policies. Other important policy dimensions of WGI are the assessment of the amount of carbon emissions compatible with climate and energy targets; interactions between land and the climate; and links between climate and air quality. All of these aspects are closely connected with the assessment of WGIII and strategies to mitigate against the impacts of climate change.

19. **Working Group II (WGII)** of the IPCC assesses the impacts, adaptation and vulnerabilities related to climate change. WGII assesses the impacts of climate change, from a world-wide to a regional view of ecosystems and biodiversity, and of humans and their diverse societies, cultures and settlements. It considers their vulnerabilities and the capacities and limits of these natural and human systems to adapt to climate change and thereby reduce climate-associated risks together with options for creating a sustainable future for all through an equitable and integrated approach to mitigation and adaptation efforts at all scales.

20. **Working Group III (WGIII)** focuses on climate change mitigation, assessing methods for reducing greenhouse gas emissions, and removing greenhouse gases from the atmosphere. Working Group III supports the IPCC's solution-oriented approach but does not advocate any specific mitigation options. It takes both a near-term perspective relevant to decision-makers in government and the private sector and a long-term perspective that helps identify how high-level climate policy goals might be met. Working Group III addresses all aspects of mitigation including technical feasibility, cost and the enabling environments that would allow measures to be taken up. Enabling environments cover policy instruments, governance options and social acceptability. Synergies and trade-offs with adaptation measures are of increasing interest as are co-benefits, risks and links to sustainable development. To meet these needs, Working Group III is highly interdisciplinary in character.

21. The Task Force on National Greenhouse Gas Inventories (TFI) develops and refines an internationally-agreed methodology and software for the calculation and reporting of national GHG emissions and removals and encourages the use of this methodology by countries participating in the IPCC and by signatories of the United Nations Framework Convention on Climate Change (UNFCCC).

Secretariat arrangements⁷

22. The Secretariat coordinates and assists the work of the IPCC. It organizes IPCC Plenary, Bureau and Executive Committee meetings and provides administrative support for these, including the preparation of documents and reports. It supports, as required, the Working Groups, the Task Force on National Greenhouse Gas Inventories, and any other task force, task group or committee established by the IPCC in the organization of their activities and meetings. The Secretariat also manages the IPCC Trust Fund and any other Funds agreed by the Panel, including budgeting, contributions to the IPCC Trust Fund, management of expenditure, auditing and reporting, consistent with WMO regulations and rules, and manages contractual and legal matters related to the IPCC. It manages the support for travel of delegates and experts eligible for support from the IPCC Trust Fund and assists with the necessary arrangements. Other tasks include:

- providing information management for the IPCC, including the archiving of IPCC reports and material used for their preparation, in accordance with the Principles and Procedures of the IPCC and in co-operation with the Technical Support Units;
- contributing to the implementation of the IPCC Protocol for addressing possible errors, the IPCC Communication Strategy and the Conflict of Interest Policy; in accordance with its responsibilities contained in these documents;

⁷ Material in this section is drawn from IPCC's '[About/Structure](#)' Website.

- providing the principal point of contact for members of the IPCC and Observer Organizations;
- promoting and maintaining cooperation, as principal IPCC contact point, with the UN system, in particular with UNFCCC; and liaising with the two parent organizations, WMO and UNEP;
- participating, through the Secretary of the IPCC, in the IPCC Executive Committee as an Advisory Member;
- undertaking any other tasks as required to support the IPCC in fulfilling its mandate as assigned by the Panel, the IPCC Bureau or the Executive Committee.

23. The Secretariat⁸ is located in Geneva, Switzerland, in the building of the World Meteorological Organization.

24. Each Working Group and the Task Force on National Greenhouse Gas Inventories is supported by a Technical Support Unit (TSU). The TSUs provide scientific, technical and organizational support and support the Co-Chairs and Bureaux in the preparation and production of all relevant IPCC products. A TSU may also be formed to support the preparation of a Synthesis Report or any other Task Force constituted by the Panel. The IPCC TSUs also contribute to the implementation of the IPCC Protocol for addressing errors, the IPCC Communication Strategy and the Conflict of Interest Policy, in accordance with their responsibilities contained in these documents. They participate, through their TSU heads, in the IPCC Executive Committee as Advisory Members and undertake any other task as required by the Co-Chairs, or the IPCC Chair in the case of the Synthesis Report, to assist them in fulfilling their IPCC roles.⁹

25. The TSUs for the Sixth Assessment Report were hosted by France (Working Group I); Germany and South Africa (Working Group II), the United Kingdom and India (Working Group III) and Japan (Task Force on the National Greenhouse Gas Inventories). The Working Group I TSU had a satellite office in China, Working Group II in South Africa and Working Group III in India. The TSUs for the Seventh Assessment Report are in the process of being staffed.

Financial arrangements

26. [Financial rules](#) for the IPCC are set out in Appendix B to the Principles Governing IPCC Work, and these are available in the six UN languages on the IPCC's [Procedures](#) page. These rules were adopted at the Twelfth Session of the IPCC (Mexico City, 11-13 September 1996) and revised at the Thirty Fourth Session of the IPCC (Kampala, 18-19 November 2011). In so far as not specifically provided under these procedures, the [Financial Regulations and Rules of the World Meteorological Organization \(WMO\)](#) shall apply. The IPCC also provides [explanatory notes](#) on these financial rules.

III. Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES)

27. Descriptions of institutional arrangements for the IPBES detailed in this section are drawn from the IPBES website and from the IPBES Institutional Arrangements¹⁰ text, part of the package adopted by the second session of the plenary meeting to determine the modalities and institutional arrangements for IPBES, held from 16 – 21 April 2012 in Panama City, Panama. Further details on institutional arrangements are also contained in the [IPBES Rules of Procedure](#). Figure 2 provides a graphic depiction of the IPBES's institutional arrangements, as made available on their website.¹¹

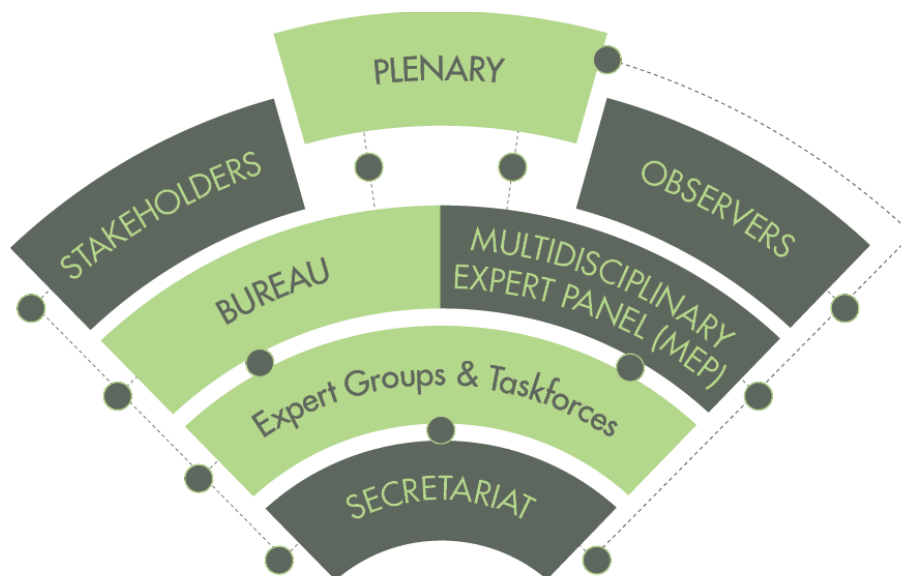
Figure 2: Structure of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES).

⁸ The website links to a document detailing the [Terms of Reference for the Secretariat and Technical Support Units](#).

⁹ The website links to a document detailing [the Terms of Reference for the Secretariat and Technical Support Units](#).

¹⁰ note that brackets in the text compilations below remained in the text when it was adopted.

¹¹ from <https://www.ipbes.net/about>



28. On the [IPBES website](#), the graphic is supported by the following summary text:

- Plenary: The governing body of IPBES – made up of the representatives of IPBES member States – usually meets once per year.
- Observers: Any State not yet a member of IPBES; the Convention on Biological Diversity (CBD) and other biodiversity-related conventions; related UN bodies; as well as many other relevant organizations and agencies.
- Bureau: Comprising the IPBES Chair, four Vice-Chairs and five additional officers who oversee the administrative functions of IPBES.
- Multidisciplinary Expert Panel (MEP): Five expert participants from each of the five UN regions, overseeing all IPBES scientific and technical functions.
- Stakeholders: All contributors to and end-users of the IPBES outputs.
- Expert Groups & Taskforces: Selected scientists and knowledge holders carrying out the IPBES assessments and other deliverables.
- Secretariat (Includes Technical Support Units): Ensures the efficient functioning of IPBES through support to the Plenary, Bureau and MEP, as well as implementing the Platform’s work and administrative functions. Led by the Executive Secretary of IPBES. The headquarters of the secretariat is hosted in Bonn by the Federal Government of Germany.

Decision-making body

29. Table 1 captures the provisions on the decision-making body as set out in the Institutional Arrangements document.

Table 1: Institutional arrangements for IPBES plenary

<i>Section/Subsection</i>	<i>Paragraph text (retaining source document's numbering)</i>
A. Plenary	4. The Plenary is the Platform’s decision-making body.
1. Membership	5. The Platform is open to States Members of the United Nations, who may become members by expressing their intent to do so.
2. Participation of States not members of the Platform, United Nations bodies and other intergovernmental	6. Any State not a member of the Platform, any United Nations body and any other body, organization or agency, whether national or international, governmental, intergovernmental or nongovernmental, [including any organization of][accredited representative of] indigenous peoples and local communities, which is qualified in matters covered by the Platform, and which

and non-governmental organizations	has informed the secretariat of the Platform of its wish to be represented at sessions of the Plenary, may participate in the Platform as an observer, subject to the Platform's rules of procedures.
3. Functions	<p>7. The functions of the Plenary include:</p> <p>(a) Acting as the Platform's decision-making body;</p> <p>(b) Responding to requests from Governments, including those conveyed to it by multilateral environmental agreements related to biodiversity and ecosystem services as determined by their respective governing bodies;</p> <p>(c) Welcoming inputs and suggestions from, and the participation of, United Nations bodies related to biodiversity and ecosystem services as determined by their respective governing bodies;</p> <p>(d) Encouraging and taking into account, as appropriate, inputs and suggestions made by relevant stakeholders, such as other intergovernmental organizations, international and regional scientific organizations, environmental trust funds, non-governmental organizations, indigenous peoples and local communities and the private sector;</p> <p>(e) Ensuring the active and efficient participation of civil society in the Plenary;</p> <p>(f) Selecting one Chair and four Vice-Chairs, taking due account of the principle of geographical balance among the five United Nations regions, based on criteria, a nomination process and length of service to be decided by the Plenary;</p> <p>(g) Selecting members of any subsidiary body, taking due account of the principle of geographical balance among the five United Nations regions, based on criteria, a nomination process and length of service to be decided by the Plenary;</p> <p>(h) Approving a budget and overseeing the allocation of the trust fund;</p> <p>(i) Deciding on an evaluation process for independently reviewing the Platform's efficiency and effectiveness on a periodic basis;</p> <p>(j) Adopting a programme of work for the Platform, including on knowledge generation, assessments, policy support and capacity-building;</p> <p>(k) Establishing subsidiary bodies and working groups as appropriate;</p> <p>(l) Setting up a transparent peer review process for the production of reports by the Platform;</p> <p>(m) Deciding on a process for defining the scope of reports and for the adoption or approval of any reports produced by the Platform (following agreement on the work programme);</p> <p>(n) Adopting and amending rules of procedures and financial rules.</p>
4. Officers of the Plenary	
(a) Composition	8. With regard to the officers of the Plenary, one Chair and four Vice-Chairs will be selected by Governments that are members of the Plenary, taking due account of geographical balance among the five United Nations regions. Guidelines covering the nomination process, length of service and any rotation of the Chair of the Plenary among the regions are provided for in the rules of procedure of the Plenary. ¹²
(b) Functions	9. As set out in the rules of procedure and as decided and directed by the Plenary, the functions of the Chair include the following:

¹² According to rule 29 of the IPBES Rules of Procedure, "the term of office of all the Panel members is 3 years with a possibility of re-election for one consecutive term."

	<p>(a) Presiding over meetings of the Plenary; (b) Chairing the Bureau of the Plenary; (c) Representing the Platform as its Chair.</p> <p>10. As set out in the rules of procedure and as decided and directed by the Plenary, the functions to be carried out by the Vice-Chairs include the following: (a) Serving as rapporteur of the Plenary; (b) Participating in the work of the Bureau; (c) Acting as the representative of the Platform as Vice-Chair as necessary.</p> <p>Guidelines for the nomination and selection of the Chair and Vice-Chairs</p> <p>11. The following guidelines will be taken into account in the processes for nominating and selecting the Chair and Vice-Chairs of the Plenary: (a) Ability to carry out the agreed functions of the Chair and Vice-Chairs; (b) Scientific expertise in biodiversity and ecosystem services with regard to both natural and social sciences among the officers of the Plenary; (c) Scientific, technical or policy expertise and knowledge of the main elements of the Platform's programme of work; (d) Experience in communicating, promoting and incorporating science into policy development processes; (e) Ability both to lead and work in international scientific and policy processes.</p> <p>12. The guidelines for the selection of officers by the Plenary might need to be viewed in the light of the programme of work adopted by the Plenary and agreement on the work programme. The extent to which the skills of the Chair and the Vice-Chairs complement one another might also need to be taken into consideration in the nomination and selection processes.</p>
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Bodies providing administrative and scientific oversight

30. Table 2 captures the provisions on the bodies providing administrative and scientific oversight as set out in the Institutional Arrangements document.

Table 2: Institutional arrangements for IPBES administrative and scientific functions to facilitate the work of the Platform

<i>Section/Subsection</i>	<i>Paragraph text (retaining source document's numbering)</i>
B. Administrative and scientific functions to facilitate the work of the Platform	<p>13. One or more subsidiary bodies will be established by, and report to, the Plenary to support the smooth, effective and timely operation of the Platform. The subsidiary body or bodies will, as decided by the Plenary, provide administrative and scientific oversight and facilitate the operations of the Platform.</p> <p>14. Such administrative functions include: (a) Addressing requests related to the Platform's programme of work and products that require attention by the Platform between sessions of the Plenary; (b) Overseeing communication and outreach activities; (c) Reviewing progress in the implementation of decisions of the Plenary, if so directed by the Plenary; (d) Monitoring the secretariat's performance; (e) Organizing and helping to conduct the sessions of the Plenary;</p>

	<p>(f) Reviewing the observance of the Platform's rules and procedures;</p> <p>(g) Reviewing the management of resources and observance of financial rules and reporting thereon to the Plenary;</p> <p>(h) Advising the Plenary on coordination between the Platform and other relevant institutions;</p> <p>(i) Identifying donors and developing partnership arrangements for the implementation of the Platform's activities.</p> <p>15. Such scientific and technical functions include:</p> <p>(a) Providing advice to the Plenary on scientific and technical aspects of the Platform's programme of work;</p> <p>(b) Providing advice and assistance on technical and/or scientific communication matters;</p> <p>(c) Managing the Platform's peer-review process to ensure the highest levels of scientific quality, independence and credibility for all products delivered by the Platform at all stages of the process;</p> <p>(d) Engaging the scientific community and other knowledge holders with the work programme, taking into account the need for different disciplines and types of knowledge, gender balance, and effective contribution and participation by experts from developing countries;</p> <p>(e) Assuring scientific and technical coordination among structures set up under the Platform and facilitating coordination between the Platform and other related processes to build upon existing efforts;</p> <p>(f) [Exploring approaches to facilitating the sharing and transfer of technology in the context of assessment, knowledge generation and capacity-building according to the work programme of the Platform;]</p> <p>(g) Exploring ways and means to bring different knowledge systems, including indigenous knowledge systems, into the science-policy interface</p> <p>16. The following subsidiary bodies of the Plenary will be established:</p> <p>(a) A Bureau comprising the Chair and four Vice-Chairs and five additional officers that will oversee the administrative functions listed above;</p> <p>(b) A Multidisciplinary Expert Panel that will carry out the scientific and technical functions listed above. An interim arrangement for the membership of the Panel will be put in place until the final regional structure and expert composition of the Panel is determined by the Plenary. The interim membership will be based on equal representation of five participants from each of the five United Nations regions, and the arrangement will be in place for not more than a two-year period in order to allow the final regional structure and expert composition to be agreed at a session of the Plenary. [The Chair and four Vice-Chairs will also be members of the Panel.] The chairs of the scientific subsidiary bodies of the multilateral environmental agreements related to biodiversity and ecosystem services and the Intergovernmental Panel on Climate Change will be observers.</p>
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Other bodies undertaking or supporting the science-policy interface's work

31. Table 3 captures the provisions on the other bodies undertaking or supporting the science-policy interface's work as set out in the latest IPBES Rolling Work Programme (Annex to IPBES Decision 7/1).

Table 3: Institutional arrangements for IPBES expert groups and task forces

<i>Section/Subsection</i>	<i>Paragraph text (retaining source document's numbering)</i>
B. Forum, expert groups, task forces and technical support units	<p>21. Like the first work programme, the rolling work programme up to 2030 will be implemented with the support of the IPBES forum on capacity-building, time-bound and task-specific expert groups, task forces and technical support from the secretariat and technical support units.</p> <p>22. The IPBES capacity-building forum is a vehicle for increasing engagement and facilitating cooperation among partners for the implementation and further development of the capacity-building rolling plan. Work under the forum is aimed at advancing the common agendas of partners and facilitating longer-term strategic alignment of relevant ongoing programmes and activities among partners.</p> <p>23. Time-bound, task-specific expert groups will be established for the preparation of assessments or technical papers, in line with the procedures for the preparation of deliverables as set out in annex I to decision IPBES-3/3, and will include:</p> <p>(a) Expert groups to deliver a scoping report. These groups will include scientists from all relevant disciplines, indigenous and local knowledge experts and experts on indigenous and local knowledge¹³, policy practitioners to increase relevance and credibility and experts from all relevant stakeholder groups (for example, the private sector and civil society). Electronic conferences may be used as part of the scoping process to increase the amount and type of input into the process. Governments and relevant stakeholders will continue to be encouraged to nominate experts with practical experience in policymaking, research programming and capacity-building to increase the policy relevance of the scoping report;</p> <p>(b) Expert groups to deliver an assessment report. Governments and relevant stakeholders will continue to be encouraged to ensure that their nominees include sufficient numbers of experts from all regions, genders and relevant disciplines, in particular social scientists and scholars from the humanities, policymakers, on the ground managers, indigenous and local knowledge experts and experts on indigenous and local knowledge;</p> <p>(c) Expert groups to deliver technical papers.</p> <p>24. The Plenary will establish time-bound, task-specific task forces in support of the objectives and deliverables other than assessments, as appropriate, and will decide on their specific terms of reference.</p>

Secretariat arrangements

32. Table 4 captures the provisions on the secretariat as set out in the Institutional Arrangements document.

¹³ As defined in the approach to recognizing and working with indigenous and local knowledge in IPBES set out in annex II to decision IPBES-5/1.

Table 4: Institutional arrangements for IPBES secretariat

<i>Section/Subsection</i>	<i>Paragraph text (retaining source document's numbering)</i>
E. Secretariat	<p>19. The secretariat will have the following indicative administrative functions, acting under the direction of the Plenary:</p> <p>(a) Organizing meetings and providing administrative support for meetings, including the preparation of documents and reports to the Plenary and its subsidiary bodies as needed;</p> <p>(b) Assisting the members of the Plenary, the Bureau and the Multidisciplinary Expert Panel to undertake their respective functions as decided by the Plenary, including facilitating communication between the various stakeholders of the Platform;</p> <p>(c) Facilitating communication among any working groups that might be established by the Plenary;</p> <p>(d) Disseminating public information and assisting in outreach activities and in the production of relevant communication materials;</p> <p>(e) Preparing the Platform's draft budget for submission to the Plenary, managing the trust fund and preparing any necessary financial reports;</p> <p>(f) Assisting in the mobilization of financial resources;</p> <p>(g) Assisting in the facilitation of monitoring and evaluation of the Platform's work.</p> <p>20. Furthermore, the secretariat may be tasked by the Plenary with undertaking technical support functions, such as providing relevant assistance to ensure that the Platform implements its work programme. Such potential functions need to be developed following discussion of the work programme and would be implemented under the direction of the Plenary.</p> <p>21. There will be a single central secretariat dealing with administrative functions only. In such an arrangement, one or more United Nations organizations and specialized agencies (such as the United Nations Environment Programme, the United Nations Educational, Scientific and Cultural Organization, the Food and Agriculture Organization of the United Nations and the United Nations Development Programme) may consider seconding fully dedicated staff to the Platform. At its inception, the secretariat will operate from a single location while exploring networking with regional and thematic technical structures.</p>

33. Furthermore, the [IPBES website](#) explains the following regarding the secretariat: The Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) is an independent intergovernmental body established by States to strengthen the science-policy interface for biodiversity and ecosystem services for the conservation and sustainable use of biodiversity, long-term human well-being and sustainable development. It was established in Panama City, on 21 April 2012 by 94 Governments. It is not a United Nations body. However, at the request of the IPBES Plenary and with the authorization of the UNEP Governing Council in 2013, the United Nations Environment Programme (UNEP) provides secretariat services to IPBES.

34. Table 5 captures the provisions on technical support units as set out in the latest IPBES Rolling Work Programme (Annex to IPBES Decision 7/1).

Table 5: Institutional arrangements for IPBES technical support units

<i>Section/Subsection</i>	<i>Paragraph text (retaining source document's numbering)</i>
B. Forum, expert groups, task forces	25. Technical support for the implementation of the work programme will be provided by the secretariat, which for some of

and technical support units	the objectives will be complemented by a technical support unit, as appropriate. The secretariat will issue open calls for expressions of interest in providing technical support, including in-kind support from Governments and other stakeholders, for the establishment of these units. The most suitable institutions will be selected by the Bureau and will work under the authority of the Executive Secretary.
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Financial arrangements

35. Table 6 captures the provisions on financial arrangements as set out in the Institutional Arrangements document.

Table 6: Institutional arrangements for IPBES' financial and other contributions to the Platform

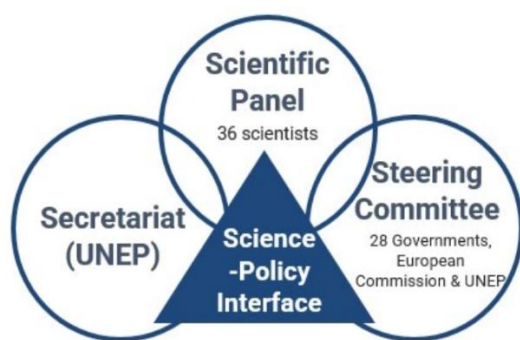
<i>Section/Subsection</i>	<i>Paragraph text (retaining source document's numbering)</i>
F. Financial and other contributions to the Platform	<p>22. A core trust fund to be allocated by the Plenary will be established to receive voluntary contributions from Governments, as well as from United Nations bodies, the Global Environment Facility, other intergovernmental organizations and other stakeholders such as the private sector and foundations, on the understanding that such funding will come without conditionalities, will not orient the work of the Platform and cannot be earmarked for specific activities. Its use will be determined by the Plenary in an open and transparent manner. Specific requirements for governing the trust fund will be specified in financial rules and procedures to be adopted by the Plenary.</p> <p>23. Exceptionally, subject to approval by the Plenary, additional voluntary contributions may be accepted outside the trust fund, such as direct support for specific activities of the Platform's work programme.</p> <p>24. In kind contributions will come without conditionalities from Governments, the scientific community, other knowledge holders and stakeholders and will be key to the success of the implementation of the work programme.</p>

36. In addition to the provisions for "Financial and other contributions to the Platform" in the IPBES institutional arrangements document, IPBES, at its second and third plenary sessions (in decisions IPBES-2/7 and IPBES-3/2), adopted detailed [Financial procedures for the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services](#).

IV. International Resource Panel (IRP)

37. Descriptions of institutional arrangements for the IRP detailed in this section are drawn from the [IRP website](#) and from the IRP's [Policies and Procedures](#) document, approved at the Nineteenth Meeting of the IRP (Paris, 15-18 November 2016). The Policies and Procedures document's Section II on "Institutional Structure and Operational Arrangements" provides the following overview of the IRP's Institutional Structure: "The IRP consists of three components: the Panel, the Steering Committee and the Secretariat" (paragraph 5). Figure 3, from the IRP website, provides a visual summary of that structure.

Figure 3: IRP set up and partners



Decision-making body

38. The IRP’s website notes: “The Steering Committee of the International Resource Panel (IRP) is drawn from representatives of governments, the European Commission and UN Environment Programme. It guides the Panel’s strategic direction, ensures policy relevance, helps set the annual work plan, and oversees budgets”. Table 7 captures the provisions on the Steering Committee as set out in the IRP Policies and Procedures document.

Table 7: Selected institutional arrangements for IRP Steering Committee

<i>Section/Subsection</i>	<i>Paragraph text (retaining source document’s numbering)</i>
III.2. Steering Committee	48. The Steering Committee is the governing body of the IRP. It provides strategic policy guidance to enhance policy relevance and impact of the IRP’s work and promotes the IRP among their constituencies and networks at country, regional and international levels.
Steering Committee Composition and Requirements	49. The Steering Committee consists of representatives from governments of Member States of the United Nations, Regional Economic Integration Organizations, and the United Nations Environment Programme. 50. Steering Committee members are not remunerated for their work on the Steering Committee. Funding for the participation of Steering Committee members from developing countries in IRP meetings and events may be provided by the Secretariat. 51. Steering Committee members shall meet the following requirements: (a) Provide a letter of support from the appropriate authority confirming interest and availability to be part of the IRP Steering Committee. (b) Comply with the contribution requirements set in paragraphs 9 and 10 of these procedures. (c) Attend and actively contribute to IRP biannual meetings. (d) Provide feedback to their constituencies to facilitate enhanced understanding of and support to the objective and activities of the IRP.
Roles of the Steering Committee and its members	52. Specific roles of the Steering Committee and its members include: (a) Provide input and recommendations for the strategic planning exercise and review and approve the Work Programme including the strategic direction and priorities for the corresponding work cycle.

	<p>(b) Request the preparation of scientific studies and assessments that are not included in the Work Programme.</p> <p>(c) Consider and approve the requests for IRP scientific studies and assessments from intergovernmental bodies and other institutions, based on the strategic direction, technical capability and available resources.</p> <p>(d) Endorse the IRP budget and provide recommendations for the mobilization of resources.</p> <p>(e) Review and approve the IRP Policies and Procedures and their amendments.</p> <p>(f) Review the policy relevance and approve the terms of reference of IRP scientific studies and assessments.</p> <p>(g) Provide input and recommendations to the Panel on the policy relevance of scientific studies and assessments.</p> <p>(h) Provide input and recommendations for the development of the summary for policymakers of scientific studies and assessments.</p> <p>(i) Recommend potential Working Group members, Panel members, Panel Co-Chairs, Review Editors and Expert Reviewers (as defined in paragraph 73(d) of these procedures) in line with the principle described in paragraph 4(b).</p> <p>(j) Recommend, review and appoint Steering Committee members, Panel and Steering Committee Co-Chairs.</p> <p>(k) Provide input and recommendations for the dissemination of scientific studies and assessments to enhance impact on policy-making processes.</p> <p>(l) Advocate for the work of the IRP and actively support the IRP to reach out and inform their constituencies and networks through, alias, the translation of scientific studies and assessments, organization of dedicated national or regional launches and special events, and the communication of IRP messages to national or regional policy-makers and initiatives.</p> <p>(m) Extend the findings and methodologies of scientific studies and assessments to the local level by initiating or facilitating national or regional scientific studies and assessments.</p> <p>(n) Propose capacity development activities at the national or regional level based on IRP scientific studies and assessments.</p>
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Bodies providing administrative and scientific oversight

39. Under the IRP, the Steering Committee is the body providing administrative oversight, while the Panel provides scientific oversight. Table 8 captures the provisions on the Panel, as set out in the IRP Policies and Procedures document (institutional arrangements for the Steering Committee are already addressed under section A above).

Table 8: Institutional arrangements for the IRP Panel.

<i>Section/Subsection</i>	<i>Paragraph text (retaining source document's numbering)</i>
III.1. The Panel	<p>15. The Panel is the scientific body composed of a group of 35 to 40 eminent scientists and experts on sustainable resource management and sustainable development. Its main responsibility is to undertake the development of scientific studies and assessments in accordance with the objective and principles described in Section I of this document.</p> <p>16. Panel members are not remunerated for their work for the IRP but relevant expenses are covered in accordance with United Nations Environment Programme rules and regulations.</p>

	17. Panel members serve in their individual capacity and not as representatives of organizations or governments.
Requirements of Panel Members	<p>18. Panel members shall meet the following requirements:</p> <p>(a) Proven expertise in one or more scientific disciplines relevant to the work of the IRP including natural and social sciences as well as economics.</p> <p>(b) Knowledge and familiarity with the best available science on technological and institutional innovations in the fields of sustainable resource management and sustainable development.</p> <p>(c) Vision and appreciation of sustainable resource management within the context of sustainable development.</p> <p>(d) Distinguished career, as evidenced by extensive publications in international peer-reviewed scientific or policy related journals, academic distinctions, participation in other science-policy platforms like the Intergovernmental Panel on Climate Change or the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services, among other merits.</p> <p>(e) Commitment and due diligence to scientific and academic rigorousness and strong teamwork spirit.</p> <p>(f) Availability to actively contribute to the IRP as a Lead Author, Contributing Author, or Review Editor.</p> <p>(g) Willingness to adhere to professional conduct and scientific integrity principles and submit conflict of interest disclosures as established by Annex 2 of these procedures.</p> <p>(h) Willingness to actively engage with public and private stakeholders as well as to communicate and disseminate scientific studies and assessments; and advocate for the work of the IRP.</p>
Roles of Panel Members	<p>19. Specific roles of the Panel include:</p> <p>(a) Carry out scientific scoping work for the strategic planning exercise and contribute to the development of the Work Programme.</p> <p>(b) Prepare, review and approve the terms of reference of scientific studies and assessments.</p> <p>(c) Undertake scientific studies and assessments as a Lead Author, Contributing Author or Review Editor.</p> <p>(d) Prepare, review and approve First and Second Drafts of scientific studies and assessments.</p> <p>(e) Report on progress of scientific studies and assessments to the IRP at its biannual meetings or electronically as appropriate.</p> <p>(f) Participate in and actively contribute to Panel meetings.</p> <p>(g) Recommend candidates for Panel members, Panel Co-Chairs, Working Group members, Review Editors and Expert Reviewers (as defined in paragraph 73(d) of these procedures).</p> <p>(h) Participate in the Group of Scientific Reviewers for the appointment of new Panel members and renewal of existing ones.</p> <p>(i) Actively contribute to the involvement of public and private stakeholders as well as to the communication and dissemination of scientific studies and assessments; and advocate for the work of the IRP.</p>
The Term and Selection Process of Panel Members	<p>20. Panel Members serve a four-year term, renewable for up to two additional consecutive terms of four years each if circumstances so justify. The member's overall contribution to the work of the IRP will be taken into account for all term renewals.</p> <p>21. If by the end of the approved term, the Panel member is a Lead Author, Contributing Author, or Review Editor of an on-going IRP study and assessment, the expert remains as a Panel member until 6 months after the launch of the relevant study and assessment subject to approval by the Secretariat.</p>

	<p>22. The renewal of Panel member terms is staggered such that no more than one-third of the total membership is replaced each year.</p> <p>23. Panel Members are selected and/or renewed through the following process which shall be documented by the Secretariat:</p> <p>(a) The Secretariat undertakes the mapping to identify expertise required and report to the IRP.</p> <p>(b) Members of the Panel, Steering Committee and Secretariat may recommend candidates for the Panel. Additionally, a call for interest will be published on the official website of the IRP.</p> <p>(c) The Secretariat, based on recommendations received, compiles the list of candidates with their biographies and confirmation of willingness and availability to contribute to IRP work. Current members of the Panel, who are eligible and willing to stand for a new term, are included in the list.</p> <p>(d) The Panel Co-Chairs and 3 Panel members (excluding those members whose terms are to be renewed) form the Group of Scientific Reviewers. This Group reviews the candidatures and recommends potential members to the Secretariat.</p> <p>(e) The Secretariat reviews the recommendations of the Group of Scientific Reviewers, consults the Steering Committee, and appoints new and renewed Panel members.</p> <p>(f) The Secretariat notifies the new Panel members of the appointment.</p>
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Other bodies undertaking or supporting the science-policy interface's work

40. Under the IRP, IRP Working Groups are identified as supporting the Panel's work. Table 9 captures the provisions for IRP Working Groups, as set out in the IRP procedures document.

Table 9: Institutional arrangements for IRP Working Groups

<i>Section/Subsection</i>	<i>Paragraph text (retaining source document's numbering)</i>
IRP Working Groups	<p>37. IRP Working Groups are created to develop scientific studies and assessments for consideration and approval by the Panel, as per the objective and principles described in Section I of these procedures.</p> <p>38. A Working Group consists of Panel members and external experts with expertise in a field relevant to the scientific study and assessment it will develop. Each Working Group will include Lead Author(s) and Contributing Author(s). Due acknowledgement of all members will be included in the final publication of the scientific study and assessment.</p> <p>39. Working Group members are not remunerated for the work they carry out for the IRP but relevant expenses are covered in accordance with UN Environment Programme rules and regulations.</p> <p>40. Working Group meetings will be organized in cooperation and consultation with the Secretariat, who may provide financial support as per availability of relevant resources.</p> <p>41. Working Group members serve in their individual capacity and not as representatives of organizations or governments.</p> <p>42. Working Group members shall meet the following requirements:</p>

	<p>(a) Proven specialist knowledge and experience in one or more areas relevant to the topic of IRP scientific studies and assessments.</p> <p>(b) Extensive publications in international peer-reviewed scientific or policy related journals in their specialist field.</p> <p>(c) Commitment and due diligence to scientific and academic rigorousness and strong teamwork spirit.</p> <p>(d) Availability to actively contribute to the development of sections of scientific studies and assessments.</p> <p>(e) Commitment to adhere to professional conduct and scientific integrity principles and submit conflict of interest disclosures.</p>
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Secretariat arrangements

41. Table 10 captures the provisions on the secretariat as set out in the IRP Procedures document.

Table 10: Institutional arrangements for IRP Secretariat.

<i>Section/Subsection</i>	<i>Paragraph text (retaining source document's numbering)</i>
III.3 Secretariat	<p>70. The Secretariat is hosted by the United Nations Environment Programme. Its main responsibility is to provide substantive, technical and logistic support to the Panel and Steering Committee to ensure the effective implementation of the Work Programme, the use and impact of scientific studies and assessments and the compliance with the Policies and Procedures.</p> <p>71. The Secretariat of the IRP has the following specific roles:</p> <p>(a) Support the development and implementation of the Work Programme in accordance with IRP Policies and Procedures.</p> <p>(b) Provide technical and administrative support as needed to Panel and Steering Committee Co-Chairs for the effective fulfillment of their roles.</p> <p>(c) Interpret IRP Policies and Procedures and ensure observance of these rules by IRP members.</p> <p>(d) Draft the Work Programme with the inputs of Panel and Steering Committee, and support Panel members in the preparation of terms of reference and scoping studies.</p> <p>(e) Prepare, in close cooperation with Lead Authors, the summary for policymakers of the Global Assessment on Natural Resources Use and Management, Thematic Studies and Assessments, and Rapid Studies and Assessments in consultation with Panel and Steering Committee Co-Chairs.</p> <p>(f) Monitor and report progress to the IRP on implementation of the approved Work Programme and budget.</p> <p>(g) Manage annual cash and in-kind contributions received for the IRP, including the preparation of budget proposals, management of expenditure, monitoring, auditing and reporting, as per UN rules and regulations.</p> <p>(h) Manage contractual and legal matters related to the IRP as per UN rules and regulations.</p> <p>(i) Organize and facilitate IRP meetings, including the preparation of background documents, identification and invitation of participants, coordination of meeting logistics, and the organization of travel arrangements for Panel members, Panel Co-Chairs, external experts contributing to the IRP's work, and Steering Committee members in accordance with paragraph 50 of these procedures and with UN rules and regulations.</p> <p>(j) As principal point of contact of the IRP, promote and maintain cooperation with the UN system.</p>

	<p>(k) Provide recommendations to the Steering Committee on any requests for IRP scientific studies and assessments received from other science-policy platforms or intergovernmental bodies, based on the IRP strategic direction and its financial and human capacities.</p> <p>(l) Coordinate the publication process of IRP scientific studies and assessments and ensure wide access to these publications by target audiences.</p> <p>(m) Recommend potential Working Group members, Panel members, Panel Co-Chairs, Review Editors and Expert Reviewers (as defined in paragraph 73(d) of these procedures), Steering Committee members and Steering Committee Co-Chairs.</p> <p>(n) Review the recommendations from the Group of Scientific Reviewers and appoint new and renewed Panel members after consultation with the Steering Committee.</p> <p>(o) Prepare, implement, monitor and report progress to IRP on the communications strategy, outreach and capacity development activities.</p> <p>(p) Monitor the uptake of IRP scientific studies and assessments by media, policy-makers and other target audiences, and report to the Steering Committee on their impact.</p>
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42. Furthermore, the IRP website explains the following regarding the secretariat: “The International Resource Panel Secretariat is hosted by the United Nations Environment Programme. It is located in Paris, France. It coordinates administrative and operational functions of the IRP. This work includes organizing meetings, inviting new members, preparing proposals for strategic direction and work plans, supporting Working Groups and the Resource Panel Co-Chairs, organizing internal and external peer reviews for each assessment report as well as editing and publication, and conducting communication and dissemination activities. The Secretariat enables the International Resource Panel and Steering Committee to fulfill their roles efficiently and ensure that the objectives of the Panel are met.”

Financial arrangements

Provisions on financial arrangements for the IRP are set out under Operational Arrangements of the IRP Policies and Procedures document, and these are captured in Table 11.

Table 11: Institutional arrangements for IRP financial arrangements

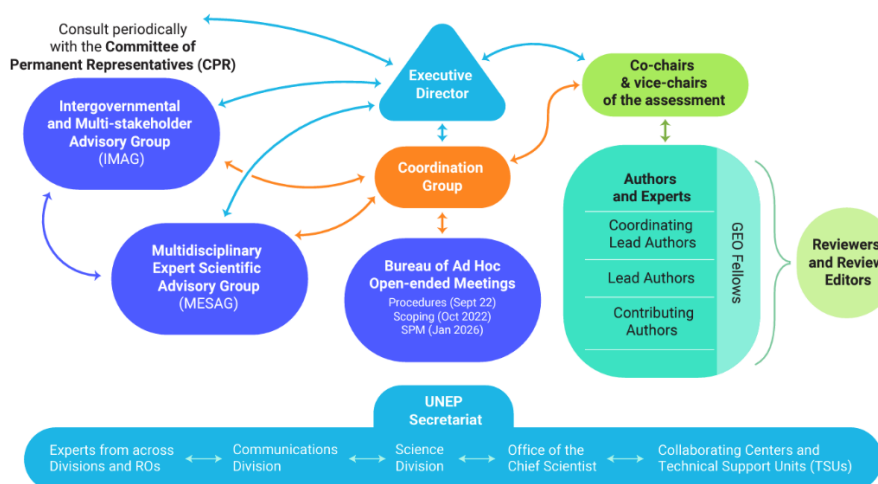
<i>Section/Subsection</i>	<i>Paragraph text (retaining source document's numbering)</i>
Operational Arrangements	<p>8. The operation of the IRP relies on voluntary contributions by Steering Committee members and other donors from both public and private sources. The amount of contributions received from private sources must not exceed the amount of contributions received from public sources per year.</p> <p>9. Steering Committee members from the countries of the Organization for Economic Co-operation and Development (hereinafter referred to as “OECD”) shall provide annual financial contributions to the IRP. In addition to an annual cash contribution, OECD members may provide in-kind contributions to the IRP.</p> <p>10. Steering Committee members from non-OECD countries shall strive to provide annual financial or in-kind contributions to the IRP in accordance with their capacities.</p> <p>11. In-kind contributions comprise support to the development of scientific studies and assessments (expertise, data and case studies); hosting IRP biannual meetings and expert workshops,</p>

	<p>Working Group meetings, outreach and capacity development events; translating scientific studies and assessments; among others.</p> <p>12. Annual contribution requirements set in paragraphs 9 and 10 of these procedures will be considered as a criteria for Steering Committee membership as indicated in paragraph 51 of these procedures.</p> <p>13. The Secretariat shall report on budget implementation and prepare an annual financial report to be submitted to the Steering Committee for information at first annual meetings of the IRP.</p>
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V. Global Environmental Outlook (GEO) process

43. Information in this section is drawn from the [GEO website](#) and from the [GEO Procedures document](#), finalized in September 2022 (full title: “Global Environment Outlook (GEO) Intergovernmental and Expert-led Scientific Assessment Procedures”). Section 4 of the Procedures document provides an overview of “Governance and implementation structures”. Figure 4 provides a visual summary of the institutional arrangements for the seventh Global Environment Outlook (GEO-7).

Figure 4: Structure of Global Environmental Outlook (GEO)



Decision-making body

44. Ad Hoc Open-Ended Meetings of Member States serve as the decision-making body of the GEO process.

45. The Environment Assembly requested the Executive Director to convene Ad Hoc Open-Ended Meetings of Member States and an intergovernmental multi-stakeholder and expert meeting, to undertake specific functions in the GEO assessment cycle. The meetings will be governed by the rules of procedure of the Environment Assembly.

(a) Composition. The ad hoc open-ended meetings are open to Member States of UNEA and members of specialized agencies. To facilitate communication, intra and interregional cooperation, nomination of experts and review of reports and other material, Member States and members of specialized agencies are invited to designate UNEP national focal points responsible for liaising with the Secretariat. Any accredited observer of UNEA who is qualified in matters covered by the authorising body, and which has informed the Secretariat of its wish to be represented at the meetings, may participate as an observer. Experts deemed relevant to the GEO process may also attend.

(b) Functions. The first ad hoc open-ended meeting undertook the following functions as directed by UNEA:

- (i) Electing two Co-Chairs and two Vice-Chairs and a Rapporteur who will serve for the length of a GEO assessment cycle, taking due account of the principles of disciplinary, gender and geographical balance across the five United Nations regions. They will serve as the officers of the meetings and will preside over the meeting proceedings and preparation of outcomes documents.
- (ii) Reviewing and adopting procedures for conducting the GEO process.

46. The other ad hoc open-ended meetings will undertake the following functions:

- (i) Reviewing and adopting the scoping document of GEO assessments; and
- (ii) Reviewing and approving the summary for policy makers of GEO assessments.¹⁴

Bodies providing administrative and scientific oversight

47. The GEO process has turned to two bodies to undertake functions related to administrative and scientific oversight, the Intergovernmental and Multi-stakeholder Advisory Group (IMAG) and the Multidisciplinary Expert Scientific Advisory Group (MESAG).

48. The Environment Assembly has requested the Executive Director to establish an *Intergovernmental and Multi-stakeholder Advisory Group (IMAG)* governed by the rules of procedure (RoP) of the Environment Assembly to undertake specific functions in the GEO assessment cycle.

(a) Nomination. The members of the IMAG may be nominated by Member States, members of specialised agencies, and UNEP-accredited Major Groups and Stakeholders. The IMAG will select its own officers, under rule 63 of UNEA RoP.

(b) Composition. The Executive Director will appoint a limited number of geographic, disciplinary and gender balanced representatives of Member States, members of specialized agencies and stakeholders.¹⁵ The IMAG Bureau, elected in line with rule 63 of UNEA Rules of Procedure, will be composed of two co-chairs, two vice chairs and a rapporteur. Members of the IMAG will serve for the length of a GEO assessment cycle.

(c) Functions. IMAG will provide policy guidance for the functions undertaken by the Executive Director as directed by UNEA, including:

- (i) Providing advice to experts and the Secretariat in the drafting of the scope of GEO assessments;
- (ii) Provide advice in conducting nomination and selection processes for external experts who will contribute to the Global Environment Outlook process, including members of advisory groups, authors, fellows, peer reviewers and review editors, ensuring geographic balance across all UN regions, as well as disciplinary and gender balance;
- (iii) Providing advice on the identification of intergovernmentally defined needs and terms for the provision of support for capacity-building, knowledge generation and support for policymaking, in line with the mandate of the United Nations Environment Programme, and the provision of support services for addressing those needs, in partnership with relevant institutions as appropriate;

¹⁴ The Ad hoc Open Ended meeting, while taking note of the validation provided for the IMAG and MESAG for the GEO process and as a matter of formality and without discussion of content, will accept the full report [of the assessment], if the validation indicates that all procedures have been followed. (section 9.3 Acceptance of the assessment report and approval of the summary for policymakers of the GEO Procedures document)

¹⁵ The GEO-7 IMAG has 39 members.

(iv) Providing advice on the development of a flexible, multi-year workplan and timebound budget, setting out a programme of activities, such as assessments and support services, according to the needs identified by the Environment Assembly in the present resolution; and

(v) Interacting with assessment authors and the Multi-disciplinary Expert Scientific Advisory Group (MESAG) in ensuring reliable and relevant advice is provided to the Executive Director throughout the GEO process.

(d) Guidelines for the nomination and selection of members of the IMAG. The following guidelines will be taken into account in the processes for nomination and selection of the officers that will serve as Members of the IMAG:

(i) Availability to participate actively in the GEO process;

(ii) Significant documented professional experience with international environmental affairs and/or international sustainable development;

(iii) Comprehensive understanding of global environmental assessment processes and their role in informing policymakers;

(iv) Extensive documented expertise with the international environmental policy agenda and assessment work; and

(v) Demonstrated previous experience with intergovernmental processes in relation to environmental policy and sustainable development.

49. The Environment Assembly have requested the Executive Director, with guidance from the Intergovernmental and Multi stakeholder Advisory Group (IMAG), to establish *The Multidisciplinary Expert Scientific Advisory Group (MESAG)*.

(a) Nomination. The members of the MESAG may be nominated by Member States, members of specialised agencies, UNEP-accredited Major Groups and Stakeholders, specialized institutions and groups of assessment experts.

(b) Composition. The MESAG¹⁶ will comprise 25 to 30 members and be composed of two co-chairs, two vice chairs and a rapporteur¹⁷ and other nominated experts so as to ensure disciplinary and gender balance as well as balanced geographical representation across the five United Nations regions, while taking into account the guidance on selection of MESAG experts set out in subparagraph (c) below. Members of the MESAG will act in their individual capacity and serve for the length of a GEO assessment cycle. The MESAG will elect its own co-chairs, vice-chairs and rapporteur, in line with rule 63 of UNEA Rules of Procedure.

(c) Functions. The MESAG will undertake the following functions as directed by the Executive Director, with the advice of the IMAG:

(i) Oversee the scientific integrity of the entire Global Environment Outlook process, provide scientific oversight and advice on the selection of authors, fellows and review editors and represent the Global Environment Outlook process at key science events;

(ii) Develop recommendations to promote approaches that help ensure the scientific credibility of GEO as a robust and rigorous assessment based on scientifically accepted methods and analysis from multiple sources, including grey literature, Indigenous and local knowledge and citizen science and science published in other languages than English;

(iii) Provide validation of the GEO process by issuing a final opinion to UNEP's Chief Scientist on the overall scientific credibility of each GEO process; and

¹⁶ The GEO-7 MESAG has 30 members.

¹⁷ The role of the rapporteur is to monitor the discussions and record the main decisions at each meeting. This allows the group to move forward without having to revisit key decisions in the past.

(iv) Develop recommendations to help ensure the conceptual, analytical and scientific consistency and rigour in the development and implementation of the multi-year work plan and programme of activities, such as assessments and supporting services;

(d) Guidelines for the nomination and selection of MESAG members. The following guidelines will be taken into account in the process for nominating and selecting the MESAG:

- (i) Ability to carry out the functions set out in subparagraph (c) above;
- (ii) Scientific and environmental expertise with regard to both natural and social sciences across the members of the MESAG;
- (iii) Scientific, technical or policy expertise and knowledge of the main elements of the work of the Global Environment Outlook process;
- (iv) Experience in communicating science, promoting it, and incorporating it into policy development processes;
- (v) Ability to both lead and work in international scientific and policy processes; and
- (vi) Ability to communicate science and scientific findings to multiple stakeholders, including youth.¹⁸

Other bodies undertaking or supporting the science-policy interface's work

50. The GEO Procedures document provides for both Author Teams and Task Forces.

51. Geographic, disciplinary and gender balanced as well as time-bound Expert Author Teams for Global Environment Outlook global or thematic assessments requested by the Environment Assembly can be established. Task forces, advisory groups and workshops in support of activities under the GEO process can also be established. Nomination and selection of experts will follow Section 8 of these procedures. Expert Teams may include:

- a) Author Teams are normally constituted for the undertaking of time-bound assessments in accordance with the adopted scope (design). Teams will normally consist of two co-chairs, two vice-chairs, a rapporteur, a number of coordinating lead authors, lead authors, contributing authors and fellows. Their selection is decided on by the Executive Director with the advice of the IMAG.¹⁹
- b) Task Forces can guide the development and implementation of methodologies and the undertaking of functions other than assessments, such as capacity building. Their establishment will be decided on by the Executive Director with the advice of the IMAG²⁰ and MESAG.

Secretariat arrangements

52. The GEO Procedures document provides for the Executive Director of UNEP to provide the Secretariat for the GEO process as part of UNEP's science-policy interface.

53. The Secretariat will include expertise from across UNEP and will provide the administrative and technical support needed for the governance and implementation structures set out in the GEO procedures. This includes for the day-to-day management and administration of processes, budgets and funds needed for the implementation of the GEO procedures.

54. A coordination group of the co-chairs and vice-chairs of the Ad hoc Open-ended Meetings, co-chairs and vice-chairs of the assessment, the IMAG, MESAG and the Executive Director/Secretariat should be formed and should meet periodically to ensure overall coordination of the GEO process as well as agreement on goals and objectives for key phases

¹⁸ Additional groups include, among others, women, Indigenous Peoples, local communities, ethnic minorities.

¹⁹ The IMAG is encouraged to consult with the MESAG and the co-chairs and vice-chairs of the assessment, through the coordination group.

²⁰ The IMAG is encouraged to consult with the MESAG, through the coordination group.

of the GEO process. This information sharing group will develop a terms of reference and a workplan at the first meeting and operate under a rotating chair.

55. Within the Secretariat section of the document, the GEO Procedures document provides for both technical support units and collaborating centres:

(a) Technical support units (TSUs) – could be provided by partner institutions outside UNEP in support of specified time-bound expert driven tasks. TSUs would work under contract with the nominating Member State and under the supervision of the UNEP Secretariat. TSUs would provide in-kind support to the process but could also receive agreed financial support. Nomination and selection of institutions would follow these procedures and standardised terms.

(b) Collaborating Centres²¹ – could also partner with the Secretariat to support various enabling functions such as capacity building, knowledge generation and support for policymaking. These centres will also provide expert support needed that may not be available within the Secretariat (e.g., translations, identifying emerging issues, outreach, providing regionally relevant data). Nomination and selection of institutions would follow these procedures and standardised terms of operation, likely defined in an MOU with UNEP.

Financial arrangements

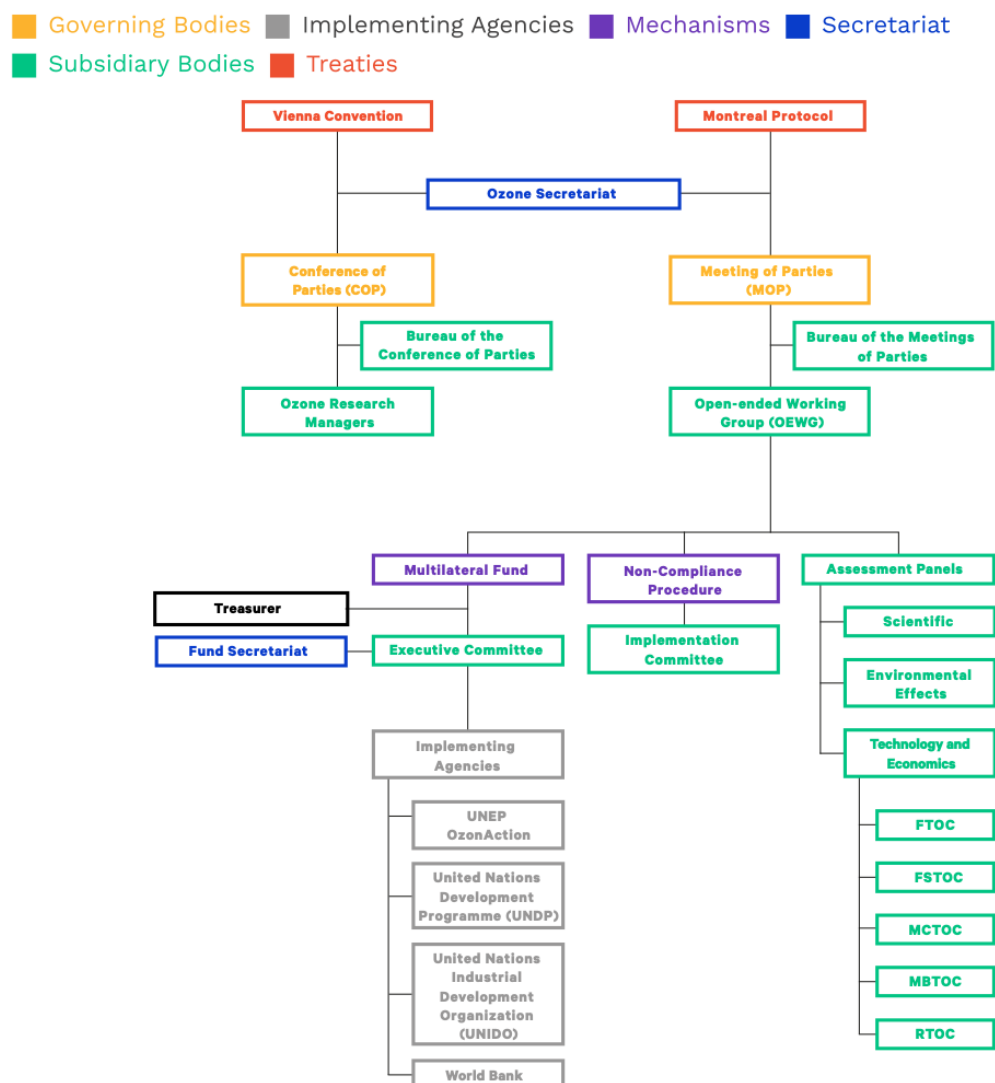
56. While the GEO Procedures document does not specifically provide for institutional arrangements related to financial arrangements, financial issues are briefly addressed under operating principle (g): “The overall feasibility of GEO, including continuity of operations for the periodic production of the report and in terms of the implications for administrative, financial and collaborative structures and other initiatives across the UNEP science-policy interface.”

VI. Montreal Protocol on Substances that Deplete the Ozone Layer and its Assessment Panels

57. Information in this section is drawn from the [Ozone Secretariat website](#), and from specific decisions by the parties, notably those setting out terms of reference for the Technology and Economic Assessment Panel (TEAP). Figure 5 provides a visual summary of the institutional arrangements for the Vienna Convention for the Protection of the Ozone Layer and the Montreal Protocol on Substances that Deplete the Ozone Layer. Unlike the other science-policy interfaces reviewed in this document, Figure 5 provides a comprehensive institutional map of all institutions under the Ozone Treaties; those of relevance to this document are in the column to the right of the map.

²¹ Collaborating centres could include the UNEP-GRID centres, educational institutions, national or regional research institutions, among others.

Figure 5: Institutions map describing the institutions that facilitate the implementation of the Ozone Treaties



Decision-making body

58. The Assessment Panels were endorsed by the First Meeting of the Parties to the Montreal Protocol (MOP) in 1989 to review and assess the state of the ozone layer, the environmental effects of ozone depletion and technology and economic issues related to the phase out of controlled substances. The current three panels²² are: the Scientific Assessment Panel (SAP); the Environmental Effects Assessment Panel (EEAP); and the Technology and Economic Assessment Panel (TEAP). The panels themselves are the decision-making bodies regarding their work and output. As set out in Figure 5, the panels are subsidiary bodies of the Meeting of the Parties to the Montreal Protocol. Pursuant to Article 6 of the Montreal Protocol on Substances that Deplete the Ozone Layer, the panels prepare quadrennial assessments reports in response to the terms of reference set out in decisions by the Meeting of the Parties.

59. The SAP assesses the status of the depletion of the ozone layer and relevant atmospheric science issues. It consists of hundreds of top scientists from around the world. Further to its quadrennial assessments, the SAP prepares additional reports in response to parties' requests.

60. The EEAP assesses the various effects of ozone layer depletion. Its members are scientists working in photobiology and photochemistry, mainly in universities and research

²² In the past there were 4 main panels. The Panels for Technology and Economic Assessments were merged in 1990 into one Panel, now called the Technology and Economic Assessment Panel.

institutes. Further to its quadrennial assessments, the EEAP prepares annual progress or thematic reports.

61. The TEAP, established in its current form in 1990, serves as the technology and economics advisory body to the Montreal Protocol parties. It provides, at the request of parties, technical information related to alternative substances and technologies that may be employed to enable the phase out of the production and consumption of ozone-depleting substances (ODSs, such as CFCs, HCFCs and halons) that harm the ozone layer and the climate, and the phase down of the production and consumption of hydrofluorocarbons (HFCs) which are not ozone-depleting but powerful greenhouse gases used as ODS substitutes.

62. Among the three panels, only the TEAP has detailed terms of reference, agreed by the parties to the Montreal Protocol. The current Terms of Reference²³ of the TEAP and its technical options committees and temporary subsidiary bodies are set out in the [Annex to decision XXIV/8](#) (adopted in 2012) and elements related to the panel itself, as the decisionmaking body, are captured in Table 12. Some of these elements also apply to the scientific and administrative oversight of the panel and to other bodies; for clarity some elements included in Table 12 are also included in section C below. The Annex to decision XXIV/8 also includes “5. Code of conduct for Members of the Technology and Economic Assessment Panel and its bodies” and “6. Conflict of Interest and Disclosure Guidelines for the Technology and Economic Assessment Panel, Its Technical Options Committees and Temporary Subsidiary Bodies”. These are addressed in the sections relating to procedures for addressing potential conflicts of interest in [UNEP/SPP-CWP/OEWG.2/6](#) and [UNEP/SPP-CWP/OEWG.2/INF/8](#).

Table 12: Institutional arrangements for the TEAP

<i>Section/Subsection</i>	<i>Paragraph text (retaining source document's numbering)</i>
1. Scope of work	<p>The tasks undertaken by the Technology and Economic Assessment Panel (TEAP) are those specified in Article 6 of the Montreal Protocol in addition to those requested from time to time at Meetings of the Parties. TEAP analyses and presents technical information and recommendations when specifically requested. It does not evaluate policy issues and does not recommend policy. TEAP presents technical and economic information relevant to policy. Furthermore, TEAP does not judge the merit or success of national plans, strategies, or regulations.</p> <p>To carry out its work programme, technical options committees (TOCs) are established and agreed to by a decision of the parties. TEAP may also establish temporary subsidiary bodies (TSBs), as needed. These bodies generally will not last for more than one year and are aimed at responding to specific requests made by the parties.</p>
2.1 Size and balance	<p>2.1.0 The overall goal is to achieve a representation of about 50 per cent for Article 5(1) Parties in the TEAP and TOCs and appropriate representation of expertise in the different alternatives.</p> <p>2.1.1 TEAP The membership size of the TEAP should be about 18-22 members, including 2 or 3 co-chairs to allow it to function effectively. It should include the co-chairs of the TOCs; there should be two co-chairs per TOC and 2-4 Senior Experts for specific expertise not covered by the TEAP co-chairs or TOC co-chairs, taking into account gender and geographical balance.</p>

²³ TEAP's TOR can be accessed interactively through an online compendium of Questions and Answers (Q&A) available on the Secretariat's website, entitled "[TEAP Primer](#)", which also summarizes the reporting undertaken by the TEAP and its subsidiary bodies, including an outline of the main processes under the Protocol that engage the Panel.

	At least one and preferably all of the TEAP co-chairs should not simultaneously serve as a TOC co-chair.
2.2 Nominations	<p>2.2.1 TEAP</p> <p>Nominations of members to the TEAP, including co-chairs of the TEAP and TOCs, must be made by individual Parties to the Secretariat through their respective national focal points. Such nominations will be forwarded to the Meeting of the Parties for consideration. The TEAP co-chairs shall ensure that any potential nominee identified by TEAP for appointment to the Panel, including co-chairs of TEAP and the TOCs, is agreed to by the national focal points of the relevant party. A member of TEAP, the TOCs or the TSBs shall not be a current representative of a party to the Montreal Protocol.</p>
2.3 Appointment of members of TEAP	In keeping with the intent of the parties for a periodic review of the composition of the assessment panel, the Meeting of the Parties shall appoint the members of TEAP for a period of no more than four years. The Meeting of the Parties may re-appoint Members of the Panel upon nomination by the relevant party for additional periods of up to four years each. In appointing or re-appointing members of TEAP, the parties should ensure continuity, balance as well as a reasonable turnover.
2.4 Co-chairs	<p>In nominating and appointing co-chairs of the TEAP/TOCs/TSBs, parties should consider the following factors:</p> <p>(a) Co-chairs should have experience or skills in managing, coordinating, and building consensus in technical bodies, in addition to possessing technical expertise in relevant areas;</p> <p>(b) The co-chairs of a TOC should not normally act as co-chairs of another TOC; and</p> <p>(c) The co-chairs of TEAP should not be co-chairs of a TOC;</p> <p>(d) The TEAP and TOC co-chairs may suggest to individual parties experts to consider nominating.</p>
2.7 Termination of appointment	<p>Members of TEAP, a TOC or a TSB may relinquish their position at any time by notifying in writing as appropriate the co-chairs of the TEAP, TOC or TSB and the relevant party.</p> <p>TEAP can dismiss a member of TEAP, the TOCs and the TSBs, including co-chairs of those bodies, by a two-thirds majority vote of TEAP. A dismissed member has the right to appeal to the next Meeting of the Parties through the Secretariat. The TEAP co-chairs will inform the relevant party if TEAP is dismissing members.</p>
2.8 Replacement	If a member of TEAP, including TOC co-chairs, relinquishes or is unable to function including if he or she was dismissed by TEAP, the Panel, after consultation with the nominating party, can temporarily appoint a replacement from among its bodies for the time up to the next Meeting of the Parties, if necessary to complete its work. For the appointment of a replacement TEAP member, the procedure set out in paragraph 2.2 should be followed.
2.9 Guidelines for nominations and matrix of expertise	The TEAP/TOCs will draw up guidelines for nominating experts by the parties. The TEAP/TOCs will publicize a matrix of expertise available and the expertise needed in the TEAP/TOCs so as to facilitate submission of appropriate nominations by the parties. The matrix must include the need for geographic and expertise balance and provide consistent information on expertise that is available and required. The matrix would include the name and affiliation and the specific expertise required including on

	<p>different alternatives. The TEAP/TOCs, acting through their respective co-chairs, shall ensure that the matrix is updated at least once a year and shall publish the matrix on the Secretariat website and in the Panel's annual progress reports. The TEAP/TOCs shall also ensure that the information in the matrix is clear, sufficient and consistent as far as is appropriate between the TEAP and TOCs and balanced to allow a full understanding of needed expertise.</p>
<p>3. Functioning of TEAP/TOCs/TSBs</p>	<p>3.1 Language TEAP/TOCs/TSBs meetings will be held and reports and other documents will be produced only in English.</p> <p>3.2 Meetings</p> <p>3.2.1 Scheduling The place and time of the TEAP/TOCs/TSBs meetings will be fixed by the co-chairs.</p> <p>3.2.2 Secretariat The Ozone Secretariat should attend the meetings of the TEAP whenever possible and appropriate to provide ongoing institutional advice on administrative issues when necessary.</p> <p>3.2.3 Operating procedures Co-chairs of the TOCs should organize meetings in accordance with operating procedures developed by the TOCs in consultation with the Secretariat to ensure full participation of all members, sound and appropriate decision-making and record keeping. The procedures should be updated periodically and made available to the parties.</p> <p>3.3 Rules of procedure The rules of procedure of the Montreal Protocol for committees and working groups will be followed in conducting the meetings of the TEAP/TOCs/TSBs, unless otherwise stated in these terms of reference for TEAP/TOCs/TSBs or other decisions approved by a Meeting of the Parties.</p> <p>3.4 Observers No observers will be permitted at TEAP, TOC or TSB meetings. However, anyone can present information to the TEAP/TOCs/TSBs with prior notice and can be heard personally if the TEAP/TOCs/TSBs consider it necessary.</p> <p>3.5 Functioning by members The TEAP/TOCs/TSBs members function on a personal basis as experts, irrespective of the source of their nominations and accept no instruction from, nor function as representatives of Governments, industries, non-governmental organizations (NGOs) or other organizations.</p>
<p>4. Report of TEAP/TOCs/TSBs</p>	<p>4.1 Procedures The reports of the TEAP/TOCs/TSBs will be developed through a consensus process. The reports must reflect any minority views appropriately.</p> <p>4.2 Access Access to materials and drafts considered by the TEAP/TOCs/TSBs will be available only to TEAP/TOCs members or others designated by TEAP/TOCs/TSBs.</p>

	<p>4.3 Review by TEAP The final reports of TOCs and TSBs will be reviewed by the TEAP and will be forwarded, without modification (other than editorial or factual corrections which have been agreed with the co-chairs of the relevant TOC or TSB) by TEAP to the Meeting of the Parties, together with any comments TEAP may wish to provide. Any factual errors in the reports may be rectified through a corrigendum following publication, upon receipt by TEAP or the TOC of supporting documentation.</p> <p>4.4 Comment by public Any member of the public can comment to the co-chairs of the TOCs and TSBs with regard to their reports and they must respond as early as possible. If there is no response, these comments can be sent to the TEAP co-chairs for consideration by TEAP.</p>
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Bodies providing administrative and scientific oversight

63. Each assessment panel has a team of co-chairs²⁴ overseeing and coordinating the panel's administrative and scientific work. The Secretariat also facilitates this work. Details of the TEAPs' undertaking of administrative and scientific oversight are set out in the [Annex to decision XXIV/8](#) (adopted in 2012) and captured in Table 12 above.

Other bodies undertaking or supporting the science-policy interface's work

64. The Technology and Economic Assessment Panel (TEAP) has technical options committees²⁵ (TOCs) and temporary subsidiary bodies (TSBs). Neither the SAP nor the EEAP have provisions for subsidiary bodies. The current Terms of Reference of TEAP and its TOCs and TSBs are set out in the [Annex to decision XXIV/8](#) (adopted in 2012), and these are captured in Table 13.

Table 13: Institutional arrangements for TEAP's TOCs and TSBs.

<i>Section/Subsection</i>	<i>Paragraph text (retaining source document's numbering)</i>
1. Scope of work	To carry out its work programme, technical options committees (TOCs) are established and agreed to by a decision of the parties. TEAP may also establish temporary subsidiary bodies (TSBs), as needed. These bodies generally will not last for more than one year and are aimed at responding to specific requests made by the parties.
2.1 Size and balance	<p>2.1.0 The overall goal is to achieve a representation of about 50 per cent for Article 5(1) Parties in the TEAP and TOCs and appropriate representation of expertise in the different alternatives.</p> <p>2.1.2 TOCs Each TOC should have two co-chairs. The positions of TOC co-chairs must be filled to promote a geographical, gender and expertise balance. TEAP, through its TOC co-chairs, shall compose its TOCs to reflect a balance of appropriate and anticipated expertise so that their reports and information are comprehensive, objective and policy-neutral.</p> <p>2.1.3 TSBs</p>

²⁴ These are listed on the Co-chairs page for the [SAP](#) (4 Co-chairs), [EEAP](#) (2 Co-chairs) and [TEAP](#) (3 Co-chairs).

²⁵ There are currently five TOCs, on : fire suppression, foams, medical and chemicals, methyl bromide and refrigeration.

	TEAP, in consultation with the TSB co-chairs, shall compose its TSBs to reflect a balance of appropriate expertise so that their reports and information are comprehensive, objective and policy-neutral. TEAP, acting through the TSB co-chairs, shall provide a description in reports by TSBs on how their composition was determined. TSB members, including co-chairs, who are not already members of the TEAP, do not become members of the TEAP by virtue of their service on the TSB.
2.2 Nominations	2.2.2. TOCs and TSBs All nominations to TOCs and TSBs shall be made in full consultation with the national focal point of the relevant party. Nominations of members to a TOC (other than TOC co-chairs) may be made by individual parties or TEAP and TOC co-chairs may suggest to individual parties experts to consider nominating. Nominations to a TSB (including TSB co-chairs) can be made by the TEAP Co-chairs.
2.4 Co-chairs	In nominating and appointing co-chairs of the TEAP/TOCs/TSBs, parties should consider the following factors: (a) Co-chairs should have experience or skills in managing, coordinating, and building consensus in technical bodies, in addition to possessing technical expertise in relevant areas; (b) The co-chairs of a TOC should not normally act as co-chairs of another TOC; and (c) The co-chairs of TEAP should not be co-chairs of a TOC; (d) The TEAP and TOC co-chairs may suggest to individual parties experts to consider nominating.
2.5 Appointment of members of TOCs	Each TOC should have about 20 members. The TOC members are appointed by the TOC co-chairs, in consultation with TEAP, for a period of no more than four years. TOC members may be re-appointed following the procedure for nominations for additional periods of up to four years each.
2.6 Subsidiary bodies	Temporary Subsidiary Technical Bodies (TSBs) can be appointed by TEAP to report on specific issues of limited duration. TEAP may appoint and dissolve, subject to review by the parties, such subsidiary bodies of technical experts when they are no longer necessary. For issues that cannot be handled by the existing TOCs and are of substantial and continuing nature, TEAP should request the establishment by the parties of a new TOC. A decision of the Meeting of the Parties is required to confirm any TSB that exists for a period of more than one year.
2.7 Termination of appointment	Members of TEAP, a TOC or a TSB may relinquish their position at any time by notifying in writing as appropriate the co-chairs of the TEAP, TOC or TSB and the relevant party. TEAP can dismiss a member of TEAP, the TOCs and the TSBs, including co-chairs of those bodies, by a two-thirds majority vote of TEAP. A dismissed member has the right to appeal to the next Meeting of the Parties through the Secretariat. The TEAP co-chairs will inform the relevant party if TEAP is dismissing members.
2.8 Replacement	If a member of TEAP, including TOC co-chairs, relinquishes or is unable to function including if he or she was dismissed by TEAP, the Panel, after consultation with the nominating party, can temporarily appoint a replacement from among its bodies for the time up to the next Meeting of the Parties, if necessary to complete its work. For the appointment of a replacement TEAP member, the procedure set out in paragraph 2.2 should be followed.

<p>2.9 Guidelines for nominations and matrix of expertise</p>	<p>The TEAP/TOCs will draw up guidelines for nominating experts by the parties. The TEAP/TOCs will publicize a matrix of expertise available and the expertise needed in the TEAP/TOCs so as to facilitate submission of appropriate nominations by the parties. The matrix must include the need for geographic and expertise balance and provide consistent information on expertise that is available and required. The matrix would include the name and affiliation and the specific expertise required including on different alternatives. The TEAP/TOCs, acting through their respective co-chairs, shall ensure that the matrix is updated at least once a year and shall publish the matrix on the Secretariat website and in the Panel's annual progress reports. The TEAP/TOCs shall also ensure that the information in the matrix is clear, sufficient and consistent as far as is appropriate between the TEAP and TOCs and balanced to allow a full understanding of needed expertise.</p>
<p>3. Functioning of TEAP/TOCs/TSBs</p>	<p>3.1 Language</p> <p>TEAP/TOCs/TSBs meetings will be held and reports and other documents will be produced only in English.</p> <p>3.2 Meetings</p> <p>3.2.1 Scheduling The place and time of the TEAP/TOCs/TSBs meetings will be fixed by the co-chairs.</p> <p>3.2.2 Secretariat The Ozone Secretariat should attend the meetings of the TEAP whenever possible and appropriate to provide ongoing institutional advice on administrative issues when necessary.</p> <p>3.2.3 Operating procedures Co-chairs of the TOCs should organize meetings in accordance with operating procedures developed by the TOCs in consultation with the Secretariat to ensure full participation of all members, sound and appropriate decision-making and record keeping. The procedures should be updated periodically and made available to the parties.</p> <p>3.3 Rules of procedure The rules of procedure of the Montreal Protocol for committees and working groups will be followed in conducting the meetings of the TEAP/TOCs/TSBs, unless otherwise stated in these terms of reference for TEAP/TOCs/TSBs or other decisions approved by a Meeting of the Parties.</p> <p>3.4 Observers No observers will be permitted at TEAP, TOC or TSB meetings. However, anyone can present information to the TEAP/TOCs/TSBs with prior notice and can be heard personally if the TEAP/TOCs/TSBs consider it necessary.</p> <p>3.5 Functioning by members The TEAP/TOCs/TSBs members function on a personal basis as experts, irrespective of the source of their nominations and accept no instruction from, nor function as representatives of Governments, industries, non-governmental organizations (NGOs) or other organizations.</p>

<p>4. Report of TEAP/TOCs/TSBs</p>	<p>4.1 Procedures The reports of the TEAP/TOCs/TSBs will be developed through a consensus process. The reports must reflect any minority views appropriately.</p> <p>4.2 Access Access to materials and drafts considered by the TEAP/TOCs/TSBs will be available only to TEAP/TOCs members or others designated by TEAP/TOCs/TSBs.</p> <p>4.3 Review by TEAP The final reports of TOCs and TSBs will be reviewed by the TEAP and will be forwarded, without modification (other than editorial or factual corrections which have been agreed with the co-chairs of the relevant TOC or TSB) by TEAP to the Meeting of the Parties, together with any comments TEAP may wish to provide. Any factual errors in the reports may be rectified through a corrigendum following publication, upon receipt by TEAP or the TOC of supporting documentation.</p> <p>4.4 Comment by public Any member of the public can comment to the co-chairs of the TOCs and TSBs with regard to their reports and they must respond as early as possible. If there is no response, these comments can be sent to the TEAP co-chairs for consideration by TEAP.</p>
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Secretariat arrangements

65. The Ozone Secretariat²⁶ is based in Nairobi, Kenya, housed within the United Nations Environment Program (UNEP). It is the administrative office for two very important ozone protection treaties/agreements, the Vienna Convention for the Protection of the Ozone Layer and the Montreal Protocol on Substances that Deplete the Ozone Layer. Both play a major role in protecting the ozone layer and reducing the size of its hole.

66. The Ozone Secretariat organises conferences and meetings for the Vienna Convention and the Montreal Protocol, manages the implementation of decisions resulting from these conventions and meetings, provides stakeholders with data and information on the production and consumption of ODSs and provides governments, organizations and individuals with information on how they can protect the ozone layer as well.

Financial arrangements

67. The Panels are supported by the budget of the Montreal Protocol, approved by the Parties to the Protocol and administered by the Ozone Secretariat. The budget is financed through contributions from the parties, based on the adjusted scale of assessment of the United Nations. [The Terms of reference for the administration of the Trust Fund for the Montreal Protocol](#)²⁷ were adopted by the First Meeting of the Parties to the Protocol in 1989 and amended by decision XIV/41 of the Fourteenth Meeting in 2002. Voluntary contributions from parties may also be received to support the work of the Panels.

VII. Other relevant examples of institutional arrangements

68. A variety of other precedents for institutional arrangements from other institutions have informed the preparation of this document and of [UNEP/SPP-CWP/OEWG.2/4](#). The sections

²⁶ From pop-up text about Secretariat in [interactive institution map](#).

²⁷ The Terms of Reference, as amended by decision XIV/41, can be found in Annex II to the report of the First Meeting of the Parties to the Montreal Protocol: <https://ozone.unep.org/treaties/montreal-protocol/meetings/first-meeting-parties/decisions/annex-ii-terms-reference-administration-trust-fund-montreal-protocol>.

below provide only the features of their respective institutional arrangements most likely to inform consideration of the science-policy panel's institutional arrangements.

Relevant arrangements from International Conference on Chemicals Management: Composition of the Bureau

69. Under the [Overarching Policy Strategy](#) of the Strategic Approach to International Chemicals Management (SAICM) adopted in 2006, the International Conference on Chemicals Management is to have a Bureau, and its modalities were agreed under the Rules of Procedure²⁸ for ICCM adopted at ICCM 2 in 2009.

70. While ICCM differs in legal status from the other institutions presented in this document, the approach to the Bureau's composition has informed the preparation of proposals in [UNEP/SPP-CWP/OEWG.2/4](#) and is detailed further here. Most pertinent among those rules is Rule 15.2 (under VII. Officers and operation of the Bureau) which provides for "invi[te] four representatives of non-governmental participants and one representative of the Inter-Organization Programme for the Sound Management of Chemicals to participate in the discussions during the meetings of the Bureau for the purpose of advising and responding to the Bureau, unless the Bureau decides that part or all of its meeting shall be limited to governmental participants". Table 14 Provides the relevant text of Rule 15.

Table 14: Institutional arrangements related to composition of Bureau of ICCM

<i>Section/Subsection</i>	<i>Paragraph text (retaining source document's numbering)</i>
VII. Officers and operation of the Bureau Rule 15	<p>2. In light of the multi-stakeholder character of the Strategic Approach, the President shall invite four representatives of non-governmental participants and one representative of the Inter-Organization Programme for the Sound Management of Chemicals to participate in the discussions during the meetings of the Bureau for the purpose of advising and responding to the Bureau, unless the Bureau decides that part or all of its meeting shall be limited to governmental participants.</p> <p>3. Pursuant to paragraph 2, one representative of each of the health, industry, trade union, and public interest groups of non-governmental participants shall be elected at the second session of the Conference by and from representatives present from each group. The elected representatives shall remain in that capacity until the end of the third session. The terms of these representatives are deemed to constitute two consecutive terms. Thereafter, such representatives shall be elected at the end of each session of the Conference, and remain in that capacity until the end of the next session. No elected representative may serve for more than two consecutive terms.</p> <p>4. For the purpose of paragraph 2, the Inter-Organization Programme for the Sound Management of Chemicals shall be represented by the Chair of the Inter-Organization Coordinating Committee of the Inter-Organization Programme for the Sound Management of Chemicals.</p> <p>5. In addition, the President may, in consultation with the other members of the Bureau, invite such participants and others as he or she deems appropriate to discuss specific matters concerning the work of the Bureau that he or she considers would benefit from such consideration.</p>

²⁸ These Rules of Procedure are available in Annex I to the Report of ICCM 2 (available in all UN languages at : <https://www.saicm.org/About/ICCM/ICCM2/tabid/5966/language/en-US/Default.aspx>)

Relevant arrangements from UN Convention to Combat Desertification (UNCCD) Science-Policy Interface: Composition of interface

71. Under the 1994 UN Convention to Combat Desertification (UNCCD), a Science-Policy Interface (SPI) was established by parties in 2013 “to translate scientific findings and assessments into policy-relevant recommendations. This includes collaboration with different scientific panels and bodies”.²⁹ The current [Terms of Reference](#) for the SPI were adopted in 2017, and they set out a stratified approach to the composition of the SPI and its members’ roles, including five members of the Bureau of the Committee on Science and Technology (CST) which is the Convention’s subsidiary science advice body, fifteen “independent scientists”, and five observers. Table 15 provides the relevant text from those Terms of Reference.

Table 15: Institutional arrangements of the SPI related to composition and roles of members

<i>Section/Subsection</i>	<i>Paragraph text (retaining source document’s numbering)</i>
C. Composition	5. In accordance with decision 23/COP.11, paragraph 4, and its Corrigendum, as contained in document ICCD/COP(11)/23/Add.1/Corr.1, and amended in decision 19/COP.13, paragraphs 2-4, the membership of the SPI shall comprise: (1) the five members of the Bureau of the CST; (2) five independent scientists, one nominated by each region; (3) ten independent scientists selected by the Bureau of the CST through an open call taking into account regional and disciplinary balance; and (4) five observers with at least one each from a relevant civil society organization, a relevant international organization and a relevant United Nations organization.
E. Roles	<p>8. The SPI shall be co-chaired by the Chair of the CST Bureau and a scientist elected by all the members of the SPI from among the 15 independent scientists mentioned in paragraph 5. Candidates for the independent scientist co-Chair must have already served on the SPI during the previous biennium.</p> <p>9. In the case the scientist who is co-chairing the SPI resigns or is unable to perform or complete her/his assigned tasks and functions, the members of the SPI shall chose another member to replace her/him. Until a new chair is elected, the other co-Chair serves as the only acting Chair.</p> <p>10. The co-Chairs of the SPI coordinate the work of the SPI, in consultation with the secretariat. They organize meetings of the SPI, with the support of the secretariat, and they moderate the discussions which take place in those meetings. They are central to the SPI Communication Strategy, serve as the primary point of contact for the secretariat and facilitate a free exchange of views and information among SPI members and between the secretariat and members. They are expected to respond, in consultation with the secretariat, to any concerns raised with respect to the conduct of SPI members and observers (see SPI Code of Conduct) and potential conflicts of interest (see SPI Conflict of Interest Policy).</p> <p>11. The Rapporteur of the SPI shall be appointed among those independent scientists who have served during previous biennium at the first meeting each new biennium, with the possibility of renewal if possible within the term of service. The Rapporteur, with assistance from the secretariat, produces the minutes of SPI meetings. The Rapporteur may also offer assistance to the co-</p>

²⁹ From UNCCD’s [Science](#) page

	<p>Leads of an SPI work programme objective in the editing of a deliverable on an as-needed basis.</p> <p>12. All members and observers of the SPI are expected to contribute substantively to the science-policy work of the SPI, which involves meeting the objectives outlined in the work programme of the SPI determined by the COP each biennium, and producing the deliverables proposed for each objective. Members and observers who have knowledge of and a relationship with the international panels and bodies listed in the work programme are also expected to help with coordination between the SPI and those panels/bodies, in order to promote networking, avoid duplication of activities and leverage policy-relevant scientific information and knowledge within the domains of such panels/bodies. Finally, all members of the SPI are expected to communicate on DLDD issues in a manner consistent with the SPI Communication Strategy, particularly with respect to what the SPI has produced. In a similar way, all members and observers of the SPI are expected to communicate on the SPI as an entity and how it works.</p> <p>13. Independent scientists. In addition to contributing to the science-policy work of the SPI, those scientists on the SPI selected independently serve a vital role in communicating about the UNCCD scientific knowledge requirements, the SPI, its results, and associated policy implications within the scientific community of their respective domain of science. They are also expected to bring back to the SPI from these scientific domains whatever may be relevant to the current work programme of the SPI and other interests/needs of the UNCCD as communicated by the CST and the secretariat. The five SPI scientists who were nominated regionally are expected to pursue this form of exchange in a way that helps ensure the region's scientific community is engaged so that the regional perspective is captured and incorporated into the work of the SPI. All independent scientists are also expected to mobilize scientific and technical expertise to contribute to the implementation of the SPI work programme and participate in the peer review of SPI reports, as appropriate.</p> <p>14. CST Bureau members of the SPI. In addition to contributing to the science-policy work of the SPI, CST Bureau SPI members serve a unique and vital role in identifying and communicating scientific knowledge requirements of policy-makers to the rest of the SPI and in ensuring:</p> <ol style="list-style-type: none"> a. the policy-relevance of the outputs of the SPI; b. that the rest of the CST is regularly and fully apprised on SPI activities; c. that the rest of the SPI is regularly and fully apprised of relevant developments in the policy realm that should be considered in the work of the SPI; d. that region-specific science priorities are communicated, and; e. that each region's scientific community is aware of SPI activities and able to contribute as appropriate. <p>15. Observers of the SPI from United Nations and other international organizations. In addition to contributing to the science-policy work of the SPI, these observers serve a unique and vital role in:</p> <ol style="list-style-type: none"> a. promoting networking and cooperation to avoid duplication of activities, and harness synergies;
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	<p>b. identifying scientific knowledge requirements of policy-makers and land managers, and the stakeholders they serve;</p> <p>c. ensuring that the SPI is regularly and fully apprised of relevant developments in the science-policy domain of the organization they represent;</p> <p>d. contributing to disseminate and encourage the uptake of the outputs of the SPI work;</p> <p>e. mobilizing scientific and technical expertise to contribute to the implementation of the SPI work programme and to participate in the peer review of SPI reports, as appropriate.</p> <p>16. Observers of the SPI from Civil Society Organizations (CSOs). In addition to contributing to the science policy work of the SPI, these observers serve a unique and vital role in:</p> <p>a. identifying scientific knowledge requirements of CSOs, and through them, land users, with particular attention to the most vulnerable;</p> <p>b. ensuring that the SPI is regularly and fully apprised of developments that are relevant to the science-policy realm with respect to CSOs and that should be considered in the work of the SPI;</p> <p>c. contributing to disseminate and encourage the uptake of the outputs of the SPI work;</p> <p>d. mobilizing scientific and technical expertise to contribute to the implementation of the SPI work programme and to participate in the peer review of SPI reports, as appropriate.</p> <p>17. Co-leadership roles. All SPI members and observers can serve as a co-Lead responsible for coordinating the work in response to objectives and coordination activities included in the SPI work programme for each biennium. All SPI members participate in one or more of the working groups tasked with meeting the SPI work programme objectives. Some also participate in coordination activities.</p>
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Relevant arrangements from Rotterdam Convention Chemical Review Committee (CRC) and Stockholm Convention on Persistent Organic Pollutants (POPs) POPs Review Committee (POPRC): Modalities of work of decision-making body

72. Under the 1998 Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade, a Chemical Review Committee (CRC) is established to review chemicals and pesticide formulations according to set criteria set out in the Convention and to make recommendations to the Conference of the Parties for listing such chemicals in Annex III of the Convention.³⁰ The [Terms of Reference for the CRC](#) were adopted by parties at their first meeting in 2004.

73. The Chemical Review Committee has developed working procedures and policy guidance covering a broad range of issues related to the work of the Committee. They are intended to facilitate the operation of the Committee and to help ensure consistency and transparency. This guidance include a handbook of working procedures and policy guidance for the Chemical Review Committee and a pocket Guide for effective participation in the Chemicals Review Committee under the Rotterdam Convention.³¹

74. As set out in Paragraph 6 of Article 18 of the Convention, “The members of the Chemical Review Committee shall be appointed by the Conference of the Parties. Membership of the Committee shall consist of a limited number of government-designated experts in

³⁰ See CRC [website](#)

³¹ See <https://www.pic.int/TheConvention/ChemicalReviewCommittee/Guidance/tabid/1060/language/en-US/Default.aspx>

chemicals management. The members of the Committee shall be appointed on the basis of equitable geographical distribution, including ensuring a balance between developed and developing Parties.” The Terms of Reference set out the membership and modalities of work for the CRC.³² Each member serves for a term of four years from the date of appointment, and for no more than two consecutive terms. The Chemical Review Committee consists of 31 government-designated experts drawn from the regions as follows:

- African States: 8
- Asian and Pacific States: 8
- Central and Eastern European States: 3
- Latin American and Caribbean States: 5
- Western European and other States: 7

75. Members of the Committee are government-designated experts in chemical management. The Conference of the Parties confirms the appointment of the experts nominated by parties, on the basis of equitable geographical distribution, taking into account gender and the need for a balance between different types of expertise. Each member serves for a term of four years from the date of appointment, and for no more than two consecutive terms.

76. Under the 2001 Stockholm Convention on Persistent Organic Pollutants (POPs), a POPs Review Committee is established to review chemicals proposed for listing in Annex A, Annex B, and/or Annex C of the Convention.³³ Article 8 of the Stockholm Convention entails the reviewing process of new chemicals and Annex D, Annex E and Annex F specify the information requires for the review. The [Terms of Reference for the POPRC](#) were adopted by parties at their first meeting in 2004, and they have since also been amended by parties at their fourth and fifth meetings in 2009 and 2011 respectively. The POPRC has developed several guidance documents to provide its members guidance on their work and effective participation of its members, including rules of procedure for dealing with conflicts of interest, treatment of confidential information and other technical guidance.³⁴

77. While there are similarities between these two review committees (notably their membership), as noted in [UNEP/SPP-CWP/OEWG.2/4](#) a key difference in their modality of work relates to interpretation and translation. According to paragraph 10 of the [Terms of Reference for the CRC](#), the Conference of the Parties: “Decides that the operational arrangements relating to language used for the interim Chemical Review Committee, having worked well, shall continue for the Chemical Review Committee, and that any draft decision guidance documents to be considered by the Chemical Review Committee or forwarded to the Conference of the Parties shall be available in all six languages of the Conference of the Parties”. In practice, this means that meetings of the CRC are carried out in English, and, with the exception of draft decision guidance documents, all other documents prepared for the CRC (whether working documents or information documents) are available in English only.

78. The [Terms of Reference for the POPRC](#) include provisions for simultaneous interpretations at meetings as well as for translation of working documents. Table 16 provides the relevant text from those Terms of Reference.

Table 16: institutional arrangements of POPRC related to membership and language of meetings under modalities of work

<i>Section/Subsection</i>	<i>Paragraph text (retaining source document's numbering)</i>
Membership	<p>2. The members of the Committee shall be appointed by the Conference of the Parties on the basis of equitable geographical distribution, taking into account gender and the need for a balance between different types of expertise.</p> <p>3. The Committee shall consist of 31 members drawn from the regions identified in appendix I to the present terms of reference, as follows:</p>

³² See <https://www.pic.int/TheConvention/ChemicalReviewCommittee/Membership/tabid/2897/language/en-US/Default.aspx>

³³ See POPRC [website](#)

³⁴ See POPRC publications [website](#)

	<p>African States: 8 Asian and Pacific States: 8 Central and Eastern European States: 3 Latin American and Caribbean States: 5 Western European and other States: 7</p> <p>4. Members of the Committee shall be government-designated experts in chemical assessment or management from Parties.</p> <p>5. When designating experts, Parties within a region as defined in appendix I shall have due regard to a balance between different types of expertise and between genders, and ensure that expertise in health and environment is represented. Parties shall provide curricula vitae, to be submitted to the Conference of the Parties, for the designated experts.</p> <p>8. ... each member shall serve for a term of four years from the date of appointment, and for no more than two consecutive terms.</p> <p>10. The Committee may invite no more than 30 experts who are not members of the Committee, with due consideration to the balance between developed and developing countries, to support it in its work.</p>
Meetings	<p>27. Proposals for listing chemicals in Annexes A, B or C shall be distributed at least three months in advance of the meeting at which they are to be discussed. Other documents shall be distributed at least six weeks in advance of the meeting.³⁵</p> <p>27 bis. A Party proposing the listing of a chemical in Annex A, B or C of the Convention shall provide to the Secretariat, no later than five months in advance of the meeting at which it is to be discussed, a proposal consisting of a letter from the proposing Party, documents supporting the proposal and a summary in English of the documents supporting the proposal of up to 20 pages in length.³⁶</p>
Language of meetings	<p>30. For the effective conduct of meetings, simultaneous interpretation will be provided into the six official languages of the United Nations.</p> <p>31. For practical reasons, only the major resource documents for a meeting will be translated into the six official languages of the United Nations and distributed at least six weeks in advance of the meeting. The term “major resource documents” means the summary in English of the documents supporting the proposal for adding a chemical to Annexes A, B or C to the Convention, the risk profile, the risk management evaluation and any report or recommendation for the meeting.³⁷</p> <p>31bis. Proposals for listing chemicals in Annexes A, B or C shall be distributed at least three months in advance of the meeting at which they are to be discussed in any official language of the United Nations in which they are submitted to the secretariat. The</p>

³⁵ Paragraph 27 of these Terms of Reference included as amended in [Decision SC4/20](#)

³⁶ Paragraph 27 bis of these Terms of Reference included as added by [Decision SC4/20](#)

³⁷ Paragraph 31 of these Terms of Reference included as amended in [Decision SC4/20](#)

	summary in English of the documents supporting the proposals shall be translated into the six official languages of the United Nations and distributed at least six weeks in advance of the meeting. ³⁸
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Relevant arrangements from the High Level Panel of Experts on Food Security and Nutrition (HLPE-FSN) of the Committee on World Food Security: composition and modalities of work of the HPLE Steering Committee and Project Teams

79. The High Level Panel of Experts on Food Security and Nutrition (HLPE-FSN) of the Committee on World Food Security (CFS) is the United Nations body for assessing the science related to global food security and nutrition. It is composed of a steering committee, different project (drafting) teams selected to analyse specific issues, and a secretariat, hosted by FAO.³⁹ The Panel works with an extensive network of over 2 000 experts from a variety of disciplines.

80. The HLPE-FSN is governed by a steering committee of 15 world-renowned scientists, expert in a variety of food security and nutrition related fields, drawn from academia, research institutions, the public and private sector, civil society and other constituencies. The current 15 members are nationals of Argentina, Brazil, Canada, France, Germany, Japan, Jordan, Mexico, Morocco, Nigeria, Türkiye, United Kingdom of Great Britain and Northern Ireland, Uruguay, United States of America and Uruguay.⁴⁰ The membership of the Steering Committee is renewed every two years, through an open nomination process based on scientific excellence. The HLPE-FSN is constantly working to address the many issues facing both policymakers and food and nutrition practitioners alike. The HLPE-FSN working procedures ensure legitimacy among stakeholders and a high degree of scientific quality: they involve broad stakeholder consultation and the incorporation of diverse forms of knowledge and expertise, as well as a rigorous scientific peer-review process. Table 17 sets out relevant HPLE-FSN institutional arrangements.

Table 17: institutional arrangements of HPLE-FSN related to composition and modalities of work of the HPLE Steering Committee and Project Teams⁴¹

<i>Section/Subsection</i>	<i>Paragraph text (retaining source document's numbering)</i>
Structure of the HLPE-FSN: Steering Committee and Project Teams	4. The HLPE-FSN has two main components: (i) A Steering Committee composed of at least 10 and not exceeding 15 internationally recognized experts in a variety of food security and nutrition-related fields. (ii) Project Teams acting on a project-specific basis, selected and managed by the Steering Committee to analyze/report on specific issues.
HLPE-FSN Steering Committee (StC)	5. The Steering Committee is led by a Chair and a Vice-Chair, who will be responsible for the proper execution of the mandate given to the HLPE-FSN by the CFS. 6. By request of the CFS Plenary or Bureau, the HLPE-FSN Steering Committee has the responsibility to provide scientifically sound, comprehensive, clear and concise written reports/analyses on specific subjects for consideration at CFS Plenary sessions or inter-session meetings or activities.

³⁸ Paragraph 31 bis of these Terms of Reference included as added by [Decision SC4/20](#)

³⁹ Information from the [HPLPE-FSN "about" website](#)

⁴⁰ The membership of the Steering Committee has been renewed in November 2023:
<https://www.fao.org/cfs/cfs-hlpe/experts/steering-committee/en>

⁴¹ Material in table from [HPLPE-FSN Rules of procedure for the work of the High Level Panel of Experts on Food Security and Nutrition](#) (Agreed by the CFS Bureau, 27 January 2010)

	<p>7. The HLPE-FSN is not mandated to conduct new research. To fulfil its mandate, the HLPE-FSN uses and synthesizes available world class academic and research knowledge, field project works, and practical applications and analyses. This knowledge will be drawn from among the various agencies, organizations, academic and research institutions, and among any other stakeholders involved in food security issues.</p> <p>8. The CFS Bureau, with the support of the Steering Committee and in consultation with the Advisory Group, shall precisely formulate the nature of the expertise and advice requested by CFS. It shall also include a provisional budget and indicative deadlines for report submission and for CFS plenary discussion, duly considering time required for draft report review, final report translation and organizational matters ahead of CFS sessions.</p>
<i>Working language of the HLPE-FSN</i>	<p>9. Working language will be decided by the Steering Committee. Drafting language for HLPE-FSN reports will be in a UN Language to be decided by project teams. Final documents for CFS Sessions will be made available in all the six official UN languages.</p>
<i>Principles for the selection of the Steering Committee members, its Chair and Vice-Chair</i>	<p>10. The following principles shall apply with respect to the members of the HLPE-FSN Steering Committee:</p> <p>(i) They should be internationally recognized experts in their field related to food security and nutrition, and have broad vision and substantial experience in cross-disciplinary expert processes. They should be experienced professionals, holding an advanced university degree, proven record of publications and/or solid background in field/research project management in the area of food security. Most importantly they should have strong experience in managing groups or networks of experts, extensive communication and inter-personal skills, leadership skills, and, drawing from their inter-national recognition by peers, the capacity to attract and draw expert networks.</p> <p>(ii) They participate in their individual capacities, and not as representatives of their respective governments, institutions or organizations.</p> <p>(iii) The composition of the Steering Committee shall reflect a balance of technical disciplines, regional expertise and representation.</p> <p>11. All members of the Steering Committee serve for a 2-year period, renewable once. The Chair and Vice-Chair of the Steering Committee are elected by the Steering Committee among its members, for a 2-year period.</p>
<i>Procedures for the selection of Steering Committee members, its Chair and Vice-Chair</i>	<p>12. The selection of members of the Steering Committee shall be carried out by an ad-hoc selection committee designated by the CFS Bureau and made up of representatives from FAO, WFP, IFAD, CGIAR/Bioversity and from a CSO/NGO. The ad-hoc selection committee shall examine the nominations received by the Secretariat, and submit its recommendations to the CFS Bureau for approval, in accordance with the principles described above.</p> <p>13. At its first meeting, the newly selected Steering Committee shall proceed to the election, among its members, of its Chair and Vice-Chair.</p>

	<p>14. If, within its two year term, the Chair of the Steering Committee resigns or is unable to fulfil its mandate, the Vice-Chair shall serve as acting Chair until a new election is organized.</p>
HLPE-FSN Project Teams (drafting teams)	<p>15. To perform assigned tasks, the HLPE-FSN Steering Committee shall bring together appropriate, timebound expert project teams, also called “drafting teams”, led by a Team Leader.</p>
<i>HLPE-FSN Project Teams appointment</i>	<p>16. The Steering Committee shall appoint Team Leaders, who can be either a member of the Steering Committee, or an expert external to the Steering Committee.</p> <p>17. Team Leaders, if necessary and as appropriate, can submit additional names of contributing authors to participate to the Project Teams. In that case, they submit their proposal to the Steering Committee for approval and to the CFS Secretariat for information.</p> <p>18. To assist the Steering Committee in selecting the project teams, the CFS Secretariat shall set-up and maintain an online roster of experts, located within the CFS website, and to which CFS stakeholders can nominate experts at any time. The roster shall be accessible to the Steering Committee and Team Leaders.</p> <p>19. Project teams selected by the Steering Committee shall reflect the general principles of scientific and technical relevance, regional expertise and balanced geographic representation, as appropriate.</p> <p>20. The composition of any project team shall be given at the earliest opportunity for information to the CFS Bureau and made public under the CFS website.</p>
<i>HLPE-FSN Project teams mandate</i>	<p>21. Within the rules of procedure defined in this document, the Steering Committee has full responsibility and flexibility in terms of establishing and managing the Project Teams, their working methodologies, and work plan. The Steering Committee shall give clearly defined mandates and work plans to the Project Teams, with due consideration for calendar issues and constraints.</p> <p>22. The preparation of the draft report is done by the HLPE-FSN project team (“drafting team”), under the responsibility of their Team Leader and under Steering Committee oversight. To prepare specific sections of the report for which he/she was appointed, the Team Leader, jointly with the Steering Committee, can decide to assign Lead Authors, chosen among the members of the HLPE-FSN Project Team.</p>
HLPE-FSN reports	<p>23. HLPE-FSN reports will normally be composed of two sections as follows: a short summary for policymakers and a main report. If necessary, supplementary material or annexes might be added to the report.</p>

	<p>24. A report is a critical, objective, policy-relevant evaluation and analysis of information, including social knowledge, designed to support decision-making. It applies the judgment of experts to existing knowledge to provide answers to policy-relevant questions, quantifying the level of confidence where possible, and document controversies as appropriate.</p> <p>25. Sources of technical content, contributing documentation, data and assumptions used in the report should be properly referenced. Nonpublished sources, reporting of field projects, or other non-peer-reviewed sources are accepted as relevant information sources, as far as their content is accessible to the HLPE-FSN and their quality is reviewed by the project team before incorporation in the HLPE-FSN report.</p>
<i>Report review process</i>	<p>26. The draft report by the project team shall be submitted for external review to experts not involved in the preparation of the report.</p> <p>27. The list of report reviewers shall be decided by the Steering Committee in consultation with the Team Leader, with Secretariat assistance, considering the need for a range of views, expertise, and geographical representation of reviewers. Reviewers shall execute their task in their individual capacities, and not as representatives of their respective governments, institutions or organizations.</p> <p>28. Production of the revised draft report is under responsibility of the Team leader, under Steering Committee oversight, taking into account reviewers' comments.</p>
<i>Report finalization</i>	<p>29. The Chair, Vice-Chair, and members of the Steering Committee shall interact on a regular basis, and especially in the final phase of the elaboration of a report, with Team Leaders and their team members. Steering Committee Members can also contribute, as appropriate, to the preparation of the draft report. A virtual workspace shall be made available to the Steering Committee and project teams, within the CFS web site, for the purpose of communication and working on draft documents.</p> <p>30. If the Steering Committee has appointed several Project teams to write different sections of a report, it shall coordinate, with the help of Team Leaders and Review Editors, the finalization of the report, with due consideration for uniform quality standards of the report.</p> <p>31. If they cannot be reconciled with a consensus, differing views or controversies on matters of a scientific, technical, or socio-economic nature shall, as appropriate and if relevant to the policy debate, be represented and recorded in the report, and appropriately documented.</p>
<i>Report approval and publication</i>	<p>32. Prior to their publication and distribution, HLPE-FSN reports shall be approved by the Steering Committee on the basis alone of conformity to the request of the CFS and observation of proper quality standards and the review process. The content of final reports do not represent at any stage official views of CFS or its members and participants. After approval by the HLPE-FSN Steering Committee, only grammatical and/or minor editorial changes can be made prior to publication.</p>

	<p>33. Reports approved by the HLPE-FSN Steering Committee should be formally and prominently described on the front and introductory covers as “A Report of the High Level Panel of Experts on Food Security and Nutrition”. Those reports will be made publicly available.</p> <p>34. The final report should give credit to the Team Leader, to all Lead Authors, and to Review Editors. Contributing Author credits should also be given to other project team members provided they have effectively contributed to the report.</p>
<p>HLPE-FSN Steering Committee meetings, HLPE-FSN forums, and HLPE-FSN reporting to CFS Plenary</p>	<p>35. The Steering Committee shall normally meet two times per year in Rome and possibly more in extraordinary circumstances to review work methodologies, prepare work plans and finalize products/reports. Extraordinary meetings will have to be approved by the CFS Bureau.</p> <p>36. Special open-ended HLPE-FSN forums, where progress on specific ongoing works of the HLPE-FSN could be presented to interested parties and CFS stakeholders, could take place, if funding permits, and with assistance of the CFS Secretariat, possibly back-to-back to CFS plenary sessions. Forum discussions and outcomes would feedback to the HLPE-FSN for finalization of its specific work and final report(s).</p> <p>37. HLPE-FSN reports approved by its Steering Committee shall be transmitted within due deadlines by the Chair of the Steering Committee to the Chair of the CFS, and to the CFS Secretariat to handle related organizational matters ahead of CFS plenary sessions.</p> <p>38. Following its introduction as an item on the agenda by the Bureau and according to the nature and purpose of a project, a report, its conclusions and recommendations could be introduced in CFS Plenary by the Chair of the HLPE-FSN Steering Committee, possibly in conjunction with the Team Leader and/or Lead Authors of the specific project team.</p>

Relevant arrangements from the One Health High-Level Expert Panel (OHHLEP): Composition and modalities of work

81. Recognizing the complex and multidisciplinary issues raised by the interface of human, animal and ecosystem health (“One Health”) that require enhanced coordination and collaboration among sectors and agencies, nationally and internationally, the One Health High-Level Expert Panel (“OHHLEP”) was established under the auspices of the Quadripartite Collaboration on One Health⁴² to provide guidance to the Quadripartite Partners on One Health-related matters that support improved cooperation among governments.⁴³

82. The OHHLEP’s advice will support the work performed by the Quadripartite Partners in the framework of their One Health collaboration. The OHHLEP has an advisory role to the Partners and is expected to provide advice to the Partners to support their provision of evidence-based scientific and policy advice to address the challenges raised by One Health. OHHLEP operates independently from the Global Leaders Group (GLG) on Antimicrobial Resistance (AMR) and the Independent Panel on Evidence for Action Against AMR. Table 18 sets out relevant institutional arrangements of the OHHLEP.

⁴² The partners of the Quadripartite Collaboration on One Health are the Food and Agriculture Organization of the United Nations (FAO), United Nations Environment Programme (UNEP), World Health Organization (WHO) and World Organisation for Animal Health (WOAH, founded as OIE).

⁴³ Information in this section is drawn from the OHHLEP [Terms of Reference](#). These Terms of Reference are currently being reviewed.

Table 18: Institutional arrangements of OHHLEP related to composition and modalities of work

<i>Section/Subsection</i>	<i>Paragraph text (retaining source document's numbering)</i>
III. MEMBERSHIP Expertise and status of the Experts	<p>7. The OHHLEP will have up to 20 Experts⁴⁴ who shall serve in their personal capacities to represent the broad range of disciplines relevant to One Health, and in science and policy-related sectors and disciplines relevant to the tasks of the OHHLEP, and in particular in the following fields⁴⁵:</p> <ul style="list-style-type: none"> - emerging infectious diseases and zoonoses; - viral diversity, surveillance and risk assessment for emerging pandemic threats; - infectious disease epidemiology, prevention and control; - biodiversity, wildlife and ecosystems health; - health systems policy and practice and pandemic preparedness; - food systems and their interlinkages with health; - social, economic and behavioural sciences relating to One Health; - disciplines in informatics, modelling, prediction and foresight relevant to assessing impacts of environmental and other changes on emerging diseases and health; - climate and environment. <p>8. Experts must respect the impartiality and independence required by the Partners. They must be free of any real, potential or apparent conflicts of interest. OHHLEP Experts have an ongoing obligation to disclose any interests, real or perceived, that may give rise to a real, potential or apparent conflict of interest.</p> <p>9. OHHLEP Experts are not employees or agents of the Partners and shall not speak on behalf of, or represent, the Partners, individually or collectively, to any third party. OHHLEP Experts may not issue any publications on behalf of the OHHLEP and/or the Partners.</p>
Terms of office and selection	<p>10. In the selection of Experts, consideration shall be given to attaining an adequate distribution of technical expertise, geographical representation and gender balance.</p> <p>11. Experts of the OHHLEP, including the Chairperson, will be selected and appointed through consultations among the Partners, following a public call for interest.</p> <p>12. Experts of the OHHLEP shall be appointed to serve for a period of two (2) years and shall be eligible for reappointment. An Expert can only serve as Chairperson for one term.</p> <p>13. The appointments of Experts, including the Chairperson, may be terminated at any time as agreed by the Partners and in line with the applicable letter of appointment signed jointly by the Partners.</p> <p>14. The Partners will review ongoing membership of any Expert who is unable to participate in two consecutive meetings and</p>

⁴⁴ the Panel currently has 26 members, and the panel is currently being further expanded.

⁴⁵ this list of is currently being further expanded to include more of the social, behavioural and economic sciences.

	will consult with that Expert, as appropriate.
IV. OPERATION	<p>15. Experts of the OHHLEP do not receive any remuneration for any work related to the OHHLEP. However, when attending in-person meetings, their travel cost and per diem shall be covered by the Partners and processed through the Partner with the lead responsibility for providing secretariat services to the OHHLEP as described under paragraph 21.</p> <p>16. The OHHLEP shall normally meet three times each year. Additional meetings may be convened. OHHLEP meetings may be held in person or virtually. The working language of the OHHLEP will be English.</p> <p>17. OHHLEP meetings may be held in open and/or closed session, as decided by the Chairperson in consultation with the Partners.</p> <p>(a) Open sessions: Open sessions shall be convened for the sole purpose of the exchange of nonconfidential information and views, and may be attended by OHHLEP Experts, representatives of the Partners and Observers.</p> <p>(b) Closed sessions: The sessions dealing with the formulation of recommendations and/or advice to the Partners shall be restricted to the OHHLEP Experts and representatives of the Partners.</p> <p>18. In order to conduct its business, at least two-thirds of the Experts should be present at a session.</p> <p>19. The Partners may invite external individuals from time to time to attend the open sessions of the OHHLEP, or parts thereof, as “Observers”. Observers may be invited either in their personal capacity, or as representatives from a governmental institution / intergovernmental organization, or from a non-state actor on such conditions that the Partners may agree.</p> <p>20. The OHHLEP may decide to establish smaller working groups (sub-groups of the OHHLEP) to work on specific issues. Their deliberations shall take place via teleconference or video-conference. The outcome of their deliberations will be submitted to the OHHLEP for review at one of its meetings.</p>