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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**
Third session
Geneva, 17–21 June 2024

Report of the first part of the third session of 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

Introduction

1. On 2 March 2022, the United Nations Environment Assembly of the United Nations Environment Programme, in resolution 5/8, decided that a science-policy panel should be established to contribute further to the sound management of chemicals and waste and to prevent pollution. The Environment Assembly also decided to convene, subject to the availability of resources, an ad hoc open-ended working group that would begin its work in 2022, with the ambition of completing it by the end of 2024.
2. The first part of the third session of the ad hoc open-ended working group was held at the Geneva International Conference Centre from 17 to 21 June 2024.

I. Opening of the session

3. The session was opened at 10.05 a.m. on Monday, 17 June 2024 by Gudi Alkemade (Kingdom of the Netherlands), Chair of 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. Welcoming participants, she urged them to use their time wisely and engage constructively at the current session to build on the work carried out at previous sessions in order to unlock the potential of a science-policy panel to facilitate the transition to resilient and sustainable pathways towards a pollution-free planet.
4. Opening statements were delivered by Katrin Schneeberger, Director, Federal Office for the Environment, Switzerland; Sheila Aggarwal-Khan, Director, Industry and Economy Division, United Nations Environment Programme (UNEP), on behalf of Inger Andersen, Executive Director, UNEP; and Tedros Adhanom Ghebreyesus, Director General, World Health Organization (WHO).
5. In her opening statement, Ms. Schneeberger said that, to enable global environmental challenges to be addressed, policymakers must be well informed and their decisions scientifically robust. As the final round of negotiations began on the establishment of a science-policy panel to contribute further to the sound management of chemicals and waste and to prevent pollution, there was no need to reinvent the wheel: the structure, experience and best practices of the Intergovernmental Panel on Climate Change (IPCC) and the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) provided examples on which to draw.

6. The new panel would serve policymakers and other stakeholders, covering policy areas ranging from health and the environment to agriculture and the circular economy. It would deliver policy-relevant scientific evidence and provide a holistic view of technical, economic, social and other aspects of relevant issues. Broad expertise and participation would therefore be needed, in particular to give appropriate attention to the interlinkages between environmental pollution and public health. A secretariat providing joint services by UNEP and WHO could contribute to achieving that objective, enabling access to the technical, political and organizational expertise of two organizations and their networks of experts. The ad hoc open-ended working group's task was to finalize the necessary documents so that the forthcoming intergovernmental meeting could establish a credible, transparent and impartial science-policy panel.

7. In her statement, Ms. Aggarwal-Khan said that the third session of the ad hoc open-ended working group had come at a pivotal juncture: the Kunming-Montreal Global Biodiversity Framework and the Global Framework on Chemicals – For a Planet Free of Harm from Chemicals and Waste had been adopted, and negotiations on an international legally binding instrument on plastic pollution, including in the marine environment, were expected to be completed in 2024. However, the global goal of minimizing adverse impacts of chemicals and waste by 2020 had not been achieved, and waste management costs were forecast to double over the next 25 years. A chemicals-related science-policy panel was thus needed to aid in the achievement of relevant internationally agreed targets.

8. At its first two sessions, the ad hoc open-ended working group had emphasized that the panel should build strong links to policy; evaluate the full life cycle of chemicals, from their production and use to their eventual environmental and health impacts; foster transparency and trust; and pursue interdisciplinary approaches. Broad stakeholder engagement was required to promote inclusiveness and leverage knowledge from non-governmental organizations, scientists, Indigenous Peoples, local communities, and industry and financial players, among others. The resulting panel would deal not only with the environmental and health angles of the sound management of chemicals but also with the attendant social and economic issues that Governments faced.

9. In his statement, Mr. Ghebreyesus said that one of the key priorities of the recently adopted WHO fourteenth general programme of work for the period 2025–2028 was to promote health and prevent disease by addressing the root causes of ill health, including those related to the environment. Almost a quarter of deaths globally were linked to environmental conditions, with chemicals, waste and pollution among the leading culprits. Low- and middle-income countries bore the greatest disease burden, and the situation was only worsening. Building healthier environments thus held huge potential for protecting the health of people and of the planet.

10. WHO supported the establishment of a science-policy panel to contribute to reversing current trends and implementing evidence-based solutions. Alongside IPCC and IPBES, the science-policy panel would serve as a third pillar in efforts to address the triple planetary crisis of climate change, nature and biodiversity loss, and pollution. WHO was committed to participating in the science-policy panel, including by developing a proposal for a secretariat providing joint services by UNEP and WHO. The panel should take a strategic approach to its work to strengthen collaboration; foster multisectoral engagement, including with the public and private sectors; use science, research and innovation to drive progress; complement and build on the work of WHO and other scientific organizations; and focus on aspects of prevention.

II. Election of officers

11. The Chair recalled that, at its first and second sessions, the ad hoc open-ended working group had elected her to serve as Chair and the following individuals to serve as Vice-Chairs of the Bureau: Linroy Christian (Antigua and Barbuda); Jinhui Li (China); Cyrus Mageria (Kenya) (Rapporteur); Oumar Diaouré Cisse (Mali); Saqlain Syedah (Pakistan); Alexandru Roznov (Romania); Michel Tschirren (Switzerland); Roman Filonenko (Ukraine); and Judith Torres (Uruguay). In the intersessional period between the second and third sessions, Mr. Mageria had been replaced by Linda Kosgei (Kenya) (Rapporteur), who had been elected by means of a silence procedure.

III. Adoption of the agenda and other organizational matters

A. Adoption of the agenda

12. The Chair recalled that, at its second session, the ad hoc open-ended working group had endorsed the following agenda on the basis of the provisional agenda and the annotated agenda (UNEP/SPP-CWP/OEWG.3/1 and UNEP/SPP-CWP/OEWG.3/1/Add.1):

1. Opening of the session.
2. Election of officers.
3. Adoption of the agenda and other organizational matters:
 - (a) Adoption of the agenda;
 - (b) Organizational matters.
4. Preparation of proposals for the establishment of a science-policy panel.
5. Recommendations to the Executive Director of the United Nations Environment Programme for the preparation of the intergovernmental meeting to establish the science-policy panel.
6. Other matters.
7. Adoption of the report of the session.
8. Closure of the session.

B. Organizational matters

13. The ad hoc open-ended working group agreed to organize the work of its third session in accordance with the draft annotated agenda (UNEP/SPP-CWP/OEWG.3/1/Add.1) and the scenario note (UNEP/SPP-CWP/OEWG.3/INF/1), on the understanding that the tentative schedule for the session, including for the contact groups, could be updated on a daily basis in the light of the progress achieved in plenary and contact group meetings.

14. It was agreed that, should contact groups be established, the following clusters of topics should be addressed: (a) foundational document; (b) work-programme-related matters; (c) rules of procedure, financial procedures and conflict-of-interest policy; and (d) preparations for the intergovernmental meeting. It was also agreed that the ad hoc open-ended working group would establish additional contact and informal groups as it deemed necessary. It was further agreed that efforts would be made to ensure that no more than two groups were scheduled to meet at the same time, thereby ensuring that smaller delegations could participate in all the deliberations, and to avoid overlap and duplication of related issues.

15. The Chair stressed that the United Nations System Code of Conduct to prevent harassment, including sexual harassment, at United Nations system events would apply to the third session of the ad hoc open-ended working group, as a United Nations meeting, enabling all participants to take part in the session in an inclusive, respectful and safe environment, guided by the highest ethical and professional standards.

C. Attendance

16. The meeting was attended by representatives of the following Governments: Angola, Antigua and Barbuda, Argentina, Armenia, Austria, Azerbaijan, Bahrain, Bangladesh, Belarus, Belgium, Belize, Benin, Bosnia and Herzegovina, Botswana, Brazil, Burundi, Cambodia, Cameroon, Canada, Chad, Chile, China, Colombia, Cook Islands, Costa Rica, Côte d'Ivoire, Croatia, Cuba, Czechia, Democratic Republic of the Congo, Denmark, Djibouti, Dominican Republic, Ecuador, Egypt, El Salvador, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Fiji, Finland, France, Gambia, Georgia, Germany, Ghana, Greece, Grenada, Guatemala, Guinea, Guyana, Haiti, Honduras, Hungary, India, Indonesia, Iran (Islamic Republic of), Iraq, Italy, Japan, Kenya, Kuwait, Kyrgyzstan, Lao People's Democratic Republic, Latvia, Lesotho, Liberia, Libya, Lithuania, Madagascar, Malawi, Maldives, Mali, Mauritius, Mexico, Montenegro, Morocco, Netherlands (Kingdom of the), Nicaragua, Niger, Nigeria, North Macedonia, Norway, Oman, Pakistan, Panama, Peru, Philippines, Poland, Portugal, Qatar, Republic of Korea, Republic of Moldova, Romania, Russian Federation, Rwanda, Saint Kitts and Nevis, Sao Tome and Principe, Saudi Arabia, Senegal, Serbia, Sierra Leone, Slovakia, South Africa, Spain, Sri Lanka, State of Palestine, Sudan, Sweden, Switzerland, Tajikistan, Thailand, Togo, Tonga, Trinidad and Tobago, Tunisia, Tuvalu, Uganda, Ukraine, United Kingdom of Great Britain and Northern Ireland, United Republic of Tanzania, United States of America, Uruguay, Venezuela (Bolivarian Republic of), Viet Nam, Yemen and Zimbabwe.

17. Representatives of the European Union also attended the session.

18. Representatives of the following United Nations agencies, funds and programmes, secretariats of other intergovernmental organizations, secretariats of multilateral environmental agreements and

other entities attended: Basel and Stockholm Conventions Regional Centre located in Senegal (BCRC-SCRC Senegal); Basel Convention Coordinating Centre, Stockholm Convention Regional Centre, for Latin America and the Caribbean Region (BCCC-SCRC Uruguay); Basel Convention Regional Centre for Asia and the Pacific (BCRC-China); Basel Convention Regional Centre for the Arab States, Egypt (BCRC-Egypt); Basel Convention Regional Centre for Training and Technology Transfer for the South American Region, Argentina (BCRC-Argentina); Convention on Wetlands of International Importance especially as Waterfowl Habitat; Food and Agriculture Organization of the United Nations; IPCC; IPBES; International Labour Organization; secretariat of the Basel, Rotterdam and Stockholm conventions; secretariat of the Global Framework on Chemicals; International Union for Conservation of Nature and Natural Resources; Office of the United Nations High Commissioner for Human Rights (OHCHR); United Nations Development Programme; United Nations Environment Programme; United Nations Institute for Training and Research; World Health Organization.

19. Representatives of the following non-governmental, industry, academic and other entities attended: Action Jeunesse pour le Développement; Afrique Espérance; American Chemistry Council; Asociación Civil Red Ambiental; Association de l'Éducation Environnementale pour les Futures Générations; Association des États Généraux des Étudiants de l'Europe; Association of Uganda Professional Women in Agriculture and Environment; BAN Toxics; Bring Back Green Foundation; Center for International Environmental Law; Centre de recherches et d'études pour le développement; Chemicemi Foundation; Children and Youth International; Childs Right Information Network; Clean Production Action; Community Action Against Plastic Waste; CropLife International; Defensores do Planeta; Earthjustice; EcoWaste Coalition; Endocrine Society; Environmental and Social Development Organization; Footsteps Bangladesh; Global Alliance on Health and Pollution; Greenpeace International; GRID-Arendal; Gulf Research Centre; Institute of Marine Research; International Council of Chemical Associations; International Council on Mining and Metals; International Institute for Sustainable Development; International Lead, Zinc, Copper and Nickel Study Groups; International Panel on Chemical Pollution; International Pharmaceutical Students' Federation; International Union of Pure and Applied Chemistry; Journalists for Human Rights; Juventud Unida en Acción; Northeastern University; Partnerships for Change; Public Association Experts Association Pro-Mediu; Pure Earth; Red, Paz, Integración y Desarrollo; Shenzhen Zero Waste; Society of Environmental Toxicology and Chemistry; Society of Native Nations; Sustainable Energy and Enterprise Development for Communities; TakingITGlobal; The Beautywell Project; The European Chemical Industry Council; The League of Independent Activities; The Royal Society of Chemistry; United States Council for International Business, Inc.; Weis Toxicology; Wonjin Institute for Occupational and Environmental Health; World Federation of Public Health Associations; Zoi Environment Network.

IV. Preparation of proposals for the establishment of a science-policy panel

20. The Chair invited regional and political groups to deliver statements expressing general views on the substantive issues to be considered at the current session.

A. Statements by representatives and observers

21. The representative speaking on behalf of the group of Latin American and Caribbean States stressed the importance of integrating capacity-building in all relevant aspects of the panel's work. He said that the adoption by the panel's secretariat of an approach based on equality and human rights would facilitate the implementation of coordinated training and development programmes in an increasingly interconnected world. An accessible and flexible financial mechanism would ensure the equal participation of all Member States in the development of the panel's work programme, and promoting cooperation among States, through the exchange of knowledge, technologies and experience, should be a priority. The hard work of the regional groups should be recognized, and he invited all Member States to continue engaging in constructive dialogue. It was imperative for decision-making processes related to the protection of human health and the environment against hazardous substances and waste to be grounded in robust, transparent and independent scientific research that was free from conflicts of interest. The group was committed to continuing to build bridges with stakeholders to ensure the successful creation of the science-policy panel.

22. The representative speaking on behalf of the group of African States said that priority should be given to the finalization of the foundational elements of the panel, including capacity-building, which, as a core function of the panel, would benefit developing countries; the finalization of the conflict-of-interest policy document, as it was critical to ensuring that the panel and its subsidiary

bodies fulfilled their functions without harmful influences on their work; and the finalization of the panel's rules of procedure, programme of work process and financial procedures to allow the panel to begin work immediately. The panel's mandate should facilitate collaboration among scientists and policymakers to enhance the relevance and impact of scientific research, ensure that policies were informed by the best evidence available, and bridge the gap between science and policy. To avoid duplication of effort and improve efficiency, the functional bodies should have a clear mandate and a multidisciplinary membership, and the work programme and financial procedures should be independent and aligned with the objectives of the Global Framework on Chemicals. Learning from the experience of existing science-policy bodies would help ensure that the panel was functional and effective. He proposed that the panel be named the "Intergovernmental Science-Policy Panel on Chemicals and Waste and to Prevent Pollution".

23. The representative speaking on behalf of the European Union and its member States, noting that Montenegro, Serbia and Ukraine aligned themselves with the statement, said that the panel's operating principles should be concise, simple, clear and stand-alone, and should guide all facets of the panel's work. The institutional arrangements should be based on those of IPCC and IPBES. She invited the secretariat to present an overview of the structure of the panel and the connections between the different bodies at the start of contact group meetings to expedite the discussions and avoid misunderstandings. She stressed that the bureau, the interdisciplinary expert committee, the secretariat and the panel's plenary should be assigned clear mandates. As in other scientific advisory bodies, a clear and transparent procedure for addressing all professional, personal and financial conflicts of interest was essential to ensuring the panel's credibility. She expressed strong support for the panel's engagement with all relevant stakeholders, especially WHO, to ensure the transparency of the panel's work, make use of the best available expertise, and enhance the relevance and impact of the panel's output. She expressed the hope that substantive progress would be made on the work-related processes and procedures, including the process for determining the work programme and the procedures for the preparation and clearance of panel deliverables, given their importance for kick-starting the work of the panel.

24. The representative speaking on behalf of the group of Asia-Pacific States, thanking the secretariat for the documentation provided, said that the operational principles and scope of the panel should be based on the principles set out in Environment Assembly resolution 5/8, as unnecessary expansion of those principles could prove counterproductive for the discussions and delay consensus. He emphasized the importance of capacity-building, including the provision of financial resources and technical assistance, knowledge-sharing and technology transfer, to support scientists in developing countries and facilitate cooperation with the panel. The panel and its subsidiary bodies should avoid duplicating efforts with intergovernmental forums, multilateral environmental agreement mechanisms and regional bodies and should encourage the participation of developing countries. He attached paramount importance to decision-making based on consensus in the work of the ad hoc open-ended working group and the future panel.

25. The representative of the United Kingdom of Great Britain and Northern Ireland said that the country's participation in the plenary and contact group meetings at the current session of the working group would be limited owing to restrictions on policymaking activities in the run-up to the general election to be held on 4 July 2024.

26. The observer speaking on behalf of all major groups and stakeholders expressed the hope that the proposal to establish a separate policy committee would be removed from the foundational document to establish the panel, as such a committee could unnecessarily duplicate work, increase delivery times and costs, and weaken the science-policy interface. She requested that members ensure the meaningful participation of civil society in the interdisciplinary expert committee and the panel's work programme. Everyone participating in the panel should undergo the conflict-of-interest procedure, which should be ongoing and transparent, and a committee, rather than the person being assessed, should decide, on the basis of evidence, whether conflicts existed. Both past and current conflicts of interest should be declared.

27. The observer speaking on behalf of the children and youth major group called for intergenerational equity to be included as an operating principle of the panel, as it reflected the United Nations' long-standing recognition of the need to safeguard the quality of life of future generations. She emphasized the importance of meaningful engagement with young people through the establishment of a youth expert advisory group, which would incorporate young people's lived experiences of chemicals, waste and pollution into the panel's work. She recalled the need to adopt a flexible and iterative approach based on human rights, develop a robust conflict-of-interest policy, defend the rights of vulnerable communities, and enhance capacity-building and awareness-raising activities.

28. An observer speaking on behalf of OHCHR said that the panel's clear commitment to respecting and protecting human rights should be reflected in the operating principles, and a comprehensive policy should be adopted to ensure the disclosure and evaluation of potential conflicts of interest, including past conflicts. Evaluations should be public and independently monitored to ensure transparency and uphold public confidence. Information supplied by States and businesses should be declared confidential only when there was a proven need, and information on environmental and health impacts should be subject to full disclosure. The panel and its subsidiary bodies should respect observers' and Indigenous Peoples' right to participate, and a system should be established to prevent and address intimidation of and reprisals against all those involved in the work of the panel. States had an obligation to cooperate internationally to advance all rights, and capacity-building, technology transfer, resource mobilization and the sharing of scientific knowledge were essential to that end.

29. An observer speaking on behalf of the non-governmental organizations major group called for the development of evidence-based policies to raise awareness and address the issue of electronic waste, which posed a rapidly growing threat to the environment.

B. Introduction of documentation and discussion

30. Introducing the item, the Chair drew attention to document UNEP/SPP-CWP/OEWG.3/2, which contained the outcome of the second session of the ad hoc open-ended working group, namely a compilation of proposals for establishing a science-policy panel. The representative of the secretariat introduced document UNEP/SPP-CWP/OEWG.3/2 and related information documents UNEP/SPP-CWP/OEWG.3/INF/3, UNEP/SPP-CWP/OEWG.3/INF/5 and UNEP/SPP-CWP/OEWG.3/INF/7 for further consideration by the ad hoc open-ended working group at the current session. The proposals included the foundational elements for the establishment of the panel: (a) scope, objective and functions of the panel; (b) operating principles of the panel; (c) institutional arrangements for the panel; and (d) evaluation of the operational effectiveness and impact of the panel. Four of the functions of the panel had originated from Environment Assembly resolution 5/8, and the ad hoc open-ended working group had agreed on a fifth function, namely capacity-building, at the first session. Two text proposals relating to that function were set out in document UNEP/SPP-CWP/OEWG.3/2 for consideration at the current session.

31. The Chair also drew attention to the addenda to document UNEP/SPP-CWP/OEWG.3/2, namely documents UNEP/SPP-CWP/OEWG.3/2/Add.1 (draft rules of procedure), UNEP/SPP-CWP/OEWG.3/2/Add.2 (draft financial procedures), UNEP/SPP-CWP/OEWG.3/2/Add.3/Rev.1 (draft process for determining the work programme, including prioritization) and UNEP/SPP-CWP/OEWG.3/2/Add.4 (draft procedures for the preparation and clearance of panel deliverables). The compilation of proposals set out in document UNEP/SPP-CWP/OEWG.3/2 contained placeholders for annexes, for which the secretariat, during the intersessional period, had developed the draft text set out in the addenda (UNEP/SPP-CWP/OEWG.3/2/Add.1–4), as requested by the ad hoc open-ended working group at its second session. In addition, the secretariat had prepared a revised conflict-of-interest disclosure form (UNEP/SPP-CWP/OEWG.3/2/Add.5) for the conflict-of-interest policy, as well as background information on financial procedures (UNEP/SPP-CWP/OEWG.3/INF/2), background information on work-related processes (UNEP/SPP-CWP/OEWG.3/INF/4), possible modalities of cooperation and complementarities between the panel and WHO (UNEP/SPP-CWP/OEWG.3/INF/5) and a compilation of written submissions on the documentation for the third session of the ad hoc open-ended working group (UNEP/SPP-CWP/OEWG.3/INF/7). An overview of the progress to date towards a science-policy panel to contribute further to the sound management of chemicals and waste and to prevent pollution was set out in document UNEP/SPP-CWP/OEWG.3/INF/6.

32. In the ensuing discussion, two observers spoke about the importance of the conflict-of-interest policy. One said that further work on the conflict-of-interest disclosure form was needed. The other expressed the view that conflict-of-interest declarations should cover both current and past engagements, apply to everyone involved in the work of the panel and its subsidiary bodies, and be made publicly available.

33. One observer said that there was a wide gap between the available scientific evidence of the risks posed and harm caused by chemicals and waste and the regulatory responses adopted by States to address them. He said that the gap was due to disinformation tactics by certain industry actors, the intimidation of scientists, and inappropriate claims of confidentiality of the information relating to the risks and harm done. The establishment of a science-policy panel was crucial for avoiding a widening of the gap. Scientists needed to be afforded protection from reprisals, and capacity-building and international cooperation were required to enable scientists from developing countries to participate in

the work of the panel. He, along with another observer, expressed the view that information relevant to human health and the environment should never be kept confidential. The use of confidential information could also pose a risk to the credibility of the panel.

34. Some observers stressed the importance of ensuring a transparent process and a panel that was guided by the principles of human rights. One emphasized the importance of drawing on sources of knowledge for the panel beyond science, such as Indigenous Peoples' knowledge systems and the experiences of communities adversely affected by chemicals, waste and pollution.

C. Establishment and work of contact groups

35. The ad hoc open-ended working group agreed to establish a contact group on the foundational document. The contact group was mandated to finalize the draft proposals on the foundational elements of the panel on the basis of document UNEP/SPP-CWP/OEWG.3/2 and the related information documents, including the draft proposal on the scope, objective and functions of the panel, including in relation to the capacity-building function, building on agreed text on the functions and the objective of the panel; the draft proposal on operating principles, agreeing on which principles were to be included as operating principles of the panel and which principles or approaches could be addressed elsewhere; the draft proposal on institutional arrangements for the panel, including the relationship between the governing body, the bureau, committees and subsidiary bodies, financial arrangements, the secretariat and strategic partnerships; and the draft proposal on the evaluation of the operational effectiveness and impact of the panel, and to propose a name for the panel. The co-facilitators of the contact group would be Sofia Tingstorp (Sweden) and Judith Torres (Uruguay). It was agreed that the contact group would hold informal group meetings as necessary to facilitate its discussions with a view to finalizing its work.

36. The ad hoc open-ended working group also agreed to establish a contact group on work-programme-related matters. The contact group was mandated to finalize a draft proposal on the process for determining the work programme for the panel on the basis of document UNEP/SPP-CWP/OEWG.3/2/Add.3/Rev.1 and the related information document, and to develop a draft proposal on the procedures for the panel deliverables on the basis of document UNEP/SPP-CWP/OEWG.3/2/Add.4 and the related information document. The co-facilitators of the contact group would be Kateřina Šebková (Czechia) and Moleboheng Juliatt Petlane (Lesotho). It was agreed that the contact group would hold informal group meetings as necessary to facilitate its discussions with a view to finalizing its work.

37. The ad hoc open-ended working group also agreed to establish a contact group on the rules of procedure, financial procedures and conflict-of-interest policy. The contact group was mandated to finalize a draft proposal on the rules of procedure on the basis of document UNEP/SPP-CWP/OEWG.3/2/Add.1; to develop a draft proposal on financial procedures on the basis of document UNEP/SPP-CWP/OEWG.3/2/Add.2 and the related information document; and to finalize the draft proposal on the conflict-of-interest policy on the basis of annex 5 in document UNEP/SPP-CWP/OEWG.3/2 and the draft conflict-of-interest disclosure form set out in document UNEP/SPP-CWP/OEWG.3/2/Add.5. The contact group would be co-facilitated by Sam Adu-Kumi (Ghana) and Itsuki Kuroda (Japan). It was agreed that the contact group would hold informal group meetings as necessary to facilitate its discussions with a view to finalizing its work.

38. Subsequently, the ad hoc open-ended working group heard reports on the work of the three contact groups established under the present agenda item.

1. Contact group on the foundational document

39. Reporting on the work of the contact group on the foundational document, the co-facilitator said that the group had discussed the scope, objective and functions of the panel. It had considered the two proposals relating to the capacity-building function in document UNEP/SPP-CWP/OEWG.3/2 and had received a third proposal on the matter. Following informal consultations within the group, the group had agreed on a compromise text that would be used as the basis for its deliberations on capacity-building. The issue of gender required further consideration.

40. The group had also discussed the operating principles of the panel. There had been support for the principles to be formulated in a simple manner, and a proposal had been made for the principles to be aligned with the wording used in Environment Assembly resolution 5/8. It had been noted that certain aspects might be of relevance to other documents being discussed at the current session, and several text proposals to provide further clarity and bring together connected concepts had been discussed.

41. With regard to institutional arrangements for the panel, the contact group had come to the common understanding that the panel would be an encompassing entity comprising the governing body or plenary, the bureau, the subsidiary bodies, including the interdisciplinary expert committee, the secretariat and the groups of experts contributing to the delivery of the work programme.
42. The co-facilitator, in a subsequent report to the ad hoc open-ended working group, said that the contact group had discussed institutional arrangements for the panel, including the membership and functions of the governing body, the bureau, the committees and subsidiary bodies, and the secretariat. The proponent of the proposal for the establishment of a policy committee had withdrawn the proposal and had instead replaced it with a proposal for an extended bureau. The contact group had set up two informal groups, one with the mandate to finalize the operating principles and another one to finalize the institutional arrangements to the extent possible.
43. The observer speaking on behalf of the children and youth major group, referring to annex II to document UNEP/SPP-CWP/OEWG.2/8, called for the retention of paragraph 18 of the foundational document, relating to the membership of the interdisciplinary expert committee, on the grounds that non-governmental participants offered a broad range of multidisciplinary technical and scientific expertise that could be leveraged by the committee to enhance its effectiveness and enable it to oversee credible, comprehensive and balanced assessments. Such participants could also facilitate the integration of indigenous and other knowledge systems and the lived experiences of relevant stakeholders such as women, children, young persons and communities in vulnerable situations.
44. Later in the meeting, the co-facilitator reported on the further deliberations of the contact group on the foundational document and of the two informal groups that it had established on the institutional arrangements and the operating principles of the panel.
45. The informal group on institutional arrangements had made good progress, especially with regard to the secretariat and governing body. The informal group on institutional arrangements had also been tasked by the contact group to consider the financial arrangements and strategic partnerships, but it had not yet finished that work. The contact group had subsequently worked on the outcomes of the informal groups, but more time was required.

2. Contact group on work-programme-related matters

46. Reporting on the work of the contact group on work-programme-related matters, the co-facilitator said that, in relation to the draft process for determining the work programme, some members of the contact group had been in favour of allowing submissions for the work programme by Governments only, while others had been in favour of also allowing submissions by relevant stakeholders. Some members had proposed additional items for inclusion on the list of information that should accompany a submission, such as existing scientific literature, which had raised concerns among developing countries about their access to such information and their capacity to gather it. The group had also discussed the interrelation of the secretariat, the bureau and the interdisciplinary expert committee regarding the prioritization for determining the work programme.
47. During a general exchange of views on the draft procedures for the preparation and clearance of panel deliverables, the group had realized that some elements might need more time for completion than was available to the ad hoc open-ended working group during its existence. The contact group had focused discussions on the types of deliverables of the panel and the scoping process. Some members had proposed a detailed list of deliverables, while others had stressed the need to keep the list concise but not closed, referring to it as indicative, as other deliverables might be added over time.
48. In a subsequent report on the work of the contact group on work-programme-related matters, the co-facilitator said that the group had discussed the process for determining the work programme and had agreed on the essential information that needed to accompany submissions inviting the panel to work on specific issues and the optional information that should be provided wherever possible. Some members had proposed that a broad range of stakeholders should be permitted to make such submissions, whereas others had emphasized that only Governments could make submissions, independently or through the governing bodies of multilateral environmental agreements.
49. The co-facilitator of the contact group on work-programme-related matters recalled that the group had thoroughly discussed the process for determining the work programme, including who could provide submissions and related information, subsequent steps of prioritization and the development of the work programme. In addition, the group had also carried out its first reading of the procedures for the preparation and clearance of the panel's deliverables, specifically paragraphs 2–6 on deliverables and paragraphs 7–17 on general procedures of the scoping of deliverables, collecting views on how to develop deliverables in a legitimate, credible and policy-relevant manner. She noted

that they had developed a co-facilitators' proposal for the process for determining the work programme, based on the discussion in the contact group, and suggested that the proposal be shared for information purposes on the website.

3. Contact group on rules of procedure, financial procedures and conflict-of-interest policy

50. Reporting on the work of the contact group on the rules of procedure, financial procedures and conflict-of-interest policy, the co-facilitator said that the group had made progress on the draft conflict-of-interest policy, but that square brackets still remained. With regard to the draft rules of procedure, the group had discussed the text and received high-level guidance on sections and paragraphs that were identified as not overlapping with topics being considered by the contact group on the foundational document. The group had asked the secretariat to prepare an updated version of the text on the basis of those proposals to facilitate further discussions in the group.

51. Subsequently, reporting on the work of the contact group on the rules of procedure, financial procedures and conflict-of-interest policy, the co-facilitator said that the group had continued discussions on the draft conflict-of-interest policy and the rules of procedure. With regard to the conflict-of-interest policy, the group had carried out a paragraph-by-paragraph read-through of the entire annex 5, including sections: (a) purpose of the conflict-of-interest policy; (b) scope of the conflict-of-interest policy; and (c) conflict of interest. Upon completion, the group had begun a review of appendix A and had been able to do a paragraph-by-paragraph reading of the subsection entitled "Implementation Procedures". The group had been unable to complete its reading of the other subsections of appendix A or discuss appendix B entitled "Conflict of interest disclosure form (COI Form)".

52. With regard to the draft rules of procedure, the group had negotiated on the basis of the updated text, prepared by the secretariat overnight based on the overall guidance provided by the group. The group had considered the document from the beginning, on a paragraph-by-paragraph basis, up to paragraph 25 bis, bypassing the following sections, which had been set aside given that they were considered to overlap with topics being considered by the contact group on the foundational document: definitions contained in paragraph 2 (a), (f)–(j), and (m); section 4 on members and observers, paragraphs 7–9; and section 5 on the admission and participation of observers, paragraphs 10–14.

53. The group had been able to discuss a large amount of the text, and most of the brackets had been eliminated. However, discussions on a substantial part of the document had been suspended pending the outcome of the deliberations of the contact group on the foundational document.

D. Further discussion

54. The Chair drew attention to a conference room paper setting out a proposal for a name for the science-policy panel.

55. The representative speaking on behalf of the group of African States, introducing the proposal, said that, in view of the precedents provided by IPCC and IPBES, whose names contained no mention of "science-policy", his group proposed the name "Intergovernmental Panel on Chemicals and Waste and to Prevent Pollution", to be abbreviated as IPCWP. The intention of the proposal was that the name would reflect the panel's comprehensive mandate, maintain consistency with the names of existing panels, and address the third element of the triple planetary crisis, namely pollution from chemicals and waste.

56. In the ensuing discussion, two observers expressed support for the proposal. One representative said that a shorter name would be preferable and suggested "Intergovernmental Panel on Chemicals" as an alternative. Another representative said that, since the panel's purpose would ultimately be to limit pollution, a suitable name would be "Intergovernmental Science-Policy Panel on Pollution", with the acronym "SPP", with one observer expressing support for that name, which subsumed chemicals and waste under pollution, and said that a name that referred only to chemicals should be avoided, since waste products sometimes contained a variety of chemicals, and air pollution could be caused by physical as well as chemical agents. She noted that her preferred acronym would be "ISP". One representative, however, emphasized that mention should be made of chemicals, waste and pollution in order to have the desired effect on policymakers. One observer, noting that the name should be easy to remember, suggested "Intergovernmental Panel on Waste and Pollution", or "IPWP".

57. The Chair invited participants to continue to discuss possible names in the margins of the meeting and in the contact group on the foundational document.

58. The Chair thanked the co-facilitators and members of the groups for their work. Given the short amount of time remaining for further deliberations at the current session, the Chair made a proposal on how to present the outcomes of the session. Following the discussion, she had concluded that the outcomes of the session should be presented in two outcome documents that would be annexed to the meeting report. The first would contain the outcome of the discussions on the proposed draft decision of the intergovernmental meeting, on the establishment of the panel, at the current session. The outcome of the discussions on the foundational document would be annexed to that draft decision. The second outcome document would contain the outcome of the discussions on the proposed draft decision of the intergovernmental meeting, on recommendations for consideration by the governing body of the panel at its first session, including the four annexes that had been discussed: the draft rules of procedure; the draft process for determining the work programme, including prioritization; the draft procedures for the preparation and clearance of the panel deliverables; and the draft conflict-of-interest policy. Those documents would then be recommended to be forwarded by the intergovernmental meeting to the panel for consideration and possible adoption at its first session.

59. In response to the proposal, several representatives highlighted the little time remaining, the persisting divergence of views, and the extent to which further work was required in order to produce documents that were fit to be sent to the intergovernmental meeting. One was adamant that an additional session of the ad hoc open-ended working group was required, before the end of 2024, at which consideration of the foundational document should be the priority. He also underlined that the texts that had been considered by the ad hoc open-ended working group for submission to the intergovernmental meeting should be enclosed entirely in square brackets and that the financial procedures, which had not been considered at all, should be forwarded as an information document only. That said, he proposed using the time remaining at the current session to see how much more progress could be made, deciding on the next steps only once that time had definitively run out.

60. The Executive Director of UNEP, Inger Andersen, said that the work of the ad hoc open-ended working group on a science-policy panel was an important stepping stone for enabling UNEP and the wider United Nations system to address the looming environmental impact of chemicals, waste and pollution. Fortunately, the working group was not starting from scratch: the establishment of IPCC, in 1998, and IPBES, in 2010, had set much in the way of precedence. Moreover, not every aspect of the new panel had to be established up front; the panel could resolve some issues itself. The working group should therefore focus its efforts on finalizing the foundational document.

61. A slimmed-down foundational document was all that was needed; however, time was running out to achieve that goal. She urged the working group to consider seriously in the final hours of the current session the following suggestions: first, revert the currently heavily bracketed operational principles to the text adopted by the Environment Assembly in its resolution 5/8, in particular in paragraph 6 (a)–(e); second, open up membership of the new panel automatically to all States Members of the United Nations and members of specialized agencies; third, select nomenclature concerning the new panel’s decision-making body based on the example set by IPCC, the governing body of which was known as the “IPCC Plenary” and a meeting of that body as the “Plenary session”; fourth, eliminate references to specific subsidiary bodies and allow the panel’s plenary to establish any such bodies as needed, in accordance with its rules of procedure, as had been done with IPBES; fifth, recognize that, while UNEP would undoubtedly serve as the new panel’s secretariat, it would need to draw on the scientific skills and expertise, including in the area of human health, of other United Nations entities, such as WHO; sixth, establish, on the basis of the 50 years’ experience of UNEP, a simple UNEP-managed voluntary trust fund to deal with the financial arrangements of the panel; and finally, allow the panel to deliberate on and address the issues of strategic partnerships and conflict of interest after its establishment, just as had been done for IPCC and IPBES.

62. She hoped to be able to report to the General Assembly that the working group had completed its mandated work, laying the foundations for a science-policy panel to work alongside IPCC and IPBES to address the triple planetary crisis, with particular regard to chemicals, waste and pollution, and transmitting the foundational document for adoption by the intergovernmental meeting to establish the science-policy panel.

63. In the ensuing discussion, many representatives thanked the Executive Director for her words of encouragement and guidance. Many representatives, including one speaking on behalf of a group of countries, reiterated their readiness to work intensively to achieve the working group’s objective and expressed optimism that progress could be made and the foundational document finalized in the time remaining. A number of representatives voiced doubts that fundamental issues could be resolved in so short a time frame and highlighted the need to also consider alternative ways forward, such as holding a fourth and final session of the working group. One representative urged representatives to expend

every effort to fulfil their mandate without delay, emphasizing that a science-policy panel was urgently needed, as people were dying from the effects of chemicals, waste and pollution.

64. The Chair proposed that, in the remaining hours, renewed efforts be made to focus on the foundational document, bearing in mind the Executive Director's suggestions and encouragement, and to achieve consensus on a document for submission to the intergovernmental meeting.

65. Subsequently, the co-facilitator of the contact group on the foundational document reiterated that the group had set up two informal groups, one with the mandate to finalize the operating principles and another one to finalize the institutional arrangements to the extent possible. The contact group had convened as a whole to endorse the outcomes of the informal groups.

66. Subsequently, the Chair introduced two conference room papers. The first contained a draft decision for consideration by the intergovernmental meeting to establish the panel and recommendations for the governing body of the panel for consideration at its first session. The four annexes to the paper contained the draft rules of procedure, the draft process for determining the work programme, the draft procedures for the preparation and clearance of panel deliverables, and the draft conflict-of-interest policy, as had been discussed at the current session. The second conference room paper contained a draft decision on the establishment of the panel, to which the draft foundational document of the panel was annexed. She proposed that the papers should be annexed to the present report for consideration at a preparatory meeting of the intergovernmental meeting. The papers are set out in the annexes to the present report.

67. Following discussions and informal consultations, the ad hoc open-ended working group agreed that the two conference room papers, with the amendment to correct the reference to the annexes of the draft decision on recommendations for consideration by the governing body of the panel at its first session, would be annexed to the present report without formal editing so that they could be transmitted to the ad hoc open-ended working group at its resumed third session; that the draft financial procedures would be forwarded as an information document; that the texts of all the annexes would be bracketed in their entirety and remain open for discussion; that a resumed third session would be organized back to back with the intergovernmental meeting with a view to finalizing the foundational document and the rules of procedure; and that the timing of the respective meetings would take into account the international environmental calendar as well as any major public holidays celebrated in United Nations Member States. One representative, thanking the secretariat for its hard work, expressed his support for the proposal to resume the session at a later date.

V. Recommendations to the Executive Director of the United Nations Environment Programme for the preparation of the intergovernmental meeting to establish the science-policy panel

68. Introducing the item, the Chair invited regional and political groups to deliver statements expressing general views on the substantive issues to be considered at the current session.

69. A representative speaking on behalf of a regional group said that it was crucial, by the end of the session, to reach agreement on the necessary arrangements for establishing a science-policy panel that encompassed all aspects of chemicals, waste and pollution, in accordance with United Nations Environment Assembly resolution 5/8. Furthermore, it would be helpful to set a time frame for the first plenary meeting of the panel, taking into account the time needed to prepare for the meeting. Given the relevance of both health and pollution issues to the proposed panel's work, there was merit in the idea of UNEP and WHO jointly providing secretariat services for the panel. He invited the Executive Director of UNEP and the Director General of WHO to make arrangements in that regard for consideration at the intergovernmental meeting.

70. Subsequently, the Chair drew attention to documents UNEP/SPP-CWP/OEWG.3/3, which contained proposals on the establishment of the panel to be considered by the intergovernmental meeting, and UNEP/SPP-CWP/OEWG.3/4, on proposals to give effect to arrangements to be considered by the intergovernmental meeting.

71. A representative of the secretariat, introducing the two documents, said that the secretariat, in consultation with the Bureau, had proposed that, upon finalization of the foundational document at the current session, the intergovernmental meeting could be scheduled for February 2025, with the venue and exact dates to be confirmed. The intergovernmental meeting would establish the panel and transmit procedures, policies, guidelines, administrative and financial arrangements and an indicative budget to the governing body of the panel for consideration and possible adoption at its first session. In order to prepare for the intergovernmental meeting, it would be necessary to raise the required

funding. On 13 June 2024, the sum of expenditures for the ad hoc open-ended working group process had stood at \$6,153,202, while the sum of cash contributions received from Governments had amounted to \$6,061,578. The sum of direct cash contributions from UNEP had been \$503,103, with the result that cash at hand had totalled \$411,479. With \$61,479 of that having been set aside as a contingency fund to cover the costs of the current session, it was estimated that \$350,000 would be carried over from the process. The ad hoc open-ended working group process was made possible thanks to the voluntary financial contributions of countries, some in-kind contributions, and direct and indirect support from UNEP.

72. The ad hoc open-ended working group agreed to the proposed timeline for the intergovernmental meeting and the first session of the governing body of the panel, to be held back to back. It also agreed to convene an informal consultation with the secretariat on the budgetary and financial situation for interested representatives. The consultation would be facilitated by Jinhui Li (China).

73. The ad hoc open-ended working group further agreed to work on the basis of the text suggestions put forward by the secretariat in documents UNEP/SPP-CWP/OEWG.3/3 and UNEP/SPP-CWP/OEWG.3/4. Finally, it agreed to establish a contact group on preparations for the intergovernmental meeting. The contact group was mandated to finalize the three draft decisions set out in the two documents and to decide on the placement of any text emanating from the other three contact groups, on the understanding that it would not modify the text. The co-facilitators of the group would be Safiya Sawney (Grenada) and Toks Akinseye (United Kingdom). It was agreed that the contact group would hold informal group meetings as necessary to facilitate its discussions with a view to finalizing its work.

74. Subsequently, reporting on the work of the contact group on preparations for the intergovernmental meeting, the co-facilitator said that, in relation to the draft decision on the establishment of the panel in annex I to document UNEP/SPP-CWP/OEWG.3/3, the group had been unable to reach consensus on two options related to the preambular text. It had therefore asked members to try to resolve the matter informally before the next meeting of the contact group.

75. The contact group had agreed that, before considering the draft decision on recommendations to give effect to arrangements in the foundational document, as set out in document UNEP/SPP-CWP/OEWG.3/4, it would wait for a submission on the provision of secretariat services for the science-policy panel from UNEP and WHO.

76. Subsequently, the Chair drew attention to a conference room paper on the potential model for the provision of secretariat services for the science-policy panel involving UNEP and WHO.

77. Introducing the joint proposal by UNEP and WHO on the provision of joint secretariat services, as set out in the conference room paper, a representative of WHO said that it had been drafted based on informal discussions and on advice received from WHO and UNEP legal counsel. The rationale for the potential provision of joint secretariat services was the fact that the work of the new panel was relevant to both organizations and that their existing infrastructure and technical expertise could be of substantial benefit to the panel. A representative of UNEP added that, in accordance with Environment Assembly resolution 5/8, various possible working modalities had been explored.

78. In the ensuing discussion, several representatives, including some speaking on behalf of groups of countries, said that more time was needed to gain a clearer understanding of the proposal and enable coordination at the national and regional levels before a way forward could be identified. Other representatives, including one speaking on behalf of a group of countries, voiced support for the proposal and encouraged its further consideration at the current session, whether in a contact group or another setting, and its subsequent onward transmission to the intergovernmental meeting.

79. Following a proposal by the Chair, the ad hoc open-ended working group agreed that Governments would be given time to reflect on the content of the conference room paper. Representatives could then communicate to their respective Bureau member their views, including on whether the proposal should be considered in a contact group or another setting, to enable the Bureau to agree on the organization of the work.

80. Following a brief discussion, the Chair further proposed that space be made available in an informal, open-ended setting so that delegations could ask UNEP and WHO representatives and legal advisers questions of a legal nature and clarify other relevant issues. She emphasized that the informal setting would not constitute an informal group or meeting.

81. The ad hoc open-ended working group agreed to organize an open-ended informal exchange with UNEP and WHO representatives so that representatives could gain further clarification on and deeper understanding of the proposal set out in the conference room paper.
82. Later in the meeting, the co-facilitator provided a reminder of the progress that had been made in the contact group on preparations for the intergovernmental meeting. She recalled the mandate of the contact group and the fact that it had only met twice. During those meetings, the group had completed two readings of each of the two draft decisions set out in document UNEP/SPP-CWP/OEWG.3/3. The group had added and removed text but had not been able to clear bracketed text. She also recalled that a first reading had been attempted for the draft decision set out in document UNEP/SPP-CWP/OEWG.3/4. The group had read through the preamble and the first paragraph. She explained that the group had not advanced further as it had been agreed that additional information on the future secretariat was needed from UNEP and WHO in order for the contact group to further consider the proposed text. No further meeting of the contact group had been organized. Finally, she recalled that the documents worked on in the contact group reflecting the changes made during the two meetings of the group had been uploaded to the website of the ad hoc open-ended working group.
83. In the light of time constraints, and of the discussion on the convening of a resumed third session back to back with the intergovernmental meeting, the draft decisions were not discussed further and would be considered by the ad hoc open-ended working group at its resumed third session for finalization.

VI. Other matters

84. No other matters were considered.

VII. Adoption of the report of the session

85. The Chair proposed that, in accordance with standard practice, the ad hoc open-ended working group adopt the present report on the basis of the draft report that had been circulated, on the understanding that the finalization of the report would be entrusted to the Rapporteur, working in consultation with the secretariat.
86. One representative said that, as it had been decided that the current session would be resumed at a later date, the draft report should be adopted at the resumed session. The working group had not been given sufficient time to consider the draft report, which, if standard practice were to be followed, should have been presented in plenary session by the Rapporteur on a paragraph-by-paragraph basis.
87. Following a brief discussion, the ad hoc open-ended working group adopted the present report on a provisional basis and agreed to defer its final adoption until the resumption of the session.

VIII. Closure of the session

88. The session was adjourned at 11 p.m. on Friday, 21 June 2024.

Annex I***[Draft decision [--] of the intergovernmental meeting to establish the panel****Establishment of the [insert full name of panel]**

The intergovernmental meeting,

[Recognizing the importance of science-based assessments to inform decision-making processes,

Reaffirming that the sound management of chemicals and waste and the prevention of pollution are crucial for the protection of [the environment and] human health [and the environment],

Bis [Recognizing that air pollution is the single greatest environmental risk to human health, with a disproportionate impact on women, children and the elderly,]

Acknowledging that improving the availability of scientific information and assessments can address capacity challenges, enable more effective and efficient action to minimize or prevent the adverse effects of the unsound management of chemicals and waste, and prevent pollution in order to improve human well-being and contribute to the prosperity of all,

Convinced that a science-policy panel could support countries in their efforts to take action, including to implement multilateral environmental agreements [and other relevant international instruments]; promote the sound management of chemicals and waste and address pollution by providing policy-relevant scientific advice on issues; and further support relevant multilateral agreements, other international instruments and intergovernmental bodies, the private sector and other relevant stakeholders in their work,]

Alt [Recalling resolution 5/8 from the United Nations Environment Assembly of the United Nations Environment Programme on a Science-policy panel to contribute further to the sound management of chemicals and waste and to prevent pollution],

Expressing appreciation for the work of the ad hoc open-ended working group convened to prepare proposals on the science-policy panel, as well as for the outcome of that work, comprising proposals for the science-policy panel as transmitted by the Executive Director of the United Nations Environment Programme to the intergovernmental meeting considering the establishment of a science-policy panel,

Having been convened in [city] by the Executive Director of the United Nations Environment Programme further to United Nations Environment Assembly resolution 5/8 of 2 March 2022, by which the Environment Assembly decided that a science-policy panel should be established to contribute further to the sound management of chemicals and waste and to prevent pollution, with details to be further specified according to the provisions of that resolution,

1. *Decides* to establish the [insert full name of panel], as specified in the foundational document set out in annex I to the present decision;
2. *Confirms* that the [insert full name of panel] is an independent intergovernmental body with a programme of work approved by its [members] [Governing Body] to deliver policy-relevant scientific evidence without being policy prescriptive;
3. *Invites* the United Nations Environment Assembly[, the World Health Assembly] and governing bodies of relevant multilateral [environmental] agreements and other [relevant] international instruments and intergovernmental bodies to consider the present decision, as appropriate.

* The annex is presented without formal editing

Annex I to draft decision [--]

Proposals for the establishment of a science-policy panel: outcome of the third session of 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

Preamble

[placeholder]

A. Scope, objective and functions of the panel

1. [The objective of the Panel is to strengthen the science-policy interface to contribute to the sound management of chemicals and waste and to prevent pollution for the protection of human health and the environment, with the following functions:]

- (a) Undertaking “horizon scanning” to identify issues of relevance to policymakers and, where possible, proposing evidence-based options to address them;
- (b) Conducting assessments of current issues and identifying potential evidence-based options to address, where possible, those issues, in particular those relevant to developing countries;
- (c) Providing up-to-date and relevant information, identifying key gaps in scientific research, encouraging and supporting communication between scientists and policymakers, explaining and disseminating findings for different audiences, and raising public awareness;
- (d) Facilitating information-sharing with countries, in particular developing countries seeking relevant scientific information;
- (e) Capacity-building

Integrate capacity-building into all functions and the work of the panel to strengthen the science-policy interface. Such capacity-building activities should enhance individual capacities of scientists, policymakers and other relevant stakeholders and thereby institutional capacities, particularly in developing countries, guided by the capacity-building priorities, identified by governments and other stakeholders, related to the Panel’s functions and work, by encouraging access to different forms of knowledge, data, and best practices, and enabling the dissemination and encouraging the utilization of the deliverables of the Panel at international, (sub)regional and national levels. In so doing the Panel will ensure effective, geographically [and gender] balanced [and gender-inclusive][and gender-responsive] participation and avoid duplication of work.

B. Operating principles and approaches of the panel

[2. In carrying out its work, the science-policy Panel will be guided by the following operating principles and approaches:

- (a) [Being scientifically independent, and]ensuring credibility and legitimacy including through peer review of its work.
 - (a) bis Ensuring impartiality and transparency.
 - (a) ter [Ensuring][Finding] consensus in its decision-making process on matters of substance.
- (b) Taking an interdisciplinary and multidisciplinary approach that incorporates a broad range of relevant disciplines and sources, including appropriate sectoral expertise, and relevant forms of knowledge, including Indigenous knowledge.
- [(c) Recognizing the technical knowledge and experience of workers[, including informal workers], involved in the management of chemicals and waste, and promoting a safe and healthy work environment.]
- (d) Having geographical, regional, and gender balance and promoting inclusivity of participation, and considering linguistic diversity, in all relevant aspects of its work.

- (e) Integrating gender equality and equity in all relevant aspects of its work.
- [(f) Producing deliverables that are policy relevant without being policy prescriptive, and, scientifically robust, unbiased and accessible and if appropriate, [prevention focussed] [while also [highlighting] [addressing] [negative socioeconomic][relevant] aspects of policies].]
- (g) Avoiding overlap and duplication of work, and promoting coordination and cooperation, as appropriate, with relevant multilateral environmental agreements and other relevant international instruments and intergovernmental bodies.
- (h) Having the flexibility to respond to members' needs, in particular needs of developing countries.
- (i) Incorporating the need to protect human health and the environment, with special attention to those that are vulnerable.
- [(j) Recognising the right to a clean, healthy, and sustainable environment, the right to science, and intergenerational equity and the importance of informed participation.]
- [(j) ter Recognising [the implementation of] [that] the sound management of chemicals and waste and prevention of pollution contributes to [improving human well-being and prosperity of all][the full enjoyment of human rights for present and future generations].]
- [(k) Addressing [the prevention of] all forms of [existing and legacy] pollution[, including pollution] related to chemicals and waste and pollution released into the air, water [(including oceans)] and soil.]
- [(l) Integrating capacity-building into all relevant aspects of its work.]]

C. Institutional arrangements for the Panel

3. [The panel as a whole encompasses the governing body, the Bureau, subsidiary bodies (including the Interdisciplinary Expert Committee), the secretariat and the groups of experts contributing to the work programme delivery.]

I. [Plenary][Governing Body of the Panel]

4. alt 1 [The [Governing Body [of the Panel]][Plenary] is the [governing and] decision-making body.][of the Panel]
4. alt 2 [The Governing Body of the Panel is the Panel's decision-making body which takes decisions during a plenary meeting]

Membership

5. alt 1 [[Membership in the [Plenary][Governing Body] is open to any State Member of the United Nations [or member of United Nations specialized agencies], [and Regional Economic Integration Organizations,] [as specified further in provisions of the rules of procedure.]] regarding participation by Regional Economic Integration Organizations,] having expressed its intent to be a member of the Panel.]
5. alt 2 [Membership of the governing body of the panel is open to States Members of the United Nations and UN non-member observer states.]

Participation of [observers] [States not members of the Panel, United Nations bodies and other intergovernmental and non-governmental organizations]

6. [Participation as observers is open to] [The [meeting of the] [Governing Body][Plenary] is open to participation as observers to any [Member [or observer] State of the UN][State] not a member of the Panel, any United Nations entity and any other body, organization or agency, whether national or international, governmental, intergovernmental or non-governmental, Indigenous Peoples[,] [or other disproportionately impacted populations and other relevant stakeholders,] and local communities [[qualified][with expertise] in matters covered by the Panel], and which [has][have] informed the Secretariat of the Panel of its wish to be represented at sessions of the [Governing Body][Plenary], subject to the rules of procedure.] [Non-governmental organizations are to have consultative status, within the United Nations in order to participate as observers in the Governing Body of the Panel.]

[6. alt The Plenary meeting is open to participation by observers to any State not a member of the Panel, any United Nations entity, organization or agency, whether national or international, governmental, intergovernmental or non-governmental, Indigenous Peoples[,] [or other disproportionately impacted populations and other relevant stakeholders,] and local communities [qualified in matters covered by the Panel], and which [has][have] informed the Secretariat of the Panel of its wish to be represented at sessions of the [Governing Body][Plenary], subject to the rules of procedure.]

7. [The [Governing Body][Plenary] is open to participation by regional economic integration organizations as observers. The European Union is allowed enhanced participation in sessions of the Plenary, including the right to speak in turn; the right of reply; the right to introduce proposals; the right to provide views; and the ability to support the implementation of the work programme of the Panel through financial support, among other means. [These rights do not grant the ability to be elected to the Bureau of the Panel].]

Functions

8. The functions of the [Plenary][Governing Body of the Panel] include:

- (a) ¹
- (b) Adopting the Panel's work programme to deliver on each of its functions;
- (c) Soliciting and responding to submissions and requests for the work programme from governments, [including through the governing bodies of] relevant United Nations entities, relevant multilateral agreements, other international instruments and intergovernmental bodies and [relevant stakeholders] by following procedures and processes set out in relevant documents;
- (d) Ensuring the active and efficient participation of civil society as observers in the Plenary;
- (e) Electing the Bureau, the members of the Interdisciplinary Expert Committee and other subsidiary bodies, in accordance with the rules of procedure;
- (f) Establishing subsidiary bodies, in accordance with the rules of procedure.
- (g) Accepting, adopting or approving scoping documents and deliverables, in line with procedures and processes set out in relevant documents.
- (h) Approving a budget and overseeing the allocation of the Trust Fund.
- (i) Deciding on an evaluation process for the periodic and independent review of the Panel's efficiency, effectiveness and impact, in line with procedures and processes set out in relevant documents;
- (j) Adopting and amending rules of procedure and financial rules and procedures [by consensus].

II. Bureau

9. A Bureau is established [by the Governing Body of the Panel] [to provide oversight of the Panel][oversee the implementation of decisions of the Plenary].

Membership

10. The Bureau will be comprised of two members from each of the 5 UN regional groups and elected by the Governing Body, including one chair and 9 vice chairs, one of whom shall act as rapporteur, as provided for in the rules of procedure [, keeping in mind the need for the Panel to have [sector] geographical, regional and gender balance].

11. Members of the bureau are selected for their expertise relevant to the functions of the bureau.

¹ The matter of decision making will be addressed in paragraph 4.

Functions

12. The functions of the Bureau include:
- (a) Advising the Chair and the secretariat on the preparation and conduct of business of the Governing Body and its subsidiary bodies;
 - (b) Monitoring the observance of the Panel's procedures and processes set out in relevant documents;
 - (c) Supporting the Panel's work during the intersessional period;
 - (d) Monitoring progress in the implementation of decisions of the Plenary/Governing Body, if so directed by the Plenary/Governing Body;
 - (e) [Advising the Plenary on coordination between the Panel and other relevant institutions;]
 - (e) alt [Advising the Plenary on policy aspects and on coordination and cooperation between the Panel multilateral environmental agreements, other international instruments, intergovernmental bodies, and other science-policy bodies in order to avoid overlap and duplication of work with existing efforts;]

III. Committees and subsidiary bodies

Interdisciplinary Expert Committee

13. An Interdisciplinary Expert Committee is established.

Membership of the Interdisciplinary Expert Committee

14. The Interdisciplinary Expert Committee comprises an equal number of members from each of the [regions of the institutions hosting the secretariat] [5 UN regional groups].²
- 14 alt The Interdisciplinary Expert Committee will be comprised of five experts from each of the 5 UN regional groups. The membership of the Interdisciplinary Expert Committee may be modified by a further decision of the Governing Body.
15. Members of the Interdisciplinary Expert Committee are nominated by regions and elected by [the Governing Body during a] Plenary, [taking into account the need to ensure][ensuring] the committee is interdisciplinary, [by] ensuring contributions from experts with a broad range of disciplinary expertise; has inclusive participation, including by indigenous peoples; and has geographical, regional and gender balance.³
16. Interdisciplinary Expert Committee members are selected for their scientific, technical [, socioeconomic] or [policy] expertise and knowledge of the main elements of the work of the Panel.
17. [Representatives of non-governmental participants as well as the Chair of the United Nations Environment Management Group may [participate] as ex officio members in Interdisciplinary Expert Committee meetings. The representatives of non-governmental participants are elected by and from non-governmental participants engaged in the work of the Panel.⁴]
17. alt Representatives of non-governmental participants as well as the Chair of the United Nations Environment Management Group may [participate] as [observers], by invitation of the Chair, in Interdisciplinary Expert Committee meetings.
18. [Members of the Bureau, representatives of other relevant science-policy interfaces [(including the Intergovernmental Panel on Climate Change and the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services)] or international organizations, and representatives of

²The rules of procedure will specify the number from each region. The ad hoc open-ended working group may wish to consider an Interdisciplinary Expert Committee with five members from each of region.

³Guidelines covering the nomination process, length of service, and any rotation of the Chair or Co-Chairs of the Interdisciplinary Expert Committee among the range of its members at regular intervals, will be provided for in the rules of procedure. The ad hoc open-ended working group may wish to consider an Interdisciplinary Expert Committee with staggered three-year terms, renewable once.

⁴Guidelines covering the nomination process and length of service of these representatives will be provided for in the rules of procedure. The ad hoc open-ended working group may wish to consider electing five representatives to serve in this role, one each from health, environment, industry, trade union and public interest groups.

relevant multilateral [environmental] agreements may be invited to participate as observers in meetings of the Interdisciplinary Expert Committee.]

Functions of the Interdisciplinary Expert Committee

19. The functions of the Interdisciplinary Expert Committee include:
- (a) Providing advice to the Plenary and the Bureau on, and coordinating the delivery of, scientific and technical and capacity building aspects of the Panel's programme of work;
 - (b) Providing advice and assistance on technical and/or scientific communication matters;
 - (c) Developing a transparent peer review process to ensure the highest levels of scientific quality, independence, inclusivity, integrity, and credibility for the Panel's deliverables following procedures and processes set out in relevant documents
 - (d) In consultation with the Bureau, advising on and overseeing the process for defining the scope of deliverables;
 - (e) Selecting experts for Panel activities as agreed in the Work Programme taking into account the need for different disciplines and forms of knowledge, regional and gender balance and effective contribution and participation by experts from developing countries;
 - (f) Engaging the scientific community and other knowledge holders with the work programme;
 - (g) Assuring scientific and technical coordination among other bodies set up under the Panel and facilitating coordination between the Panel and related processes to build upon existing efforts.
 - (h) Reporting to the Governing Body.

Other subsidiary bodies

20. The Governing Body may establish other subsidiary bodies under the Panel, in line with the rules of procedure.

IV. Secretariat

21. The Panel will be supported by a Secretariat with the following functions:
- (a) Organizing meetings and providing support on organisational, communication, and administrative activities, and technical services, of the Panel, including the preparation of documents and reports to the [Plenary] [Governing Body] of the Panel;
 - (b) Supporting members of the [Plenary][[Governing Body[of the Panel], Bureau, Interdisciplinary Expert Committee and other subsidiary bodies, to undertake their respective functions;
 - (c) Facilitating communication among any other bodies that might be established by the Panel;
 - (d) Facilitating communication amongst and with relevant key stakeholders of the Panel;
 - (e) Disseminating the Panel's deliverables;
 - (f) Supporting in outreach activities and in the production of relevant communication materials;
 - (g) Preparing the Panel's draft budget for submission to [Plenary][[Governing Body], and preparing financial reports;
 - (h) Managing the Trust Fund, as guided by the [Plenary]/[Governing Body];
 - (i) Mobilizing financial resources, including identifying donors;
 - (j) Assisting in the facilitation of monitoring and evaluation of the Panel's work;
 - (k) In consultation with the Bureau, proposing potential strategic partnerships to the [Plenary][[Governing Body];
 - (l) Under direction of the [Plenary]/[Governing Body], supporting the implementation of any strategic partnerships;

(m) Carrying out any other functions assigned to it by the [Plenary]/[Governing Body].

22. [The Panel, at its first Plenary session, will secure secretariat services. [provided by UNEP] from one or more Intergovernmental Organizations, based on solicited proposals to host the Secretariat. The Secretariat will be hosted in a single location. based on proposals by Member States.]

V. Financial Arrangements

23. [[A Trust Fund [is][will be] established by [Plenary][the Governing Body of the Panel to:

(a) be allocated by [Plenary] [the Governing Body] in an open and transparent manner;

(b) collect voluntary contributions to support the work of the Panel;

(c) be governed by financial rules and procedures adopted by the [Plenary][the Governing Body of the Panel].

24. [[The trust fund is open to voluntary contributions from all sources, including governments, UN bodies, other IGOs and stakeholders such as the private sector and foundations] (d) will come without conditionalities; (e) will not orient the work of the Panel; (f) cannot be earmarked for specific activities.]

24. alt [[Voluntary] Contributions to the Trust Fund are [welcomed][invited] from Governments,[using the UN voluntary indicative scale of assessments as a guideline, and are welcomed][as well as] from United Nations bodies, [the Global Environment Facility], other intergovernmental organizations [, international financial institutions and development banks] and stakeholders such as the private sector and foundations, on the understanding that such funding [the amount of contributions from private sources must not exceed the amount of contributions from public sources in any biennium]:

(a) will come without conditionalities;

(b) will not orient the work of the Panel;

(c) cannot be earmarked for specific activities.]

25. [Exceptions to paragraph 24cf may be provided to allow] additional contributions [may be provided] for specific activities [in line with the agreed prioritization and] [if] approved by the [Plenary] [the Governing Body by consensus] [, preceded by a due diligence process by the secretariat and approved by the bureau.]

25. bis [in kind contributions from governments, Regional Economic Integration Organizations, the scientific community, other knowledge holders and stakeholders will come without conditionalities, nor orient the work or influence prioritization of the Panel and will be consistent with the functions, operational principals or institutional arrangements of the Panel]

26. The [Plenary] [the Governing Body of the Panel] regularly reviews Panel expenditures and budget proposals, and adopts budgets [for the Panel].

27. [The Bureau regularly reviews budget information prepared by the Secretariat.]

28. The Secretariat prepares the Panel's draft budget for submission to [Plenary] [the Governing Body of the Panel], managing the financial arrangements and preparing any necessary financial reports.

28. alt [The Secretariat prepares the Panel's draft budget for submission to the Plenary, manages the approved budget and prepares the financial reports for the bureau and the Plenary]]

VI. Strategic Partnerships

29. [The Governing Body may decide to pursue formal strategic partnerships with relevant multilateral environmental agreements, other international instruments and intergovernmental bodies, and other relevant stakeholders, in line with procedures and processes set out in relevant documents.]

30. The [Governing Body of the Panel][Panel][Plenary] [may decide to][shall] pursue formal strategic partnerships with United Nations entities, multilateral agreements[, regional entities, funding agencies] and other [selected][relevant] stakeholders that are active and qualified in the topics covered by the Panel. [Formal strategic partnerships [support][can be a means of] [promoting synergies [and avoiding overlap] towards] [achieving the operating principle[s] [of the Panel] [that includes]

“avoiding overlap and duplication of work, and promoting coordination and cooperation” [while delivering on any of the Panel’s functions].]

31. The [Secretariat][or the bureau] [subsidiary bodies under the Panel]may propose [the need for the establishment] [for consideration [and approval] of the Plenary the establishment of] [possible][specific] strategic partnerships, [with different sectors, ensuring the absence of conflict of interest] including their contribution to the work of the Panel.

31. alt [The [Panel][Governing Body] may mandate the Secretariat to engage potential strategic partnerships as it relates to their contribution to the identified work programme]

32 The Secretariat shall regularly [inform the Bureau] and [the Governing Body of the Panel][the Plenary] about the [formal][formation of] strategic partnerships and their contribution. Strategic partnerships are subject to periodic review.

33. [In order to encourage and facilitate formal strategic partnerships,] [the Governing Body of the Panel][Plenary] may decide to mandate [to any of [the bodies of the Panel][its sub organizations such as bureau, secretariat, and subsidiary bodies]][to the secretariat] the development, and periodic updating, of:

(a) guidance for entities wishing to apply to enter in a formal strategic partnership with the Panel, and

(b) guidelines for formalizing partnerships that [the Governing Body][the Plenary] agrees to pursue, including, as appropriate, through the preparation of memoranda of understanding [, joint project documents or work programmes]or contracts [Partnerships shall be established in line with UN and UNEP partnership policies and procurement rules].

(b) bis [a review process for the assessment of the effectiveness of strategic partnerships.]

34. [[Considerations in formalizing strategic partnerships may include] [The Panel may consider the following in formalizing strategic partnerships]:

(a) the function(s) the formal strategic partnership will support;

(b) alignment with the Panel’s scope, objective, and operating principles;

(c) complementarity with the Panel’s work programme;

(c) bis [opportunity to perform work programme activities more effectively, efficiently, economically and ethically;]

(c) ter [experience and capacity of the potential strategic partner in fields relevant to the Panel and its willingness to collaborate in delivering the work programme;]

(c) quater [achievement of a more appropriate regional or thematic balance in the delivery of the work programme;]

(d) opportunities for synergies [and for avoiding overlap][, as appropriate]].]

D. Evaluation of the operational effectiveness and impact of the Panel

35. The Panel’s efficiency, effectiveness and impact [shall] [will] be independently [and externally] reviewed and evaluated on a periodic basis as decided by the [Plenary][Governing Body of the Panel][, with adjustments to be made as necessary].]

Annex II***[Draft decision [--] of the intergovernmental meeting to establish the panel****Recommendations for consideration by the governing body of the [insert full name of panel] at its first session**

The intergovernmental meeting,

Having established the [insert full name of panel],

Expressing appreciation for the work of the ad hoc open-ended working group convened to prepare proposals on the science-policy panel, as well as the outcome of that work, comprising proposals for the science-policy panel as transmitted by the Executive Director of the United Nations Environment Programme to the intergovernmental meeting considering the establishment of a science-policy panel,

1. *Takes note* of the outcomes of the work of the open-ended working group at its third session, consisting of the draft rules, procedures[,] [and] policies [and guidelines] for the [panel], as set out in annexes 1 to 4 to the present decision;
2. *Invites* the governing body of the [panel] to convene its first session [preferably] [within six months] upon completion of this intergovernmental meeting for the purpose of starting the work of the [panel];
3. *Recommends* to the governing body of the [panel] the above-mentioned draft rules, procedures[,] [and] policies [and guidelines], for consideration and possible adoption at its first session.

Annexes to draft decision [--]

1. Draft rules of procedure;
2. Draft process for determining the work programme, including prioritization;
3. Draft procedures for the preparation and clearance of the panel deliverables;
4. Draft conflict-of-interest policy;]

* The annex is presented without formal editing.

Annex 1 to draft decision [--]

Rules of procedure for [sessions of] the governing body of the [insert full name of panel]

1. Scope

Rule 1

The following rules of procedure apply to all sessions of the governing body of the [insert full name of panel] (hereafter “the Panel”) convened in accordance with a decision of the governing body and in compliance with the rules of procedure.

2. Definitions

Rule 2

For the purposes of the rules of procedure:

- (a) “Bureau” means the body of elected members of the governing body of the Panel, comprising the Chair and the Vice-Chairs, who assist the Chair in the general conduct of business of the Panel, as set forth in the rules of procedure;
- (b) “Bureau member” and “member of the Bureau” mean any person who holds one of the offices in the Bureau;
- (c) “Chair” means the Chair of the governing body of the Panel;
- (d) “Co-Chair” means a co-chair of a subsidiary body of the Panel, including any co-chair of the Interdisciplinary Expert Committee;
- (e) “Foundational document” means the text establishing the Panel, adopted in [insert location] on [insert date];
- (f) “Governing body of the Panel” means the Panel’s decision-making body, comprising all the members of the Panel;
- (g) “Meeting” means a single sitting at a session of the governing body of the Panel;
- (h) “Member” means any State Member of the United Nations or member of a specialized agency having expressed its intent to be a member of the Panel;
- (i) “Observer” means any State not a member of the Panel, any regional economic integration organization, any secretariat of a multilateral environmental agreement, or any other body, organization or agency, whether national or international, governmental, intergovernmental or non-governmental, including any organization or representative of Indigenous Peoples or of local communities, that has expertise in matters covered by the Panel and has informed the secretariat of its wish to be represented at sessions of the governing body of the Panel, subject to the provisions set out in the rules of procedure;
- (j) “Panel” means the [insert full name of panel];
- (k) “Secretariat” means the entity established under paragraphs [--] to [--] of the foundational document to perform functions that include providing administrative, technical and other support services to the Panel;
- (l) [“Session” means any ordinary or extraordinary session of the governing body of the Panel;]
- (m) “Subsidiary body” means a committee, subcommittee, working group, expert group or other entity established as part of the Panel structure pursuant to paragraphs [--] to [--] of the foundational document.

3. Venue, dates and notification of sessions

Rule 3

The venue and dates of each [ordinary] session are to be decided on by the governing body of the Panel at the preceding session. [If this is not possible, they should be decided on by the Bureau [, subject to paragraph [5] of the present rules].]

Rule 4

1. Ordinary sessions of the governing body of the Panel will be held once every year [unless otherwise decided by the governing body].
2. Extraordinary sessions of the governing body of the Panel are to be held pursuant to a decision taken by the governing body at an ordinary session, or at the request of a majority of its members. In the event that the secretariat receives a request from a member for an extraordinary session, it will immediately inform all members of the request, as well as of the approximate costs and relevant administrative considerations including the budgetary implications for the approved budget. If a majority of the members explicitly agree with the request within 21 days of the secretariat's communication, the secretariat will convene an extraordinary session not more than 90 days after the request has been approved.
3. The secretariat will notify members and observers of the dates and venue of any session at least [eight][twelve] weeks before the session is due to begin.

4. Members and observers

Membership

Rule 5

Membership of the governing body of the Panel is open to States Members of the United Nations and members of specialized agencies, who may become members of the governing body of the Panel by expressing their intent to do so.

Participation of States not members of the [governing body of the] Panel, United Nations bodies and other intergovernmental and non-governmental organizations⁵

Rule 6

1. The governing body of the Panel is open to participation by observers as defined under rule 2.
2. [The representatives of the European Union, in its capacity as an observer, may participate in the session and work of the governing body of the Panel under the same modalities as those applicable to its participation in the sessions and work of the United Nations General Assembly.³ Thus, the representatives of the European Union are allowed enhanced participation in sessions of the governing body of the Panel, including the right to speak in turn, the right of reply, the right to introduce proposals, the right to provide views and the ability to support the implementation of the work programme of the Panel through financial support. Such rights do not grant the right to vote, to co-sponsor draft resolutions or decisions or to put forward candidates.]

5. Admission and participation of observers

Rule 7

1. [At its first session, the governing body of the Panel will adopt the Panel's policy and procedures on admission of observers, as set forth in the annex to the rules of procedure.]
2. Any State Member of the United Nations or member of a specialized agency that is not a member of the [governing body of the] Panel and any United Nations entity or secretariat of a

⁵ This rule is adapted from the text in UNEP/SPP-CWP/OEWG.3/2. The content of the rule is subject to further discussion and the outcome of the third meeting of the ad hoc open-ended working group.

multilateral environment agreement will be considered as admitted by the governing body of the Panel as an observer and need not submit an application or other documentation.

3. Bodies, organizations and agencies that already have observer status with any United Nations system entity or are accredited to the United Nations Environment Assembly or to any multilateral environment agreement are considered observers of the Panel if they so request, except as the governing body of the Panel otherwise decides.

4. Observers in a session of the governing body of the Panel will be considered admitted by the governing body of the Panel as observers in subsequent sessions of the governing body and need not submit subsequent applications or other documentation unless the governing body decides otherwise.

Rule 8

Observers may, at the invitation of the Chair, participate in the proceedings of any meeting, without the right to vote or to join or block consensus.

6. Agenda

Rule 9

1. The secretariat will, in consultation with the Chair and under the guidance of the Bureau, prepare a provisional agenda for each session in accordance with the guidance of the governing body of the Panel. Any member may request the secretariat to include specific items on the provisional agenda.

2. After consultation with the Chair and under the guidance of the Bureau, the secretariat will distribute the provisional agenda to members and observers, along with other official documents to be considered at the session, in [United Nations][the] official languages of the Panel, at least six weeks before the session is due to begin.

3. Between the date of distribution of the provisional agenda and the adoption of the agenda by the governing body of the Panel, members may propose supplementary items for inclusion on the agenda, provided they are of an important and urgent nature. The secretariat will, after consultation with the Chair and under the guidance of the Bureau, include such items on a revised provisional agenda.

Rule 10

1. At the beginning of each session, members that are present will adopt the agenda for the session on the basis of the provisional agenda and any supplementary items proposed in accordance with rule [--].

2. The governing body of the Panel may add, delete, [defer] or amend items when adopting the agenda. Only items considered by the governing body to be urgent and important may be added to the agenda.

2. *bis.* [Any item of the agenda of an ordinary session, consideration of which has not been completed at the session shall be included automatically in the provisional agenda of the next session unless otherwise decided by the governing body.]

Rule 11

The provisional agenda for an extraordinary session of the governing body of the Panel will consist only of the items proposed for consideration in the request to convene the extraordinary session. It will be distributed to the members at the same time as the notification of the extraordinary session.

7. Representation, credentials and accreditation

Rule 12

1. Each member participating in a session will be represented by a delegation consisting of a head of delegation and such other accredited representatives, alternate representatives and advisers as it may require.

2. The credentials of representatives of members and the names of alternate representatives and advisers [should][need to] be submitted to the secretariat before the first meeting that the

representatives are to attend, and [if possible] no later than 24 hours after the opening of the session. Information regarding any later change in the composition of a delegation, along with any necessary credentials, [should][need to] be submitted to the secretariat.

3. The credentials of the representatives of any member are to be signed by, or on behalf of, [an appropriate government authority] of the member and will be regarded as appropriate credentials for the participation of the individuals named therein in all activities of the session.

4. The Bureau will examine the credentials and submit a report thereon to the governing body of the Panel.

5. Representatives of members are entitled to participate provisionally in sessions of the governing body of the Panel pending a decision by the governing body regarding acceptance of their credentials. Representatives do not have the right to participate in decision-making until their credentials have been accepted.

[5 bis. Participation of members by using proxy procedure is not allowed.]

8. Membership and operation of the Bureau

Rule 13⁶

1. The Bureau comprises two members from each of the five United Nations regional groups, including one Chair and nine Vice-Chairs, one of whom acts as Rapporteur.

2. Members of the Bureau are nominated by their regional groups and elected by the governing body of the Panel, bearing in mind the need for the Bureau's membership to have disciplinary, geographical, regional and gender balance.

3. The Bureau may invite co-chairs of subsidiary bodies, representatives of the United Nations, intergovernmental organizations and non-governmental organizations and experts to attend its meetings as observers.

4. The term of office of a Bureau member is [two years][three years], with the opportunity for re-election for one consecutive term. Such term of office starts at the end of the session at which the member is elected and ends at the close of the session at which the member's successor is elected. The Chair will be rotated among the five United Nations regions every three years, without the possibility of re-election as Chair.

5. [Each [country][region] may designate alternates, to be approved by the governing body of the Panel, to represent the region at a Bureau meeting if a Bureau member is unable to attend.]

Rule 14

The Bureau meets as necessary, either in person or by electronic means, to advise [the Chair and] the secretariat on the conduct of business of the governing body of the Panel and its subsidiary bodies.

Rule 15

1. In addition to exercising the powers conferred on the Chair [elsewhere in the rules, the Chair]:

- (a) Represents the Panel;
- (b) Declares the opening and closure of each session;
- (c) Presides at sessions of the governing body of the Panel and meetings of the Bureau;
- (d) Ensures the observance of the rules of procedure in accordance with the definitions, functions and operating principles of the Panel;
- (e) Accords participants the right to speak during ordinary and extraordinary sessions;
- (f) Applies the decision-making procedure [];
- (g) Rules on any points of order during ordinary and extraordinary sessions;

⁶ This rule is adapted from the text in UNEP/SPP-CWP/OEWG.3/2. The content of the rule is subject to further discussion and the outcome of the third meeting of the ad hoc open-ended working group.

- (h) Subject to the rules of procedure, exercises complete control over the proceedings and maintains order.
2. The Chair may also propose:
- (a) The closure of the list of speakers during debates;
 - (b) A limitation on the time to be allowed to speakers and the number of times a member or observer may speak on an issue;
 - (c) The adjournment or closure of debate on an issue;
 - (d) The suspension or adjournment of an ordinary or extraordinary session.
3. The Chair and the Bureau, in the exercise of their functions, remain at all times under the authority of the governing body of the Panel.

Rule 16

The Chair participates in sessions in that capacity and may not at the same time exercise the rights of a representative of a member.

Rule 17

1. The Chair, if absent from a session of the governing body of the Panel or a meeting of the Bureau, or any part thereof, should designate one of the Vice-Chairs to act as Chair.
2. A Vice-Chair acting as Chair has the same powers and duties as the Chair and may not at the same time exercise the rights of a representative of a member.

Rule 18

1. If the Chair resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, a new Chair is elected at the next session to serve the remainder of the term of office of the departing Chair. Until a new Chair is elected, one of the Vice-Chairs, as agreed by the Bureau, serves as the Acting Chair.
2. [If a member of the Bureau, other than the Chair, resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, that member is replaced by the alternate from the same [region].]

Nomination of members of the Bureau**Rule 19**

The secretariat will invite members to submit to the secretariat, no less than four months before the election, written nominations and accompanying curricula vitae of nominees to the Bureau. The governing body of the Panel may accept late nominations at its discretion. The secretariat will post the nominees' names and curricula vitae, as well as the identity of the nominating region, on the website of the Panel within a time frame that facilitates consideration of the nominees by members prior to the session of the governing body at which elections are to take place.

Election of members of the Bureau**Rule 20**

1. The members of the Bureau will be elected by the governing body of the Panel by consensus [unless the governing body decides otherwise][unless a member requests a Bureau member or members to be elected by vote][unless consensus is not reached and the governing body decides to proceed to a vote].
2. If the governing body of the Panel decides to elect members of the Bureau by vote, the vote will be held at an ordinary session of the governing body and in accordance with the rules of procedure.

9. Subsidiary bodies (membership, operation, election of members)

- [1. Unless otherwise decided by the governing body of the Panel, the rules of procedure will apply mutatis mutandis to the proceedings of the subsidiary bodies.]

[2. Each subsidiary body will elect its own officers.]

Interdisciplinary Expert Committee

Rule 21⁷

The Interdisciplinary Expert Committee reports to the governing body of the Panel, will carry out the scientific, technical and policy functions as articulated in paragraphs [--] to [--] of the foundational document or as agreed by the governing body and will organize itself as it considers appropriate to fulfil its functions.

Rule 22⁸

1. The membership of the Interdisciplinary Expert Committee will be based on equal representation, with five members nominated by each of the five United Nations regions and five members nominated by observers of the governing body of the Panel.
2. The co-chairs of the Committee may invite the Bureau members to participate as observers of the Committee. The chairs of the scientific subsidiary bodies of the multilateral environmental agreements related to chemicals, waste and pollution prevention, the Intergovernmental Panel on Climate Change and the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services and the Chair of the United Nations Environment Management Group will participate in Committee meetings as observers.
3. The Committee may also invite experts from United Nations system organizations and non-governmental representatives to participate as observers, as appropriate.
4. The members of the Committee are selected for their personal expertise and are not intended to represent any particular region.
5. The term of office of a member of the Committee is three years, with the opportunity for re-election for one consecutive term. The term of office starts at the end of the session at which the member is elected and ends at the close of the session at which the member's successor is elected.
6. In order to facilitate continuity of the Panel's work, members of the Committee will have staggered terms, with the aim of ensuring that no more than half of the Committee members are elected at a session of the governing body of the Panel.
7. The co-chairs of the Committee will be elected by the members of the Committee and the Committee should rotate the position of the co-chairs among the range of its members at regular intervals.

Rule 23

1. Candidates for the Interdisciplinary Expert Committee are to be proposed by members and observers of the governing body of the Panel.
2. Taking into account disciplinary, geographical, regional and gender balance, and in keeping with the operating principles in paragraphs [--] to [--] of the foundational document, each region will nominate five candidates for membership of the Committee. In the event that a region cannot agree on its nominations, the governing body will decide.
3. The following criteria could be taken into account in nominating and selecting members of the Committee:
 - (a) Scientific, technical or policy expertise and knowledge regarding the sound management of chemicals and waste and the prevention of pollution; such expertise and knowledge can include knowledge from the natural and social sciences, as well as Indigenous knowledge and local knowledge;
 - (b) Experience in communicating about and promoting science and incorporating it into policy development processes;

⁷ This rule is adapted from the text in UNEP/SPP-CWP/OEWG.3/2. The content of the rule is subject to further discussion and the outcome of the third meeting of the ad hoc open-ended working group.

⁸ This rule is adapted from the text in UNEP/SPP-CWP/OEWG.3/2. The content of the rule is subject to further discussion and the outcome of the third meeting of the ad hoc open-ended working group.

- (c) Demonstrated ability to work in international scientific and policy processes.

Rule 24

1. The secretariat will invite members and observers of the [governing body of the] Panel to submit written nominations and accompanying curricula vitae of nominees for the Committee to the secretariat no less than four months before the scheduled election. Curricula vitae of all nominees are to be submitted to the secretariat and made available to members [of the Panel] on the website of the Panel, together with the names of persons nominated, as well as the identity of the nominating region or observer.
2. The governing body of the Panel can accept late nominations at its discretion.

Rule 25

1. The members of the Interdisciplinary Expert Committee will be elected by the governing body of the Panel by consensus unless the governing body decides otherwise.
 2. If the governing body of the Panel decides to elect members of the Committee by vote, the elections will be held during ordinary sessions of the governing body and in accordance with the rules of procedure.
- [2. bis The term of office of all the Committee members is 3 years with a possibility of re-election for one consecutive term. The term of the office of each Committee member should start at the end of the session at which he or she is elected and end at the close of the session at which his or her successor is elected.
2. ter The chair or co-chairs of the Committee will be elected by the members of the Committee and the Committee should rotate the position of the chair(s) among the range of its members at regular intervals.]

Rule 26

1. A co-chair, if absent from a session or any part thereof, should designate another member of the Committee to act as co-chair.
2. A member of the Interdisciplinary Expert Committee acting as co-chair has the same powers and duties as the co-chair.

Rule 27

1. If a co-chair resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, a new co-chair is to be elected by the members of the Committee at the session where it is known that the co-chair will be unable to complete the assigned term of office, to serve the remainder of the term of office of the departing co-chair.
2. [If a member of the Committee resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, that member will be replaced by an alternate nominated by the same region.]

Rule 28

Efforts will be made to hold meetings of the Bureau and sessions of the Committee concurrently or in association, where appropriate, to allow maximum complementarity and coordination of work and cost savings.

Rule 29

The co-chair of the Committee:

- (a) Declares the opening and closure of each session of the Committee;
- (b) Presides at sessions of the Committee;
- (c) Ensures the observance of the applicable rules of procedure in accordance with the foundational document;
- (d) Accords participants the right to speak in the sessions of the Committee.

Other subsidiary bodies

Rule 30⁹

1. In addition to subsidiary bodies established in paragraphs [--] to [--] of the foundational document, including the Interdisciplinary Expert Committee, the governing body of the Panel may establish other subsidiary bodies to realize such objectives as may be agreed on during a session of the governing body.
2. The governing body of the Panel may determine the matters to be considered by, and establish the terms of reference of, any subsidiary body.
3. Where appropriate, sessions of subsidiary bodies will be held in conjunction with the sessions of the governing body of the Panel. The governing body may also decide that any such subsidiary bodies may meet in the period between ordinary sessions.
4. The governing body of the Panel will keep under review the composition and effectiveness of and the need for its subsidiary bodies, as part of the periodic review of the operation of the Panel.

10. Conduct of business

Rule 31

1. [Sessions of the governing body of the Panel and its subsidiary bodies will be held in public unless the body concerned decides otherwise.]
2. [Meetings of the Bureau will be held in private unless the Bureau decides otherwise.]
3. Sessions of the governing body of the Panel and its subsidiary bodies and meetings of the Bureau [may][will] be held in person [or by electronic means as necessary].

Rule 32

1. The Chair may not declare a meeting of any session open or permit discussion to proceed unless at least one third of the members of the [governing body of the] Panel participating in the session are present.
2. The presence of a [two-thirds] majority of the members [of the Panel] participating in the session is needed for any decision to be taken.

Rule 33

1. No one may speak at a session of the governing body of the Panel without the permission of the Chair. Subject to rule [--], the Chair will call on speakers in the order in which they signal their desire to speak. The secretariat will maintain a list of speakers. The Chair may call a speaker to order if the speaker's remarks are not relevant to the subject under discussion.
2. The governing body of the Panel may, on a proposal from the Chair or from any member, limit the time allowed to each speaker and the number of times each representative may speak on any question. With respect to a proposal from a member, before a decision is taken, two representatives may speak in favour of and two against a proposal to set such limits. When the debate is limited and a speaker exceeds the allotted time, the Chair will call the speaker to order without delay.
3. During the course of a debate, the Chair may announce the list of speakers and, with the consent of the governing body of the Panel, declare the list closed. The Chair may, however, accord the right of reply to any member if a speech delivered after the Chair has declared the list closed makes this desirable.

Rule 34

The co-chairs or rapporteur of a subsidiary body may be accorded precedence for the purpose of explaining the conclusions arrived at by that subsidiary body.

⁹ This rule is adapted from the text in UNEP/SPP-CWP/OEWG.3/2. The content of the rule is subject to further discussion and the outcome of the third meeting of the ad hoc open-ended working group.

11. Decision-making

Matters of substance

Rule 35

1. The members of the [governing body of the] Panel take decisions on matters of substance by consensus, unless otherwise provided for by the rules of procedure.
2. If all efforts by the members of the [governing body of the] Panel to achieve consensus on a matter of substance have been exhausted and no consensus has been reached, the decision will, as a last resort, be taken by a [two-thirds majority] vote.

Matters of procedure

Rule 36

1. On matters of procedure, the members of the [governing body of the] Panel are to make every effort to achieve consensus. If all efforts by the members [of the Panel] to achieve consensus on a matter of procedure have been exhausted and no consensus has been reached, the decision will, as a last resort, be taken by [a two-thirds] [an eighty percent] majority vote of the members [of the Panel] present and voting, unless otherwise provided for by the rules of procedure.
2. If the question of whether a matter is procedural or substantive arises, the Chair will rule on the question. Any appeal against the Chair's ruling will be put to a vote immediately, and the ruling will stand unless overruled by a majority of the members present and voting.
3. When deliverables of the Panel are being considered, differing views are to be explained and, on request, recorded. Differing views on matters of a scientific, technical or socioeconomic nature are to be represented in the scientific, technical or socioeconomic document concerned, as appropriate in a given context. Differences of views on matters of policy or procedure are to be recorded in the report of the session, as appropriate in a given context.

Voting

Rule 37

Each member of the [governing body of the] Panel has one vote.

Rule 38

1. [Except where the rules of procedure expressly provide otherwise, the decisions of the governing body of the Panel will be made by a majority of the members present and voting.]
2. For the purposes of the rules, the phrase "members present and voting" means members present and casting an affirmative or negative vote. Members who abstain from voting are considered as not voting.

Rule 39

Subject to rules [[-] and [-]], the governing body of the Panel will normally vote by a show of hands, but any representative may request a roll call, which will then be taken in the English alphabetical order of the names of the members, beginning with the member whose name is drawn by lot by the Chair.

Rule 40

The vote of each member participating in a roll call will be recorded in the relevant documents of the governing body of the Panel.

Rule 41

After the Chair has announced the beginning of voting, no member is to interrupt the voting except on a point of order in connection with the actual conduct of the voting. The Chair may permit members to explain their votes, either before or after the voting, except when the vote is taken by secret ballot. The Chair may limit the time allowed for such explanations.

Elections

Rule 42

1. All elections will be held by secret ballot unless the governing body of the Panel decides otherwise.
2. After completion of the elections, the number of votes for each candidate and the number of abstentions will be recorded.

Rule 43

1. If, when one person or member only is to be elected, no candidate obtains, in the first ballot, the majority required, a second ballot will be taken, restricted to the two candidates obtaining the largest number of votes. If in the second ballot the votes are equally divided, the Chair will decide between the candidates by drawing lots.
2. In the case of a tie in the first ballot among the candidates obtaining the second largest number of votes, a special ballot will be held for the purpose of reducing the number of candidates to two. In the case of a tie among three or more candidates obtaining the largest number of votes, a second ballot will be held. If a tie results among more than two candidates, the number will be reduced to two by lot and the balloting, restricted to them, will continue in accordance with the preceding paragraph.

Rule 44

1. When two or more elective places are to be filled at one time under the same conditions, those candidates obtaining the required majority on the first ballot will be elected.
2. If the number of candidates obtaining such majority is more than the number of places to be filled, those candidates obtaining the largest number of votes will be elected.
3. If the number of candidates obtaining such majority is less than the number of places to be filled, additional ballots will be held to fill the remaining places, the voting being restricted to the candidates having obtained the greatest number of votes in the previous ballot, who will number not more than twice the places remaining to be filled. In the case of a tie between a greater number of unsuccessful candidates, however, a special ballot will be held for the purpose of reducing the number of candidates to the required number.
4. If three restricted ballots are inconclusive, unrestricted ballots will follow in which votes may be cast for any eligible person or member. If three such unrestricted ballots are inconclusive, the next three ballots (subject to exception in the case similar to that of the tie mentioned at the end of the previous paragraph of this rule) will be restricted to the candidates obtaining the greatest number of votes in the third of the unrestricted ballots. The number of such candidates will not be more than twice the places remaining to be filled.
5. Subsequent ballots will be held in the same manner (unrestricted ballots in series of three) until all the places are filled.

Equally divided votes

Rule 45

If a vote is equally divided on matters other than elections, the proposal will be regarded as rejected.

12. Languages

Rule 46

1. The official languages of the sessions of the governing body of the Panel[, of the Bureau, and all subsidiary bodies] are Arabic, Chinese, English, French, Russian and Spanish. [The official language of all meetings of subsidiary bodies and the Bureau is English.]

[1. alt: Interpretation into all official United Nations languages shall be provided for all sessions of the governing body of the Panel, of its Bureau and its subsidiary bodies.]

Rule 47

1. Statements made in an official language of the session will be interpreted into the other official languages.
2. A member may speak in a language other than an official language if the member provides for interpretation into one of the official languages.

Rule 48

Official documents of the sessions will be drafted in [one of the official languages][English], and will be translated into and made available in the other official languages.

13. Modifications to the rules of procedure

Rule 49

1. [The present rules of procedure may be amended by a decision of the governing body of the Panel [by consensus].]
2. Unless the governing body of the Panel decides otherwise, any proposed modifications to the rules of procedure submitted by members of the [governing body of the] Panel or the Bureau should be communicated to all members of the [governing body of the] Panel at least eight weeks before they are submitted to the session at which the modifications are expected to be discussed.
3. A rule of procedure may be suspended by the governing body of the Panel provided that 24 hours' notice of the proposal for the suspension has been given. The notice may be waived if no member objects.

[Placeholder for title]**[Rule 50]**

[In the event of any conflict between any provision of the present rules and any provision of the foundational document, the foundational document shall prevail.]]

Annex to the rules of procedure

Draft policy and procedures for the admission of observers

I. Policy for admission of observers

1. The following policy for admitting observers to sessions of the governing body of the [insert Panel name] applies:

- (a) “Observer” means [definition from foundational document];
- (b) Any State Member of the United Nations or member of a specialized agency will be considered as admitted by the governing body of the Panel as an observer and need not submit an application or other documentation.
- (c) United Nations entities and secretariats of multilateral environmental agreements are considered observers of the Panel and need not submit an application or other documentation.
- (d) The decision as to whether an applicant for observer status is qualified in matters covered by the Panel should be guided by the documents submitted by the respective organization, as listed in paragraph 2 (a) of the present document, as well as by the functions and operating principles of the Panel.
- (e) Bodies, organizations and agencies that already have observer status with any United Nations system entity or are accredited to the United Nations Environment Assembly or to any multilateral environmental agreement are considered observers of the Panel if they so request, except as the governing body of the Panel otherwise decides.
- (f) Observers in a session of the governing body of the Panel will be considered admitted by the governing body of the Panel as observers in subsequent sessions of the governing body and need not submit an application or other documentation except if the governing body decides otherwise.
- (g) Only observers who have been admitted by the governing body of the Panel and have registered for specific sessions may designate representatives to attend sessions of the governing body. Observers must register their representatives in advance of each session.
- (h) The secretariat will notify observers of sessions of the governing body of the Panel.
- (i) United Nations organizations and other international and intergovernmental organizations, as well as other observers, will be provided with nameplates where such facilities exist at the meeting venue.

II. Procedures for admission of observers

2. The following admission process applies:

- (a) Applicants for observer status to sessions of the governing body of the Panel will, as appropriate, be asked to provide the secretariat with copies of, among other things:
 - (i) Documents describing the mandate, scope and governing structure of the organization, such as the charter/statutes/constitution/by-laws or articles of association;
 - (ii) Any other information that demonstrates the competence and interest of the organization in matters related to the Panel;
 - (iii) A completed form with the contact information and website address (if any) of the organization and of a designated focal point (to be updated when necessary);
 - (iv) Proof of accreditation to United Nations system entities or other intergovernmental processes as relevant.
- (b) New requests for admission as an observer to sessions of the governing body of the Panel should be submitted to the secretariat at least three months before a session of the governing body. The secretariat will retain the information submitted.
- (c) The secretariat will analyse the requests on the basis of the documents submitted, as listed in subparagraph (a) above, and of the functions and operating principles of the Panel, and will make such analyses available for consideration by the Bureau.

(d) The list of applicants for observer status as reviewed by the Bureau, including any applications not approved, will be presented for consideration by the governing body of the Panel at its next session.

3. The governing body of the Panel will decide on the admission and participation of all observers in accordance with its rules of procedure. Observers accepted by the Bureau on the basis of the review described in paragraph 2 (d) may be admitted to a session of the governing body of the Panel and participate in it unless at least one third of the members present at the session object.

4. Admission of new applicants as observers should be included as a regular agenda item of meetings of the Bureau and sessions of the governing body of the Panel, consistent with any applicable rules of procedure.

5. If observer status has to be withdrawn for any reason, the Chair may suspend the observer status of the observer in question, subject to approval by the governing body of the Panel.

6. Any observer may retain its status only as long as it satisfies the conditions set out for observer status in the present document and any relevant rule of procedure for sessions of the governing body of the Panel.

Annex 2 to draft decision [--]

Process for determining the work programme

1. The following text is intended to guide the process for determining the work programme of the [full name of panel] (hereinafter the Panel), including the prioritization of issues put to the Panel.
2. Governments [, regional economic integration organizations] , [including through the governing bodies of] [and] [relevant] multilateral environmental agreements, [other [relevant] international instruments] and intergovernmental bodies [and processes] [related to] [sound management of] [chemicals, waste and pollution prevention] may make submissions, whether individually or jointly, inviting the Panel to work on specific issues. [[Observer input] [on these submissions] [will also be encouraged and taken into account, as appropriate].]
3. [Submissions from relevant United Nations entities, as determined by their respective governing bodies, are also welcomed.]
4. [Submissions by relevant stakeholders, such as international and regional scientific organizations, trust funds, governmental and non-governmental organizations, Indigenous Peoples, local communities, private sector entities and foundations, whether made individually or jointly, will also be encouraged and taken into account, as appropriate.]
5. Submissions should be accompanied by information on:
 - (a) The nature of the proposed issue, including a description of the issue, its geographic scope and its associated problems and opportunities and an indication of whether it is cross-cutting or multisectoral;
 - (b) The relevance to the Panel's [scope and] objective [, work programme] and to [national and regional policy priorities] relevant multilateral agreements, instruments and intergovernmental processes, including the rationale for why the Panel is thought to be best suited to consider the proposed issue;
6. Submissions should, if possible, also be accompanied by information on:
 - (a) The urgency for action by the Panel in the light of the imminence of the [problems][risks] and opportunities associated with the proposed issue [and the scale of the potential impacts and potential beneficiaries of action related to the issue];
 - (b) The availability [, credibility and neutrality] of existing [scientific literature and] knowledge, data and expertise [to support the work of the Panel] on the proposed issue. [Possible challenges in national or regional capacities to address the proposed issue, including the need for provision of assistance for capacity building and technology transfer];
 - [(b) bis The type(s) of deliverable(s) or modality of the Panel's activities that may be most useful in addressing the issue or need;]
 - [(b) ter Previous or actual work on a similar issue and evidence of remaining gaps;](b) quater The submission request need to specify to the span of the topic related to the sound management of chemicals and waste and to prevent pollution]
7. All submissions should be received by the secretariat [no later than six months] prior to the relevant session of the governing body. The secretariat will compile submissions and make them available on the Panel's website [for comment by other members and observers]. [Input received on these submissions from other members and observers will also be compiled and made available on the Panel's website] [at least one month before the relevant session of the governing body]. [To allow for some flexibility to MEAs regarding the deadline for submissions due to their internal meeting schedules,] [Submissions received after the deadline will be considered on an exceptional basis at the request of the Bureau.]
8. The Interdisciplinary Expert Committee [[together] [in consultation] with the [Extended] Bureau], supported by the secretariat and additional experts where relevant, will consider and prioritize the submissions [taking into account the considerations outlined in paragraph 5 above. The Interdisciplinary Expert Committee will focus on] [the basis of] an analysis of the scientific, [and] technical [and policy] relevance of the submissions, taking into account the considerations outlined in paragraph 5 above. [The Extended Bureau will focus on the policy relevance of the submissions.]

9. [Should the Interdisciplinary Expert Committee and the Bureau consider that additional scoping is required to complete the prioritization of certain requests they will propose to the plenary the initiation of such scoping process.]
10. The steps of the prioritization process are as follows:
- (a) [The secretariat] [The Interdisciplinary Expert Committee with support of the secretariat] clusters the issues received and produces a consolidated list of topics for further consideration and prioritization;
- (b) [The secretariat and] the Interdisciplinary Expert Committee [[in consultation with] [and] the [Extended] Bureau] conduct an initial screening of the resulting list of topics to ensure that they fall within the scope and objective of the Panel and [are not already being, or have not already been,] [to avoid the duplication of work] [considered] by [others] [other relevant science policy interfaces, international organization, and relevant Multilateral Environmental Agreements];
- (c) The Interdisciplinary Expert Committee [together with the Bureau] systematically reviews the topics, consulting additional experts as relevant, and proposes a ranking of topics [along with an explanation of the rationale for the ranking,] through the transparent application of a rigorous interdisciplinary review, taking into account the information in the submissions as well as information accessible from publicly available sources;
- (c) bis [The Extended Bureau independently and systematically reviews the list of topic to consider their policy relevancy, and proposes a ranking of topics along with an explanation of the rationale for the ranking, taking into account the information in the submissions as well information accessible from publicly available sources.]
- (d) [The secretariat, under the guidance of] the Interdisciplinary Expert Committee [in consultation with the [Extended] Bureau], prepares a report on the top-ranked topics that documents the information and the rationale underpinning prioritization and includes an analysis of [alternatives for] the scope and types of outputs that [would] [may] make the topics suitable for inclusion in the Panel's work programme.
11. The report arising from the prioritization process will be shared with the Bureau [for further consideration by the Bureau].
12. On the basis of the outcome of the prioritization process, [the Interdisciplinary Expert Committee and the Bureau with the support of the secretariat,] [the secretariat in consultation with the Interdisciplinary Expert Committee and the Bureau], will prepare [a report that proposes activities for inclusion in the panels work programme [and activities that warrant a full scoping report before adoption into the work programme]] [a draft work programme that includes such elements as:
- (a) Objectives [, functions] and associated deliverables;
- (b) Timelines for producing the deliverables;
- (c) Institutional arrangements for the implementation of the work programme;
- (d) Budgetary implications of implementing the work programme.]
- (d) bis [Analysis on the scientific and policy relevance of all requests received.]
13. The [draft work programme] [report for inclusion in the work programme] will be submitted to the governing body of the Panel for consideration and adoption.
14. [At each meeting of the governing body the secretariat will submit a report containing the draft work programme, which may include activities to be directly undertaken by the panel, approval of scoping reports developed at the request of previous meetings of the governing body, and identification of scoping reports for further consideration at future meetings of the governing body.]
15. The Interdisciplinary Expert Committee [and the Bureau] [may decide to] [should] [may consider to] regularly review [its] [the] process of considering and prioritizing submissions, as needed [, and may submit this review for consideration by the governing body].

Annex 3 to draft decision [--]

Procedures for the preparation and clearance of panel deliverables

A. Definitions

1. The terms used in these procedures are defined as follows:

(a) “Bureau” refers to [definition from rule 2 of the rules of procedure].

(b) “Conflict-of-Interest Committee” refers to the subsidiary body established by the governing body to review conflict-of-interest declaration forms, as articulated in the panel’s conflict-of-interest policy.

(c) “Expertise” refers to the specialized knowledge and skills of an individual expert. Expertise may be the result of advanced training, research or practice in one or more disciplines from across the natural and social sciences, humanities, engineering, health studies and law and policy studies. Expertise may also be the result of first-hand and/or inherited expert knowledge, as may be the case for experts from Indigenous Peoples, experts from local communities, experts engaged in citizen science and practitioners or experts from the groups most vulnerable to the adverse effects of chemicals, waste and pollution. Expertise may also be related to a region, a specific sector of the economy or a particular stage of a life cycle.

(d) “Experts” are individuals that contribute to the preparation of a panel deliverable by fulfilling their assigned roles. Experts are selected in their individual capacity based on their expertise, not to represent the views of any public or private organization.

(e) “Governing body” means [definition from rule 2 of the rules of procedure].

(f) “Interdisciplinary Expert Committee” is the subsidiary body established by the governing body to carry out the scientific and technical functions agreed on by the governing body.

(g) “Team of experts”, also referred to as “expert team”, refers to the experts working together in assigned roles in preparing a specific deliverable. Such teams may vary in size and composition and may also be referred to, for example, as “working groups”, “author groups” or “task forces”.

B. Deliverables

2. Deliverables are the main outputs prepared by the panel in performing its functions. Deliverables [, which should be accessible to member states and relevant stakeholders,] are prepared in accordance with one or more of the procedures set out in this document. When adopting the work programme, the governing body [should review the procedures associated with the deliverables in that work programme, and] may specify whether a particular procedure is required for the completion of a given deliverable.

3. Deliverables may vary greatly in structure and scope, as well as in the time required to prepare them, review and clearance processes, [type of expertise,] and the number of experts contributing to their completion.

4. [The following] [Multiple] types of deliverables may be produced in fulfilling the panel’s objective [, including inter alia] [and functions]:

(a) **Assessments:** An “assessment” is the entire social process for undertaking a critical objective evaluation and analysis of data, information and knowledge to support decision-making. It applies the judgment of experts to existing knowledge to provide scientifically credible answers to policy-relevant questions, quantifying, when possible, the level of confidence. The panel may undertake different types of assessments, including global, regional, thematic, sectoral and methodological assessments.

[(a) alt “Assessment reports” are published assessments of scientific technical and socio economic issues that take into account different approaches, visions and knowledge systems, including global assessments, regional and sub-regional assessments with a defined geographical scope, and thematic and methodological assessment. They are to be composed of two or more sections including

a summary for policy makers, an optional technical summary and individual chapters and their executive summaries.]

(b) **Synthesis reports:** A “synthesis report” synthesizes and integrates materials drawn from two or more assessments.

[(b) alt “Synthesis reports” synthesize and integrate materials drawing from assessment reports, are written in a non-technical style suitable for policy makers and address a broad range of policy relevant questions. They are to be composed of two sections: a summary for policy makers and a full report.]

(c) **Summaries for policymakers:** A “summary for policymakers” provides a policy-relevant but not policy-prescriptive summary of the key findings of a [deliverable] [report]. It is typically prepared as a companion to an assessment or a synthesis report.

(d) **Horizon scans:** A “horizon scan” is used to facilitate the early identification of issues [and developments] of potential relevance to policymakers.

(e) **Conceptual frameworks:** A “conceptual framework” provides, in visual and/or narrative form, an integrated view of the key systems being studied and their relationship. It facilitates a shared working understanding across different disciplines, sectors, knowledge systems and stakeholders.]

(f) **Guidelines:** “Guidelines” provide practical [, non-policy prescriptive] recommendations for specific technical matters, offering options for different interventions or measures [for the Panel’s activity].]

[(f) bis Written or audio-visual materials produced either as a complement to another deliverable or as a deliverable itself. Training materials should be focused on a specific audience to achieve specific learning objectives. They are distinguished from information and communication materials (h) intended to create public awareness.]

[(f) ter Workshop proceedings; presentation materials and summaries produced either as a complement to another deliverable or as a deliverable itself.]

(g) **Supporting materials:** “Supporting materials” include a range of specialized outputs produced in order to prepare or complement one of the above deliverables. [Supporting materials do not cover the development of data or new research.]

(h) **Information and communication materials:** “Information and communication materials” refers to succinct, targeted products that might take various formats. Such materials may be prepared in response to focused submissions put forward in the setting of the work programme or be elaborated as an effective means of communicating key findings from assessments and other deliverables, [including for specific audiences]. [These materials should be understandable and relevant to their intended audiences, with efforts made to ensure clarity to all potential audiences, while they may be developed for specific audiences.]

5. [Some deliverables, such as global assessments, may be undertaken on a regular basis, while others, [such as a conceptual framework,] may be undertaken as a one-time effort.]

6. Deliverables are produced through a collective and iterative process involving experts and reviewers (both [expert and government reviewers] [from governments and other sectors] [, as appropriate]). The combination of the experts and reviewers involved and the rigorous application of procedures [such as these contribute to ensuring] [must ensure that the [relevant] Panel’s deliverables are credible, non-policy prescriptive, relevant, sufficiently robust, transparent and inclusive.] [the credibility, relevance, legitimacy, transparency and inclusivity of the panel’s deliverables.]

C. General procedures

7. Preparation of the deliverables may be subject to one or more of the general procedures set out below.

8. The procedures in this section pertain to conducting a scoping exercise, nominating and selecting experts, preparing draft deliverables (including the review process) and clearing deliverables.

9. [Such procedures are overseen by the Interdisciplinary Expert Committee.]

1. Scoping of deliverables

10. A scoping exercise is aimed at delineating the focus and structure of a deliverable. [A scoping exercise is appropriate when preparing [some deliverables such as global assessments] [a [main] deliverable], [such as a global assessment].] Its output, a scoping report, can inform and strengthen the procedures for nominating and selecting experts and preparing draft deliverables and the review process.

10 alt [Scoping is the process by which the panel will define the scope and objective of a deliverable and the information on human and financial requirements to achieve the objective. There are three types of scoping processes of varying complexity: a) pre-scoping is the examination of preliminary scoping material usually provided by the body making the [original request for assessment] [submission], b) initial scoping is a scoping process carried out by the interdisciplinary expert committee for scientific issues and the Bureau for administrative issues during prioritization it is obligatory before any proposal may be considered by the panel, c) full scoping is a detailed scoping process overseen by the interdisciplinary expert committee involving a scoping workshop with the experts selected by the panel.]

10 bis [The plenary reviews the initial scoping and decides on whether to approve the undertaking of a detailed scoping of one or more of the proposed issues.]

10 ter [If the plenary approves an issue for a detailed scoping the Interdisciplinary Expert Committee, through the secretariat, will request nominations from governments and invite relevant stakeholders to present names of experts to assist with the scoping.]

11. [[If requested by the governing body,] The [Interdisciplinary Expert Committee with the support of the] [secretariat] prepares a draft scoping report, which delineates the focus and structure of the deliverable, as well as a timeline and major milestones, and may address the elements outlined below.]

12. [The Interdisciplinary Expert Committee advises on the process of carrying out the scoping exercise and may identify additional experts to complement its existing expertise. The Interdisciplinary Expert Committee, with these additional experts if applicable, reviews and finalizes the draft scoping report.]

13. [The [draft detailed scoping report will be circulated for review to the members of the governing body prior to its finalization.] [Interdisciplinary Expert Committee may determine that the draft scoping report should be circulated for review by members of the panel prior to its finalization.]]

14. A scoping [process should include] [report for a deliverable may address] the following scientific and technical elements:

- (a) Rationale and main issues related to chemicals, waste and pollution prevention to be covered;
- (b) The main policy questions that might be addressed;
- (c) [Timing] [Timeliness] of the deliverable and how it can contribute to other processes or decisions;
- (d) Possible constituent chapters and the scope of each chapter;
- (d) alt [An outline and brief scope of the content (for example, chapters if a report, agenda items if a meeting, topics if a training, etc)]
- (e) Known limitations in existing knowledge that could significantly hinder delivery, and strategies to overcome those limitations;
- (f) Potential associated activities [related to the work programme] [(e.g. capacity-building initiatives) and outputs (e.g. supporting materials or information and communication materials)];
- (g) A preliminary list of the methodologies to be used;
- (h) Delineation of geographic boundaries, if applicable;
- (i) An overview of the scientific disciplines, types of expertise and knowledge needed to prepare the deliverable. This may require identifying experts with relevant practitioner expertise from different sectors and across life cycles, [individuals with Indigenous knowledge,] or local expertise from communities with relevant knowledge [ensuring geographical and regional inclusivity and balance].

- (i) bis [Detailed Terms of Reference for any operational structures that may be necessary such a task force, aligning with the provisions of the agreed work programme.]
- (i) ter [An inventory of the roles required to fill the expert team, including, for example, the number of coordinating lead authors and review editors and their associated areas of expertise.]
- (i) quater [Processes for including the perspectives of different stakeholders, such as the convening of workshops aimed at soliciting stakeholder knowledge.]
- (i) quinquies [An elaboration of capacity building needs and strategies for meeting them associated with the deliverable.]
- (i) sexies [Consideration of data and information management needs and strategies for meeting them.]
- (i) septies [A detailed schedule (including any need for workshops or meetings) and budget for completion of the deliverable and related activities (e.g. communication and outreach), aligning with provisions of the agreed work programme]
15. [A scoping report for a deliverable may also include the following procedural and administrative elements:
- (a) A detailed schedule (including any need for workshops or meetings) and budget for completion of the deliverable and related activities (e.g. communication and outreach), aligning with provisions of the agreed work programme;
- (b) Detailed terms of reference for any operational structures that might be necessary, such as a task force, aligning with provisions of the agreed work programme;
- (c) An inventory of the roles required to fill the expert team (see annex I to the present document for a description of roles for an assessment), including, for example, the number of coordinating lead authors and review editors and their associated areas of expertise;
- (d) Processes for including the perspectives of different stakeholders, such as the convening of workshops aimed at soliciting stakeholder knowledge, [including on proposed solutions];
- (e) Elaboration of capacity-building needs and strategies for meeting them;
- (f) Consideration of data and information management needs and strategies for meeting them.]
- (f) bis [Identification of potential partners that could be engaged and contribute to the deliverable.]

16. The scoping report is shared with the Bureau and forwarded to the governing body for information.

17. Should the Interdisciplinary Expert Committee identify, based on the scoping exercise, significant threats to the deliverable's feasibility within the budget and timetable agreed in the work programme, it may consult with the Bureau as to whether to proceed with the next steps in the development of the deliverable or wait for further consideration at the next session of the governing body.

16 & 17 alt 1 [The scoping report is submitted to the governing body for consideration and approval.] [for consideration and approval as part of the next proposed work programme.]

16 & 17 alt 2 [The detailed scoping report is presented to the governing body for its consideration. The governing body will then decide whether to proceed with the preparation of a deliverable.]

2. Nomination and selection of experts

18. The procedure for nominating and selecting experts presents an important means of ensuring the credibility, relevance, legitimacy, transparency and inclusivity of the panel's deliverables.

19. The secretariat prepares a call for expert nominations on the basis of the work programme agreed by the governing body and the scoping report if one was prepared.

20. The secretariat then requests expert nominations from panel members and observers.

21. The secretariat compiles and reviews, together with the Interdisciplinary Expert Committee, the nominations received and prepares a draft composition of the team of experts. If the secretariat and the Interdisciplinary Expert Committee identify gaps between the nominations received and the types

of expertise needed, the Interdisciplinary Expert Committee may endeavour to fill those gaps using documented procedures.

22. During the development of deliverables, the selected experts may enlist additional experts to assist them in their work. Notably, in accordance with the roles presented in annex I, lead authors may enlist contributing authors with specific expertise.

23. Prior to finalizing the team of experts, each selected expert is required to comply with the panel's conflict-of-interest policy and submit a conflict-of-interest disclosure form for review by the panel's Conflict-of-Interest Committee.

24. Once the team of experts for a deliverable is finalized, the secretariat will inform the governing body on the completed process of nominating and selecting experts.

25. This procedure does not apply to the nomination and selection of experts contributing to the review process described in the next section, whether expert reviewers or government reviewers.

3. Preparation of draft deliverables, including the review process

26. The procedures for the preparation of draft deliverables, including the review process, ensure that deliverables are prepared through a robust, collective and iterative process.

27. A draft deliverable is prepared through the collaboration of experts selected to fulfil specific roles in the deliverable's preparation (see annex I for examples of author and reviewer roles in preparing an assessment). In fulfilling those roles, experts may be required to apply other procedures detailed herein, such as the procedure for the use of sources.

28. In preparing a deliverable, experts should convey the diversity of the scientific, technical and socioeconomic evidence, based on the strength of the evidence and the level of agreement on its interpretation and implications, as appropriate.

29. Three principles underpin the review process:

(a) The panel's deliverables should be balanced and based on the best available scientific, technical and socioeconomic information.

(b) Experts engaged in the review process should be independent from the preparation of a deliverable and collectively bring in a broad range of knowledge and perspectives, including from different regions and sectors.

(c) The review process should be open and transparent.

30. A main deliverable typically undergoes two types of review: expert review and government review. Those two review processes may be undertaken sequentially or in parallel. Complex deliverables may undergo more than one round of review. For assessments, responses to each review comment should be recorded.

31. Based on the outcome of the review process, the team of experts, supported by the secretariat and the Interdisciplinary Expert Committee, prepares a final draft of the deliverable, which is submitted to the governing body for the relevant clearance process.

4. Clearance of deliverables

32. Depending on the type of deliverable, clearance of a panel deliverable may include one or more of the following processes:

(a) "Validation", whereby the Interdisciplinary Expert Committee (or entity specified in the table below) confirms that the relevant procedures for preparing a deliverable have been duly followed;

(b) "Acceptance", whereby the governing body confirms that a deliverable presents a comprehensive and balanced view of the subject matter;

(c) "Approval", whereby a deliverable, typically a summary for policymakers or a synthesis report, is subject to detailed line-by-line or section-by-section discussion and endorsement at a session of the governing body.

33. When adopting the work programme, the governing body may specify which clearance process is required for a given deliverable.

Overview of clearance processes for deliverables

<i>Deliverable</i>	<i>Validation</i>	<i>Clearance process</i>	
		<i>Acceptance</i>	<i>Approval</i>
Assessment	Interdisciplinary Expert Committee	Governing body	N/A
Summary for policymakers	Interdisciplinary Expert Committee	N/A	Governing body
Synthesis report	Interdisciplinary Expert Committee	N/A	Governing body
Horizon scan	Interdisciplinary Expert Committee	Governing body	N/A
Conceptual framework	Interdisciplinary Expert Committee	N/A	Governing body
Guidelines	Interdisciplinary Expert Committee	Governing body	N/A
Supporting materials	Interdisciplinary Expert Committee	N/A	N/A
Information and communication materials (e.g. issue briefs, fact sheets and guides)	Secretariat and co-chairs of Interdisciplinary Expert Committee	N/A	N/A

D. Error protocol

34. The procedures for the preparation of draft deliverables, including the review process, are aimed at eliminating errors well before the publication of panel deliverables. If, however, a possible error is identified (e.g. a possible miscalculation or factual inaccuracy), it should be brought, in writing, to the attention of the secretariat, who then implements the following protocol.

35. The secretariat informs the Interdisciplinary Expert Committee of the possible error and asks the experts that led the preparation of the relevant section of the deliverable to investigate it in a timely manner and report back to the secretariat and the Interdisciplinary Expert Committee on their conclusion. If the experts find that an error has been made, the secretariat notifies the Co-Chairs of the Interdisciplinary Expert Committee, who decide on the appropriate remedial action.

36. The Co-Chairs of the Interdisciplinary Expert Committee provide a written response to the claimant and the governing body, describing in detail the outcome of the investigation and any remedial action taken.

E. Procedure for the use of sources

37. Deliverables should be based on publicly available peer-reviewed literature, evidence and data in different languages. They should also take into account reports and other authoritative and authenticated materials, including Indigenous knowledge and local knowledge, that may not be published in the peer-reviewed literature but is available to the team of experts preparing the deliverable. Such reports and other authoritative and authenticated materials, often termed “grey literature”, can provide crucial information for panel deliverables. They may include reports by governments, industry, research institutions or international or other organizations, outputs of citizen science initiatives or conference proceedings. In addition, valuable information may be sourced from supporting materials prepared by the panel.

38. Indigenous Peoples and local knowledge holders can serve as primary sources of data and information that may be of direct relevance to deliverables. Indigenous knowledge and local knowledge complement science and provide valuable additional data and understanding even though they are developed, owned, stored, shared, accessed and transmitted in ways that are very different from scientific knowledge.

39. The use of diverse sources brings with it the responsibility for members of the team of experts to ensure the quality and validity of the cited sources and information relied upon. In general, newspapers and magazines, blogs, social networking sites and broadcast media are not acceptable sources of information for panel deliverables. Personal communications providing scientific results are also not acceptable sources.

40. If a source that is not publicly available is cited in a deliverable, the full reference, along with a copy of the information, is to be submitted (preferably electronically) to the secretariat for archiving. The information will be made accessible, on request, to members of the team of experts and to reviewers.

F. Policy on data and knowledge management and guidance on the use of digital tools and artificial intelligence

1. Policy on data and knowledge management

41. The purpose of this policy is to provide overarching guidance on the management of data and knowledge regarding panel deliverables.

42. This policy is grounded in the principles of open science, accessibility and building knowledge through partnerships.

43. Under this policy, the secretariat, with support from selected experts as appropriate, will:

(a) Ensure that data and knowledge produced while preparing panel deliverables follow both the FAIR data principles (findability, accessibility, interoperability and reusability) and the CARE Principles for Indigenous Data Governance (Collective Benefit, Authority to Control, Responsibility, Ethics);

(b) Support experts in fulfilling their responsibilities with respect to the management, handling, preservation and distribution of data and knowledge according to an established framework and workflow for long-term storage and preservation of panel products;

(c) Support teams of experts in fulfilling their responsibility to develop one or more data and knowledge management reports that meet the requirements of this policy;

(d) Promote the usage of open-source software to enable users to reproduce and use panel products without limitations.

44. The panel will regularly update this policy to ensure that data and knowledge are managed correctly and consistently throughout the work of the panel and are maintained to the highest possible standard.

2. Guidance on the use of digital tools and artificial intelligence

45. This guidance aims to ensure the ethical use of artificial intelligence in all aspects of the panel's work while identifying opportunities for harnessing artificial intelligence tools to attain the panel's objective.

46. When using artificial intelligence-based systems in scientific research and manuscript writing, the following considerations should be taken into account:

(a) **Verification by domain experts:** Literature searches and analysis generated by artificial-intelligence-based natural language processing (NLP) systems should be thoroughly checked by relevant experts to ensure accuracy, relevance, absence of bias and logical reasoning.

(b) **Author/expert responsibility:** Experts are ultimately responsible for producing all text contained in the final manuscript of a deliverable and should be held accountable for any inaccuracies, fallacies or problems that may arise from the use of NLP tools.

(c) **Research and analysis:** Experts should transparently disclose their use of NLP systems and clearly indicate the research, analysis or data obtained through the use of NLP tools, ensuring that readers have a complete understanding of the supporting analysis in the text produced.

(d) **Data integrity:** Researchers should refrain from using NLP systems to fabricate empirical data or falsify existing data, as it violates various codes of ethics and undermines the integrity of research supporting the analysis conducted by the expert.

(e) **Impact on content:** There should be no direct use of NLP-generated text in any deliverable produced for the panel. Any influence of NLP assistance on text produced by an expert for a deliverable should be disclosed to maintain transparency and prevent potential questions of scientific integrity or legitimacy related to the deliverable.

47. Any use of NLP systems in the preparation of panel deliverables is subject to prior approval and further guidance by the Interdisciplinary Expert Committee and public disclosure in each

publication. Adhering to these guidelines will contribute to safeguarding the scientific credibility of the panel deliverables and avoid any ethical violations.

48. At the current rate of expansion and development, new technologies and tools present potential opportunities and risks that the panel, and the scientific community as a whole, should continue to monitor and document.

G. Procedure for safeguarding commercially sensitive information

49. This procedure applies to situations where the deliverable would be strengthened by taking into account information that is deemed commercially sensitive and thus would require safeguarding in order for it to be submitted to, and considered by, the team of experts preparing the deliverable.

50. Any member of the team of experts and any reviewer may request that information it wishes to submit as supporting evidence during the preparation and review of a panel's deliverable be designated as commercially sensitive and subject to this procedure.

51. This procedure does not apply to:

- (a) Information on the health and safety of humans and the environment;
- (b) Information that cannot be labelled as confidential according to domestic legislation of the State or regional economic integration organization of the source of the information;
- (c) Information otherwise available in the public domain.

52. In order to safeguard commercially sensitive information, access to information designated as "commercially sensitive" will be restricted to authorized members of the team of experts and authorized staff members of the secretariat. Secretariat staff members accessing such commercially sensitive information will sign a declaration of non-disclosure of commercially sensitive information (see annex II) agreeing to be bound by, and to adhere to, the provisions of this procedure and, accordingly, without limitation, to treat confidentially the information designated as commercially sensitive. The commercially sensitive information shall not be disclosed in any way to any other person, whether legal or physical, shall not be put in the public domain by the panel, and shall be protected from unauthorized disclosure.

53. Indication of any information to be put forward as commercially sensitive shall be submitted to the secretariat separately from other information, preferably in hard copy. The information shall be clearly identified and labelled as commercially sensitive and as requiring the application of this procedure. The assertion of information being commercially sensitive shall be accompanied by documentation of the basis for such identification.

54. When receiving an indication that a member of the team of experts or a reviewer intends to designate as commercially sensitive information it wishes to submit to support its input, the secretariat and the Co-Chairs of the Interdisciplinary Expert Committee will consider with the submitter the need for such a designation and agree on the applicability of this procedure to the information item in question. Such consideration will include the modalities of delivery of such information to, or accessibility to it by, members of the team of experts (this may include consideration of which members of the team of experts may be designated as eligible to gain access to the information under those modalities).

55. In the event that agreement is reached on the designation of an information item as commercially sensitive, the procedures described below shall apply. If no such agreement is reached, the individual submitting the information may withdraw the information and may, to the extent practicable, provide a reformulated document in which the commercially sensitive information is rendered non-commercially sensitive.

1. Submission of commercially sensitive information

56. Commercially sensitive information shall normally be submitted in writing in hard copy to the secretariat. The information shall not be stored in an electronic database unless otherwise agreed upon submission of the information.

57. All documents submitted with commercially sensitive information shall be marked clearly as "confidential" on a separate cover page, with labels marking it as such on all pages.

58. The secretariat will confirm receipt of a request for the application of this procedure and provide written assurance to the individual submitting the information that the information will be safeguarded in accordance with this procedure.

2. Handling of commercially sensitive information

59. The secretariat will take measures to ensure that any commercially sensitive information it receives that has been designated as confidential is protected in accordance with this procedure.

60. The secretariat is responsible for ensuring proper receipt, storage and handling of confidential information.

61. Information designated as confidential shall not be distributed or disclosed to non-authorized individuals or organizations and shall not be distributed beyond the secretariat's control.

62. Upon finalization of the deliverable, and subject to any agreement reached between the secretariat and the submitter, the secretariat shall return any confidential information to the submitter or shall destroy the information if the submitter so wishes.

63. Any internally developed documentation that contains information designated as confidential shall also be considered confidential and shall be handled in accordance with this procedure.

64. The secretariat will make information on the requirements set out in this procedure for safeguarding commercially sensitive information publicly available.

3. Access to commercially sensitive information

65. Designated members of the team of experts shall be able to access commercially sensitive information submitted to the secretariat according to the procedures above, if they so request and if they sign a declaration of non-disclosure (see annex III).

66. Designated members of the team of experts may review the commercially sensitive information either collectively at a meeting of the team or individually at the offices of the secretariat, under the supervision of the secretariat.

67. Should the submitter agree to make a hard copy of such information available to designated members of the team of experts preparing the deliverable, upon request, by mail or other appropriate means, away from the secretariat during the period between team meetings, the secretariat will arrange for a copy of the information to be sent to team members in a manner that protects its confidential nature. Members of the team of experts who have so received such information must ensure that the information is protected in accordance with the standard for protecting the confidentiality of such information as set out in this procedure.

4. General provision

68. The provisions of this procedure are without prejudice to the obligations of experts applicable to them under the relevant legislation in their respective countries or the obligations of secretariat staff members who are officials of the United Nations to observe the relevant United Nations regulations and rules and the standards of conduct contained therein.

H. Procedure for languages and translations

69. The working language of meetings of a team of experts will normally be English.

70. All summaries for policymakers presented to the governing body will be made available in the six official languages of the United Nations.

71. Governments or institutions may opt to produce translations of a summary for policymakers and other content into languages that are not official languages of the United Nations. The panel welcomes such initiatives but notes that such translations are prepared under the responsibility of the respective Government or institution. The panel does not assume any responsibility for the accuracy of translations that have not been officially issued by the panel. In working to achieve the widest possible dissemination of panel knowledge, the panel may decide to make unofficial translations available on the panel website as they become available.

]

Annex I to the Procedures for the preparation and clearance of panel deliverables

Roles and responsibilities for the preparation of assessments

The schedule for the preparation of a deliverable, as included in the work programme and/or in the scoping report, may specify the timing and sequence of milestones, including the number of drafts to be prepared, the sequence and type of review rounds and the number of in-person or virtual team meetings that will be required for the completion of the deliverables and related activities. It may also include a list of the roles required to be filled in order to complete a deliverable.

The present annex provides additional information on the roles, and their associated responsibilities, that may be necessary for the preparation of a global assessment. For such a deliverable, the team of experts is typically composed of co-chairs, coordinating lead authors, lead authors, contributing authors and review editors. All members of the team of experts are credited in the published assessment.

In addition to the roles described below, expert and government reviewers will also contribute to the final assessment through their comments on the accuracy, completeness and overall balance of the scientific, technical and socioeconomic content of the drafts.

Co-chairs: Co-chairs assume responsibility for overseeing the preparation of the assessment and are responsible for ensuring that the assessment is completed to the highest scientific standard. Co-chairs preside over meetings of the team of experts and interface with the Interdisciplinary Expert Committee throughout the process of preparing the assessment. Co-chairs also take on the essential role of presenting deliverables through outreach events.

Coordinating lead authors: Coordinating lead authors assume overall responsibility for coordinating major sections and/or chapters of an assessment, ensuring that they are completed to a high standard and in a timely manner and conform to any overall standards of style set for the document. Coordinating lead authors play a leading role in ensuring that any cross-cutting scientific, technical or socioeconomic issues of significance to more than one section of the assessment are addressed in a complete and coherent manner and reflect the latest information available.

Lead authors: Lead authors assume responsibility for the production of designated sections or parts of chapters on the basis of the best scientific, technical and socioeconomic information available. Lead authors typically work in small groups that are responsible for ensuring that the various components of their sections are put together on time, are of a uniformly high quality and conform to any overall standards of style set for the document. The essence of the lead authors' role is to synthesize material drawn from the available literature or other sources as defined in section II.E of the procedures for the preparation and clearance of deliverables. Lead authors are required to record in the report views that cannot be reconciled with a consensus view but that are nonetheless scientifically, technically or socioeconomically valid. Lead authors may enlist other experts as contributing authors to assist with their work.

Contributing authors: Contributing authors prepare technical information in the form of text, graphs or data for inclusion by the lead authors in the relevant section or part of a chapter. Input from a wide range of contributors is key to the success of panel deliverables. With the approval of their coordinating lead authors and/or the assessment co-chairs, lead authors are encouraged to work with contributing authors in the preparation of their sections, using electronic means as appropriate, or to discuss review comments.

Review editors: Review editors assist the Interdisciplinary Expert Committee in ensuring that all substantive expert and government review comments are afforded appropriate consideration, advise lead authors on how to handle contentious or controversial issues and ensure that genuine controversies are adequately reflected in the text of the report concerned. Although responsibility for the final text of a deliverable section remains with the relevant coordinating lead authors and lead authors, review editors will need to ensure that where significant differences of opinion on scientific issues remain, such differences are described in the report.

Annex II to the procedures for the preparation and clearance of panel deliverables

Declaration of non-disclosure of commercially sensitive information for relevant members of the team of experts

Authorized members of the team of experts shall complete, sign and file with the Co-Chairs of the team of experts the following:

DECLARATION OF NON-DISCLOSURE

In accordance with the procedures for safeguarding commercially sensitive information of the [panel name], I hereby declare that:

1. I acknowledge having received a copy of the procedures for safeguarding commercially sensitive information of the [panel name].
2. I acknowledge having read and understood the procedures.
3. I agree to be bound by, and to adhere to, the provisions of the procedures and, accordingly, without limitation, to treat confidentially all confidential information that I may view in carrying out my functions as a member of the team of experts for the [name of deliverable] of the [panel name].
4. It is understood that the present declaration is without prejudice to any applicable national laws and regulations.

Name: _____

Signature: _____

Executed on: _____

Annex III to the procedures for the preparation and clearance of panel deliverables

Declaration of non-disclosure of commercially sensitive information for secretariat staff

All authorized secretariat staff members are required to complete, sign and submit to the office of the Executive Secretary the following:

DECLARATION OF NON-DISCLOSURE

In accordance with the procedures for safeguarding commercially sensitive information of the [panel name], I hereby declare that:

1. I acknowledge having received a copy of the procedures for safeguarding commercially sensitive information of the [panel name].
2. I acknowledge having read and understood the procedures.
3. I agree to be bound by, and to adhere to, the provisions of the procedures and, accordingly, without limitation, to treat confidentially all confidential information that I may view in providing secretariat support for the work of the [panel name].
4. I understand that the present declaration is without prejudice to any regulations, rules and codes of conduct of the United Nations.

Name: _____

Signature: _____

Executed on: _____

Annex 4 to draft decision [--]

Conflict-of-Interest policy

A. Purpose of the Conflict-of-Interest Policy

1. The objective of the Science-Policy Panel ('the Panel') as stated in [paragraph 1 of the "Functions, operating principles and institutional arrangements of the Panel" in the Agreement and Rules of Procedure] is to strengthen the science-policy interface to contribute to the sound management of chemicals and waste and to prevent pollution for the protection of human health and the environment. [According to the operating principles of the Panel, in carrying out its work, the Panel and the supporting subsidiary bodies must be scientifically independent and ensure credibility, relevance and legitimacy through its work and transparency in its decision-making processes and use clear, transparent and scientifically credible processes for the exchange, sharing and use of data, information and technologies from all relevant sources, including peer-reviewed and non-peer-reviewed literature, as appropriate, [alongside other reliable sources, to ensure a comprehensive, and robust assessment process]. The outputs of the Panel should be policy relevant without being policy prescriptive [neutral with respect to policy], [although they may need to deal objectively with scientific, technical and socio-economic factors relevant to the application of particular policies].]
2. The role of the Panel requires that it pays special attention to issues of independence and bias in order to maintain the integrity of, and public confidence in, its outputs and processes. It is essential that the work of the Panel is not compromised by any conflict of interest for those who execute it.
3. The overall purpose of this policy is to protect the legitimacy, integrity, trust, and credibility of the Panel and its deliverables as well as confidence in its activities and in individuals who are directly involved in the preparation of its reports and other deliverables. This policy does not provide an exhaustive list of criteria for the identification of conflicts of interest. [It can be amended by the Plenary as part of the functions vested in the [Plenary] in the [Agreement and the Rules of Procedure].]
4. The Panel recognizes the commitment and dedication of those who participate in its activities and the need to maintain a balance between minimising the reporting burden, and ensuring the integrity of the Panel and its deliverables[. In this way, this policy seeks to encourage participation and to ensure that the representativeness and geographic, regional, and gender balance of the panel is not impaired,] while continuing to build and maintain public trust.
5. This Conflict-of-Interest Policy is designed to ensure that [potential] conflicts of interest are identified, communicated to the Committee on Conflicts of Interest, and managed to avoid any adverse impact on the Panel's independence, deliverables and processes, thereby protecting the person or persons concerned, the Panel, and the public interest. [Any duly reasoned request relating to a potential conflict of interest may be sent to the [Bureau].]
6. It is essential to avoid a situation in which a reasonable person could question, discount or dismiss the work of the Panel owing to the perception of a conflict of interest. It is recognized that the privacy and professional reputation of individuals must be respected. Identifying a potential conflict of interest does not automatically mean that a conflict of interest exists.

B. Scope of the Conflict-of-Interest Policy

7. This policy applies to the [senior leadership of the Panel, including] members of the Bureau [and the extended Bureau] of the Panel, and any subsidiary bodies contributing to the development of deliverables, [to experts contributing to the activities of the Panel such as] authors with responsibility for report content (including report co-chairs, coordinating lead authors and lead authors), [and review editors]; and to [professional] non-United Nations staff [and partnerships] supporting the Panel's work.
8. The policy applies to the development of all Panel deliverables, [including but not limited to: horizon scanning products; assessment reports; special reports; methodology reports, and technical papers [and policy briefs.]]
9. [The [professional] staff members of the Panel Secretariat who are employees of [the United Nations] [or World Health Organisation] are subject to the United Nations [or World Health Organisation] disclosure and ethics policies, as well as code of conduct, which include conflict of interest.]

10. [The policy will be [executed to reflect][applied, taking into account] the various roles, responsibilities and levels of authority, of participants in the Panel process. In particular, consideration should be given to whether responsibility is held at an individual level or shared within a team and to the level of influence held over the content of the Panel's deliverables.]

11. [The application of the Conflict-of-Interest Policy to persons elected to or selected for positions within the Panel should reflect their specific responsibilities.]

10 & 11 alt [The application of the Conflict-of-Interest Policy to staff and persons participating in the panel's process should reflect their specific responsibilities [, roles and levels of authority] [whether individually or collectively].]

C. Conflict of Interest

12. A "conflict of interest" refers to a[ny current, or previous, [potential]] professional, financial or [other interest] [from the past four years] which could:

(a) significantly impair the individual's objectivity in carrying out his or her duties and responsibilities for the Panel, or

(b) create an unfair advantage for any person or organization.

For the purposes of this policy, circumstances that could lead a reasonable person to question an individual's objectivity, or whether an unfair advantage has been created, constitute a potential conflict of interest. These potential conflicts are subject to disclosure.

13. A distinction is made between "conflict of interest" and "bias," which refers to a point of view or perspective that is strongly held regarding a particular issue or set of issues. In the case of author and review teams, bias can and should be managed through the selection of a balance of perspectives. Bias can also be managed through other means, including a rigorous peer review. For example, it is expected that Panel author teams will include individuals with different perspectives and affiliations. Those involved in selecting authors will need to strive for an author team composition that reflects a balance of expertise and perspectives, such that Panel products are comprehensive, objective, and [neutral with respect to policy] [policy relevant without being policy prescriptive]. In selecting these individuals, care must be taken to ensure that biases can be balanced where they exist. In contrast, conflict of interest exists where an individual, or an organization, could secure a direct and material gain through outcomes of a Panel process. [Holding a view that one believes to be correct, but that one does not stand to gain from does not necessarily constitute a conflict of interest but may be a bias.]

14. The conflict-of-interest requirements in this policy are not designed to include an assessment of one's behaviour or character or one's ability to act objectively despite the conflict of interest.

15. [This policy [applies only to [current] conflicts of interest. It] does not apply to past interests that have expired, no longer exist, and cannot reasonably affect current behaviour.] Nor does it apply to possible interests that may arise in the future but that do not currently exist, as such interests are inherently speculative and uncertain. For example, a pending application for a particular job is a current interest, but the mere possibility that one might apply for such a job in the future is not a current interest.

16. [All][Professional and other non-financial] interests [need to][must] be disclosed [only if they are significant and relevant]. If in doubt about whether an interest should be disclosed, individuals are encouraged to seek advice from the appropriate Panel body as defined in Annex A [Committee on Conflicts of Interest]. [Significant and relevant interests may include, but are not limited to consulting relationship, advisory committees associated with private sector organizations, [senior editorial roles] and memberships on boards of non-profit or advocacy groups. [Significant and relevant interests may also include those relevant interests of parties with whom an expert has a current contractual relationship or substantial common interests and which could be perceived as unduly influencing, or likely to unduly influence, the expert's judgement (for example their employer(s), close professional associates, their administrative unit or department, sponsoring or funding entities).] [Significant and relevant interests may include but are not limited to membership of advisory committees associated with private sector organizations, and of the boards of non-profit or advocacy groups.]]

[16 alt. Each expert is therefore asked to declare an interest that would constitute a real, potential or apparent conflict of interest.]

17. Financial interests need to be disclosed [only if they are significant and relevant](del) . These may include, but are not limited to, the following kinds of financial interests: employment relationships; consulting relationships; financial investments; intellectual property interests;

commercial interests, and sources of research support. Individuals should also disclose significant and relevant financial interests of any person with whom the individual has a substantial business or relevant shared interest. If in doubt about whether an interest should be disclosed, individuals are encouraged to seek advice from the appropriate Panel body as defined in Annex A [Committee on Conflicts of Interest]. [In its determination whether a potential conflict of interest may negatively impact the Panel's legitimacy, integrity or credibility, or that of its deliverables, or the confidence in its activities, the committee shall take into consideration the significance and relevance of the financial interests disclosed.]

18. To prevent situations in which a conflict of interest may arise, individuals directly involved in the preparation of Panel deliverables should avoid being in a position to clear (approve, adopt, or accept) on behalf of any government the text in which they were directly involved.

Appendix A to the Conflict-of-Interest Policy

This appendix sets out the procedures for implementing the Conflict-of-Interest Policy (“the COI Policy”) for the Science-Policy Panel (‘the Panel’) which is contained in [XX] adopted by the Panel at its first session.

Implementation Procedures

1. [These Implementation Procedures are designed to ensure that conflicts of interest are identified, communicated to the relevant parties [and then disclosed to the committee on conflict of interests, which will identify potential and real conflicts of interest] and managed to avoid any adverse impact on the Panel and its deliverables and processes and also to protect the person or persons concerned and the public interest.]
2. These Implementation Procedures apply to all [potential] conflicts of interest as defined in paragraph 12 of the COI Policy and apply to the individuals listed in paragraph 7 of that policy. [Compliance with][Following] the COI Policy and Implementation Procedures is [mandatory][required]. An individual [to whom the COI policy applies] cannot participate in the Panel’s work where [he or she][the individual] has not [complied with][followed] [the obligation to disclose information pursuant to] the COI Policy and Implementation Procedures. [Where a conflict of interest is identified, a person may only proceed to participate in Panel activities if action is undertaken that resolves the conflict or the individual is a Panel [author][expert] subject to the provisions in paragraph 6 of these procedures.]
2. bis [The conflict-of-interest Committee should develop guidelines to support its work in either identifying and managing conflict of interests.]
2. ter [The Committee of conflict-of-interests, with the assistance of the Secretariat, shall develop a guidance on interests to be disclosed, annexed to the conflict-of-interest form.]

Bureau and [Interdisciplinary Expert] Committee members: Review process prior to appointment

3. The Conflict of Interest Disclosure Form (“the COI Form”) contained in Annex B to the COI Policy will be submitted to the Secretariat in respect of each nominee for election to the Bureau or [Interdisciplinary Expert Committee (IEC)] of the Panel [along with the CV]. The COI Committee⁹ will review the COI Forms [and the CVs]. Where the COI Committee determines that a nominee for Bureau membership has a conflict of interest that cannot be resolved, the individual will not be eligible for election to the Bureau. The process above will also apply in respect of candidates for election to the Bureau or IEC who are nominated during the course of the Panel plenary session during which the relevant election is due to be held.

Bureau and [Interdisciplinary Expert] Committee members: Review process after appointment

4. All members of the Bureau and the [Interdisciplinary Expert Committee] members will [submit a COI form annually and] inform the Secretariat [[annually] [and as they arise]] of any changes in the information provided [as they arise] [in their previously submitted COI Form [as they arise or at least once every calendar year]]. The COI Committee will review the updated information, determine whether the relevant member has a conflict of interest that cannot be resolved and determine what further action is necessary in accordance with the COI Policy.

Other roles subject to COI Policy: Review process prior to appointment

5. Before an individual is appointed to a role subject to the COI Policy in accordance with paragraph 7 of the Policy, the Secretariat will request the individual to complete a [COI Form][and submit their CV][for reference]. Before an expert can take on the role in question, the COI Committee will evaluate the form [along with the CV] to determine whether the individual has a conflict of interest that cannot be resolved.
6. [In exceptional circumstances, a conflict of interest on the part of a Panel expert which cannot be resolved may be tolerated where the individual is deemed to provide a unique contribution to a Panel deliverable and where it is determined that the conflict can be managed such that it will not have an adverse impact on the relevant Panel deliverable. In such cases, the COI Committee will publicly

disclose the conflict and the reasons for determining that the individual may continue to contribute to the Panel's work in spite of the conflict.]

Other roles subject to COI Policy: Review process after appointment

7. Experts in those other roles subject to the COI Policy will inform the Secretariat annually [and as may arise] of any changes in the information provided in their previously submitted [COI Form]. The COI Committee will evaluate the revised information in accordance with the procedure for reviewing conflicts of interest issues prior to appointment.

7. bis [Notwithstanding paragraphs [3 and 5] an individual may decline to disclose information related to activities, interests and funding where its disclosure would adversely and materially affect:

- (a) Defense, national security or imminent public safety;
- (b) [The course of justice in prospective or current court cases;
- (c) [The ability to assign future intellectual property rights; or
- (d) The confidentiality of commercial, government, or industrial information.]]

7. ter [Members who decline to disclose information under paragraph 7. bis must declare that they are doing so in their disclosure of interest under paragraphs [X] or [X] and must be completely excluded from discussions and decisions on related topics.]

[Principles for Considering][Consideration of] Conflict of Interest Issues

8. The COI Committee should consult the relevant individual where the body has concerns about a potential conflict of interest and/or where it requires clarification of any matters arising out of a [COI Form] and should ensure that the relevant individuals and, where appropriate the Panel member which nominated the relevant individual, have an opportunity to discuss any concerns about a potential conflict of interest.

9. Where the COI Committee has determined that an individual has a conflict of interest that cannot be resolved, the relevant individual may request the Panel Bureau to review the COI Committee's determination. The Panel Bureau will review the determination at the first session following the request. The individual will be bound by the determination of the COI Committee pending the outcome of the review.

10. When considering whether an individual has a conflict of interest, the COI Committee will, in consultation with the individual, explore options for resolving the conflict. Individuals might, for example, resolve a conflict of interest by divesting themselves of the particular financial or other interests which gave rise to the potential conflict or by recusing themselves from discussions or decision-making processes in respect of which they have a relevant conflict. [In case where the conflict of interest cannot be resolved, the COI committee shall make a recommendation to protect the legitimacy, integrity, trust and credibility of the panel and its deliverables, and public confidence in, its outputs and processes, [to the appropriate decision making committee][the Bureau whose decision is final].]

11. Members of the COI Committee may not consider cases involving themselves and will recuse themselves in the event that the Committee considers a potential conflict of interest concerning themselves.

Processing and Storage of Information

12. All [COI Forms] [and CVs] will be submitted to the Secretariat.

13. All [COI Forms] [and CVs] and any records of the deliberations and/or decisions of the COI Committee in relation to conflict of interest issues in respect of specific individuals and any information disclosed by individuals for the purposes of the COI Policy will be transferred to the Secretariat after they have been reviewed and will be securely archived by the Secretariat and retained for a period of five years after completion of their term or completion of the deliverable to which the relevant individual contributed, after which the information will be destroyed. Subject to the requirement to notify the existence of a conflict of interest to others under paragraph 6 above, the information referred to above will be considered confidential and will not be used for any purpose other than consideration of conflict-of-interest issues under these Implementation Procedures without the express consent of the individual providing the information.

The COI Committee

14. A Committee on Conflicts of Interest (“the COI Committee”) will be established for the purpose of reviewing [COI forms] and determining whether those participating in the Panel and subject to the COI policy have conflicts of interest.
15. The COI Committee will comprise of six members from the Bureau and six members from the IEC and two additional members with appropriate legal expertise from [United Nations entity] , appointed by that organization.
16. The COI Committee will elect a Chair at its first meeting.
17. The members of the COI Committee are expected to reach consensus. If, exceptionally on matters of particular urgency, consensus is not possible, the COI Committee Chair may take the final decision, having regard to the weight of opinion in the COI Committee. The Committee will decide upon its method of working and apply it on an interim basis until the Panel plenary agrees it.
18. The COI Committee should submit a report on its activities to the Panel plenary at least four weeks before each session. Issues of confidentiality will be addressed by the COI Committee as early as possible.
19. The COI Committee may meet by teleconference and conduct its work by electronic means. If a physical meeting is needed, it will be held before or after regular Bureau meetings.

Appendix B to the Conflict-of-Interest Policy

CONFLICT OF INTEREST DISCLOSURE FORM ("COI FORM") FOR THE [INSERT FULL NAME OF PANEL]

Confidential

Name:

Address:

Email address:

Telephone no.:

Current employer:

Function/role in the Panel:

You have been invited to serve on the [insert full name of panel] (hereinafter referred to as "the Panel") because of your professional standing and expertise. As is outlined in the Panel's conflict-of-interest policy, the objective of the Panel requires that special attention be paid to issues of independence and potential bias in order to maintain the integrity of, and public confidence in, the Panel's deliverables and processes. It is essential that the work of the Panel not be compromised by any conflict of interest on the part of those who execute it; as a result, disclosure of certain circumstances is necessary. When you are filling out this form, we rely on your professionalism, common sense and honesty.

The conflict-of-interest policy and the disclosure of interests are required as a matter of due diligence so as to provide appropriate assurance to the Panel with regard to matters of conflict of interest, ensure professional and scientific integrity, and protect the Panel and its participants from reputational risk.

The declaration of interests and the disclosure of conflicts of interest or potential conflicts of interest are required in accordance with the Panel's conflict-of-interest policy and implementation procedures. You should disclose interests that could: (a) significantly impair your objectivity in carrying out your duties and responsibilities for the Panel; or (b) create an unfair advantage for you or any person or organization, and which could result in your securing a direct and material gain through outcomes related to a Panel process.

In accordance with the conflict-of-interest policy, circumstances that could lead a reasonable person to question your objectivity or ask whether an unfair advantage has been created constitute a potential conflict of interest and should be disclosed on this form.

You must also declare any relevant interests of parties with whom you have current contractual relationships or substantial common interests and which could be perceived as unduly influencing, or likely to unduly influence, your judgment (e.g. your employers, close professional associates, administrative unit or department, any sponsoring or funding entities).

A brief description should be provided in relation to the questions outlined below. You should aim to provide sufficient and explicit information to allow the Panel to form a view on whether the circumstances disclosed give rise to an actual or potential conflict of interest.

Once completed, please sign and date the form in the space provided and return it to the secretariat of the Panel, along with a curriculum vitae and information supporting the disclosures made, where applicable. Please retain a copy for your records.

You must promptly inform the secretariat of the Panel of any change concerning the information provided prior to or during the course of your work or meetings for the Panel. This form and the declarations contained therein must be completed before participation in the Panel activity can be confirmed.

Answering "yes" to a question on this form does not necessarily mean that a conflict is present or that you will be unable to perform your designated function or role in the Panel. If in doubt about whether an interest should be disclosed, individuals are encouraged to disclose that information. The information will be assessed as a whole on the basis of the principles contained in the conflict-of-interest policy. In particular, what does or does not constitute a conflict of interest is defined in section C of that document and reproduced below. If individuals have questions about the

process of completing this disclosure form, they are encouraged to seek advice from the secretariat of the Panel.

Definition of “conflict of interest”:¹⁰

[paragraphs from section C of the Panel’s conflict-of-interest policy to be inserted here]

Part I. Commercial and financial interests

1	Do you hold any position or appointment or have any business or professional relationships with other bodies related to science on chemicals, waste and the prevention of pollution?	Yes	No
	Details:		
2	Do you receive any remuneration (e.g. employment or consulting, including services as a technical or other adviser) from a commercial entity or other organization with an interest related to the subject of the Panel’s work in which you are engaged?	Yes	No
	Details:		
3	Do you receive financial support from any commercial entity or other organization with an interest related to the subject of the Panel’s work (e.g. a government agency)?		
	(a) Research support, including grants, collaborations, sponsorships, other funding	Yes	No
	Details:		
	(b) Support, including honorariums, for being a panellist, giving speeches or providing training to a commercial entity or other organization with an interest related to the subject of the Panel’s work?	Yes	No
	Details:		
4	Do you have investments in any commercial entity with an interest related to the subject of the Panel’s work? (Please also include indirect investments such as a trust or holding company. You may exclude mutual funds, pension funds or similar investments that are broadly diversified and over which you exercise no control.)		
	(a) Stocks, bonds, stock options, other securities (e.g. short sales)	Yes	No
	Details:		
	(b) Commercial business interests (e.g. ownership, partnerships, joint ventures, board memberships, controlling interests)	Yes	No
	Details:		
5	Do you own any intellectual property rights that might be affected by the Panel’s work?		
	(a) Patents, trademarks or commercial copyrights (including pending applications)	Yes	No
	Details:		
	(b) Proprietary knowledge of a technology or process being used for commercial purposes	Yes	No
	Details:		
6	Do you hold any financial interests in excess of US\$10,000 per year which outside parties could consider might represent or give rise to a conflict of interest, or the perception of a conflict of interest, with regard to your Panel service?	Yes	No

¹⁰ Definition taken from section C of the Panel’s conflict-of-interest policy, which is available at [URL to be inserted].

	Details		
7	As part of a regulatory, legislative or judicial process, are you providing any expert opinion or testimony related to the subject of the Panel's work for a commercial entity or other organization?	Yes	No
	Details:		

Part II. Professional and other non-financial interests

8	Do you hold any position or appointment or have any business or professional relationships with other bodies related to science on chemicals, waste and the prevention of pollution?	Yes	No
	Details:		
9	Do you receive non-financial support valued in excess of US\$10,000 per year (e.g. premises, equipment, facilities, assistants, paid travel, etc.) from any commercial entity or other organization with an interest related to the subject of the Panel's work (e.g. a government agency)?	Yes	No
	Details:		
10	As part of a regulatory, legislative or judicial process, are you providing any expert opinion or testimony related to the subject of the Panel's work for a commercial entity or other organization?	Yes	No
	Details:		
11	Are you engaged in any professional or other activities which outside parties could consider might represent or give rise to a conflict of interest, or the perception of a conflict of interest, with regard to your Panel service?	Yes	No
	Details:		
	<i>Are you involved in any of the following:</i>		
	(a) Official function in a government agency or international organization?	Yes	No
	Details:		
	(b) Advisory committee associated with a public or private sector organization?	Yes	No
	Details:		
	(c) Senior editorial role or assignment?	Yes	No
	Details:		
	<i>Do you serve as any of the following:</i>		
	(d) Board member of a public or private sector organization?	Yes	No
	Details:		
	(e) Board member of a non-profit organization?	Yes	No
	Details:		
	(f) Board member of an advocacy group?	Yes	No
	Details:		

Part III. Additional information

12	If not already disclosed above, are you aware of any aspect of your work for the Panel that will enable you to obtain access to proprietary information or create for you a competitive advantage in your professional, financial or business dealings?	Yes	No
	Details:		
13	To your knowledge, could the outcome of your work for the Panel adversely affect the interests of any other persons or entities with whom you have substantial common personal, professional, financial or business interests (such as your adult children or siblings, close professional colleagues, administrative unit or department)?	Yes	No
	Details:		
14	Which organization is covering, in part or in full, your Panel-related travel costs?		
	Details:		
15	Are you receiving any payments (other than for travel costs) or honorariums for speaking publicly on the subject of the Panel's work in which you are engaged?	Yes	No
	Details:		
16	Is there any other aspect of your background or present circumstances not addressed above that you consider might be perceived as affecting your objectivity or independence?	Yes	No
	Details:		

Signature: _____

Date: _____]
