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**Plenary of the Intergovernmental Science-Policy Panel on  
Chemicals, Waste and Pollution**

**First session**

Geneva, 2–6 February 2026

Item 5 (b) of the provisional agenda\*

**Operational arrangements for the Panel: rules, procedures and  
policies transmitted by the intergovernmental meeting to establish a  
science-policy panel to contribute further to the sound management  
of chemicals and waste and to prevent pollution to the Plenary at its  
first session**

## **Draft procedures for the preparation and clearance of Panel deliverables**

### **Note by the secretariat**

1. The Intergovernmental Science-Policy Panel on Chemicals, Waste and Pollution was established at the intergovernmental meeting to establish a science-policy panel to contribute further to the sound management of chemicals and waste and to prevent pollution, held on 20 June 2025 in Punta del Este, Uruguay. The intergovernmental meeting adopted decision IM/2, on recommendations for consideration by the Plenary of the Panel at its first session, in which it transmitted draft procedures for the preparation and clearance of Panel deliverables, as set out in annex III to the decision, for further consideration by the Plenary at its first session.
2. The annex to the present note contains the draft procedures for the preparation and clearance of Panel deliverables as transmitted by the intergovernmental meeting. In preparation for the Plenary's consideration of the draft procedures, the secretariat has made limited editorial adjustments, notably to reflect the name of the Panel and refer to the governing body of the Panel as "the Plenary".
3. The Plenary may wish to consider the draft procedures for the preparation and clearance of Panel deliverables, as set out in the annex to the present note, with a view to deferring their further consideration to its second session.

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\* UNEP/ISP-CWP.1/1.

## Annex

### 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 Plenary 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) “Plenary” means [definition from rule 2 of the rules of procedure].
- (f) “Interdisciplinary Expert Committee” is the subsidiary body established by the Plenary to carry out the scientific and technical functions agreed on by the Plenary.
- (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 Plenary [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 socioeconomic issues that take into account different approaches, visions and knowledge systems, including global assessments, regional and subregional assessments with a defined geographical scope, and thematic and methodological assessment. They are to be composed of two or more sections,

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\* The annex has not been formally edited.

including a summary for policymakers, 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 policymakers, and address a broad range of policy-relevant questions. They are to be composed of two sections: a summary for policymakers 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 audiovisual 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 Plenary,] 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 Plenary 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 Plenary 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 Plenary.

16 & 17 alt 1 [The scoping report is submitted to the Plenary 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 Plenary for its consideration. The Plenary 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 Plenary 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 Plenary 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 Plenary 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 Plenary 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 Plenary.
33. When adopting the work programme, the Plenary may specify which clearance process is required for a given deliverable.

**Overview of clearance processes for deliverables****Clearance process**

| <i><b>Deliverable</b></i>                                                           | <i><b>Validation</b></i>                                        | <i><b>Acceptance</b></i> | <i><b>Approval</b></i> |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------|------------------------|
| Assessment                                                                          | Interdisciplinary Expert Committee                              | Plenary                  | N/A                    |
| Summary for policymakers                                                            | Interdisciplinary Expert Committee                              | N/A                      | Plenary                |
| Synthesis report                                                                    | Interdisciplinary Expert Committee                              | N/A                      | Plenary                |
| Horizon scan                                                                        | Interdisciplinary Expert Committee                              | Plenary                  | N/A                    |
| Conceptual framework                                                                | Interdisciplinary Expert Committee                              | N/A                      | Plenary                |
| Guidelines                                                                          | Interdisciplinary Expert Committee                              | Plenary                  | 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 Plenary 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 Plenary 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 Intergovernmental Science-Policy Panel on Chemicals, Waste and Pollution, I hereby declare that:

1. I acknowledge having received a copy of the procedures for safeguarding commercially sensitive information of the Intergovernmental Science-Policy Panel on Chemicals, Waste and Pollution.
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 Intergovernmental Science-Policy Panel on Chemicals, Waste and Pollution.
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 Intergovernmental Science-Policy Panel on Chemicals, Waste and Pollution, I hereby declare that:

1. I acknowledge having received a copy of the procedures for safeguarding commercially sensitive information of the Intergovernmental Science-Policy Panel on Chemicals, Waste and Pollution.
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 Intergovernmental Science-Policy Panel on Chemicals, Waste and Pollution.
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: \_\_\_\_\_ ]

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