

Internal Guidelines for Members of the Major Group Facilitating Committee

1. All members of MGFC and observers of the MGFC should have an orientation program conducted online, organized and led by co-chairs of MGFC and CSU. A face-to-face orientation session during UNEP meetings and the UNEA is an added value.
2. Members and observers of the MGFC are self-organized and thus members are encouraged to seek clarifications about an issue, process, or other members of MGFC (other than the normal business of MGFC) as an agenda item during monthly online meetings or if this is an urgent topic reach out the co-chairs to ask about it, and it is recommended to refrain from raising the issues via email or WhatsApp to the whole MGFC group without seeking clarification from one or both MGFC first.
3. Looking for engagement and accountability, it is essential to engage the co-facilitators during the meetings and activities coordinated by the MGFC, therefore, active assistance in and participation in scheduled monthly meetings is mandatory. At the beginning of the year, dates and calendar invites of monthly meetings will be sent.

If a member of MGFC or Observer (MGos or RFs) misses any scheduled meeting without having sent a reason, the co-chairs should reach out to the member to find out the reason and encourage such a member to attend the next meeting.

If a member of MGFC or Observer (MGos or RFs) does not attend three **consecutive (3) regularly schedule** monthly MGFC online schedule meetings without a rational justification, Member(s) will receive a notification from MGFC co-chairs, asking them for the reasons for absences and a kind request to attend the next meeting. If the member continues to missing meetings without any justification:

1. CSU Unit will send a notification to the accredited organizations of the region or MG letting them know about the situation, and providing options for addressing the problem/issue, including but not limited to:
2. An internal meeting of the MG/ Region to discuss the situation and next steps option(s);
 - a. Suggest replacement of the elected representative and the steps required for that process;
 - b. Keep the member in the representative position with the knowledge that the MG or Region is not being represented properly during MGFC meetings.

After receiving the notification from the UNEP CSU, the MG / Region member must respond with a consensus position within 20 working days, based on internal organizational principles.

4. All MGFC participants are required to fully attend the in-person meetings for which they are funded to ensure their engagement on behalf of the MG they represent. This requirement will be closely monitored in future meetings. Furthermore, failure to adhere to this requirement will render the participant in question ineligible for future travel support from UNEP
5. last-minute flight cancellations that occur less than 21 days before the planned meeting. Exceptions will only be made for unforeseen circumstances, such as illness, accidents, family emergencies, flight cancellations due to *force majeure*, or other circumstances that decisively lay beyond the participant's control. Any such unforeseen

circumstances must be validated by an independent third party, for example, by a doctor's certificate.

6. Nine MG co-facilitators and 6 Regional Facilitators are required to present annual engagement reports in the format shared by the co-chairs of the MGCF in an appropriate format of their choice to their Major Groups or Regions and share these with the MGFC. These reports should include a summary of the results of their roles as MGs or RFs, along with detailed descriptions of the activities and consultations conducted by the elected facilitator or co-facilitator, as well as the Regional Facilitator

7. The MGFC maintains a zero-tolerance policy against harassment, bullying, and discrimination. In line with this commitment, the MGFC will establish a small committee with the support of the UNEP CSU Unit to develop and implement a mechanism for addressing issues such as harassment

After their successful terms, MG co-chairs and RF will receive formal recognition in the form of a commendation letter, acknowledging their dedicated service and significant contributions to the mission and objectives of the organization. This certification/ letter will express UNEPs gratitude for the individual's leadership, commitment, and invaluable efforts in advancing the goals of the MGFC