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

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

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

**Procedure for receiving and prioritizing requests put to the
Panel**

Note by the secretariat

The annex to this document provides a draft procedure that is intended to guide the process for receiving and prioritizing requests put to the Panel and is to be applied in accordance with other rules and procedures of the Panel. This draft procedure is not intended to prescribe future decisions by the Panel regarding its work programme. The ad hoc open-ended working group on a science-policy panel to contribute further to the sound management of chemicals and waste and to prevent pollution may wish to consider the draft text provided.

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

Annex*

A. Receiving requests put to the Panel

1. Governments and multilateral agreements related to chemicals and waste and prevention of pollution can send requests to the Panel on scientific and technical matters that require the Panel's attention and action.
2. Inputs and suggestions from United Nations bodies related to chemicals and waste and prevention of pollution, as determined by their respective governing bodies, are also welcomed by the Panel. Inputs and suggestions made by relevant stakeholders, such as other intergovernmental organizations, international and regional scientific organizations, environment trust funds, non-governmental organizations, indigenous peoples, local communities and the private sector, will also be encouraged and taken into account, as appropriate.
3. In order to streamline requests sent to the Panel, the submission of requests by Governments conveyed by multilateral agreements related to chemicals and waste and prevention of pollution through their governing bodies or scientific subsidiary bodies is encouraged, allowing some flexibility to multilateral agreements and related instruments regarding the deadline for submissions due to their internal meeting schedules. The joint submission of requests by multiple chemicals and waste and pollution prevention related instruments, through their coordination processes, are also encouraged.
4. Joint submissions of requests by multiple Governments, including through regional groups, are also encouraged.
5. Joint submissions of inputs and suggestions by United Nations bodies related to chemicals and waste and the prevention of pollution, other intergovernmental organizations, international and regional scientific organizations, environment trust funds, non-governmental organizations, indigenous peoples, local communities and the private sector are also encouraged. Public consultations may be organized to gather input from external stakeholders.
6. Requests that are submitted to the Panel will be accompanied by information on¹:
 - (a) Relevance to the objective and the five functions of the Panel;
 - (b) Urgency of action by the Panel in light of the imminence of the risks caused by the issues in question;
 - (c) Distribution and scale (e.g., geographic scope) of the risks arising from the proposed issue;
 - (d) Estimated health and environment impacts;
 - (e) Estimated socio-economic impacts;
 - (f) Spatial scale of ecosystems/ environmental segments affected;
 - (g) Number of people affected;
 - (h) Relevance to international agreements and instruments addressing chemicals, waste and the prevention of pollution
 - (i) Relevance in addressing identified policy challenges;
 - (j) Anticipated level of complexity for addressing the proposed issue through one or more of the panel's functions;
 - (k) Potential for solutions, innovation and emerging technologies;
 - (l) Availability of expertise for the panel to undertake work on the proposed issue;
 - (m) Requirements for financial and human resources, and potential duration of the requested action;
 - (n) An identification of priorities within multiple requests submitted;
 - (o) Potential requirements for financial and human resources, and potential duration of work on the proposed issue;
 - (p) Rationale why the panel may be best suited to consider the proposed issue.

* The annex has not been formally edited.

¹ To be completed with text based on discussion on the prioritization criteria

7. Inputs and suggestions that are submitted to the Panel will also where relevant be accompanied by the information requirement set out in paragraph 7.

B. Prioritizing requests put to the Panel

8. All requests, inputs and suggestions should be received by the secretariat no later than six months prior to [Panel name] Plenary. The secretariat should compile requests, inputs and suggestions and make these available on the [Panel name] website. The Interdisciplinary Expert Committee and the Secretariat will consider and prioritize the submitted requests, inputs and suggestions in accordance with the considerations outlined in paragraph 7 above.

9. The Interdisciplinary Expert Committee and the Secretariat will consider requests received after the deadline on an extraordinary basis and at the request of the Bureau.

10. The key factors that need to be considered in a priority setting framework are guided by the scope and objective of the Panel. Given the range of potential issues that may be considered, a multi-criteria analysis approach is considered to provide for holistic consideration and the flexibility required for prioritization of the scope of work. The criteria must be transparent and rely on an evidence base.

11. To be credible and useful, the prioritization framework is inclusive, open, transparent, comprehensive, and based on available scientific evidence and data, acknowledging the complex interactions among human health, environment, and social-economic systems. It is intended to be easy to use and facilitate decision making by the plenary on the work programme.

12. Should the Interdisciplinary Expert Committee and the Secretariat consider that additional scoping is required to complete the prioritization of certain requests, they will propose to the Plenary the initiation of such scoping processes.

13. The Interdisciplinary Expert Committee and the Secretariat will prepare a report containing a prioritized list of requests, with an analysis on the scientific and policy relevance of the requests as referred to in paragraph 7, including the possible need for additional scoping and the implications of the requests for the Panel's work programme and resource requirements, 12 weeks prior to the Plenary meeting at which those requests will be considered. In accordance with the rules of procedure of the Plenary of the Panel, the Secretariat will process the report and make it available to the Plenary for consideration and decision.

14. The process described in the paragraph above will apply as appropriate to the prioritization of inputs and suggestions.

Proposed prioritization framework for issues to be considered for inclusion in the work programme

