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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, Switzerland, 17–21 June 2024 and Punta del Este, Uruguay, 15–18 June 2025

Report of the second 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. At the first part of the third session of the ad hoc open-ended working group, held in Geneva from 17 to 21 June 2024, it was agreed, in the light of time constraints, that the session would be resumed and that the second part of the third session would be held back to back with the intergovernmental meeting to establish the panel. Accordingly, the second part of the third session of the ad hoc open-ended working group was held at the Punta del Este Convention and Exhibition Centre, Punta del Este, Uruguay, from 15 to 19 June 2025.

I. Opening of the session

3. The session was opened at 10.15 a.m. on Sunday, 15 June 2025 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 recalled the need to fulfil the mandate set out in United Nations Environment Assembly resolution 5/8, to ensure that the panel could provide sound scientific information to policymakers, informing their actions and thus enabling the transition towards a pollution-free planet. The outcomes of the first part of the third session of the ad hoc open-ended working group should serve as the basis for finalizing the work of the current session, an endeavour that required the support, constructive engagement and flexibility of all delegations.

4. Opening statements were delivered by Edgardo Ortuña Silva, Minister of Environment, Uruguay; and Inger Andersen, Executive Director, United Nations Environment Programme (UNEP).

5. In his statement, Mr. Ortuño Silva said that 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 was presented with a historic opportunity at the resumed third session. The ad hoc open-ended working group was on the cusp of creating a mechanism that would harness scientific

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knowledge to facilitate informed, efficient and fair political decision-making – just as the Intergovernmental Panel on Climate Change (IPCC) and the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) had done. Uruguay was fully committed to that goal. Although it was a small country, Uruguay had played an outsized role in hosting various international conferences, such as the intergovernmental negotiating committee to develop an international legally binding instrument on plastic pollution, including in the marine environment, and was devoted to public, collective and environmental issues. In recent years, for example, it had created a robust normative framework for chemicals management, incorporating the precautionary principle, life cycle approaches and intersectoral participation, and had transformed its power grid to generate 97 per cent of its electricity supply from renewable sources.

6. His Government strongly supported the establishment of the new panel. While the panel's success depended on the foundations established at the current resumed session, agreements reached should not stifle future ambitions: the panel's procedures and governance structures should be given the time and space to develop organically. To enable the panel to operate in an agile manner, provisional measures needed to be established, strategic partnerships considered and the broad, active and diverse participation of the international scientific community facilitated. Voices from all continents, disciplines and contexts needed to be integrated; gender equality and the leadership and full participation of women and other vulnerable groups needed to be assured; and different sectors and sources of knowledge, including local and traditional knowledge, needed to be incorporated in order to reach fair and sustainable solutions to real-world challenges.

7. His Government believed in the transformative power of open dialogue as the basis on which a solid foundation could be built; it believed in multilateralism as a viable, legitimate and durable means of addressing the challenges facing humankind; and it believed in working together with the United Nations to create a world where humans could live in peace with each other and with the environment. Consumption should not be confused with progress. The opportunity to create a panel that would serve as a new pillar of international governance must not be missed: the planet and future generations depended on it.

8. In her opening statement, Ms. Andersen said that the resumed third session of the ad hoc open-ended working group was being held at a critical time. Every year without a science-policy panel was another year in which countries lacked access to the best peer-reviewed science that would help them manage chemicals, waste and pollution and reduce the harm caused to people and the environment.

9. Achieving agreement on the panel's foundational document was critical. The language needed for establishing operating principles and approaches was already available in Environment Assembly resolution 5/8, which should be used as guidance. She recalled that the establishment of the panel would not impose obligations on Governments, and that countries would be able to decide how to use the panel's output to inform their national policies. With regard to the membership of the panel, the ad hoc open-ended working group could choose between the approach taken by the Intergovernmental Panel on Climate Change (IPCC), whereby membership was open automatically to Member States of the United Nations, or the opt-in system used by the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES), under which Governments could decide to join the panel as and when they were ready to do so.

10. She urged the ad hoc open-ended working group to decide at an early stage whether the panel's decisions on substantive matters should be made by consensus or by vote. Given Governments' strongly held views on the matter, achieving agreement would require flexibility and a willingness to compromise. Regarding the role of observers, while noting that Governments would take the leading role, she invited the ad hoc open-ended working group to consider how best to ensure that the panel could benefit from the views of a broad range of stakeholders, as environmental, social and economic issues had to be addressed in tandem. Swift progress could be made on terminology-related issues.

11. She pointed out that the panel would need to set up its own secretariat and reiterated her stance that she expected UNEP to continue providing secretariat functions, working with other United Nations entities with whom the organization had strong partnerships, such as the World Health Organization and others, drawing on their skills and expertise. With regard to financial arrangements, a simple voluntary trust fund managed by the secretariat would be by far the simplest and most effective option; the finer details of the financial arrangements could be finalized at a later stage. Strategic partnerships could be carefully negotiated and established by the governing body of the panel at a future meeting.

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12. Following the opening statements, the Chair proposed arrangements for the conduct of the business of the ad hoc open-ended working group, addressing, among other things, the speaking order for the resumed session, time limits for statements and the United Nations practice concerning the right of reply. She recalled, in particular, that the rules of procedure of the Environment Assembly applied mutatis mutandis to the meetings of the ad hoc open-ended working group, as agreed at its first session. She also stressed that the United Nations System Code of Conduct to prevent harassment, including sexual harassment, at United Nations system events would apply to the resumed 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.

13. The ad hoc open-ended working group agreed to the Chair's proposed arrangements for the conduct of its business.

II. Election of officers

14. The Chair recalled that the ad hoc open-ended working group had elected its officers in accordance with the rules of procedure of the Environment Assembly, and that the matter had been considered at the first part of the third session and no changes had been made since that time.

15. Consequently, the Bureau of the ad hoc open-ended working group for the resumed third session consisted of Ms. Alkemade serving as Chair and the following individuals serving as Vice-Chairs of the Bureau: Linroy Christian (Antigua and Barbuda); Jinhui Li (China); Linda Kosgei (Kenya) (Rapporteur); Oumar Diaouré Cisse (Mali); Saqlain Syedah (Pakistan); Alexandru Roznov (Romania); Michel Tschirren (Switzerland); Roman Filonenko (Ukraine); and Judith Torres (Uruguay).

III. Adoption of the agenda and other organizational matters

A. Adoption of the agenda

16. The ad hoc open-ended working group agreed to work in accordance with the following agenda, as adopted by the working group at the first part of its third session on the basis of the provisional agenda (UNEP/SPP-CWP/OEWG.3/1), and taking into consideration the annotated agenda (UNEP/SPP-CWP/OEWG.3/1/Add.2):

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

17. The ad hoc open-ended working group agreed to organize the work of the resumed third session in accordance with the draft annotated agenda (UNEP/SPP-CWP/OEWG.3/1/Add.2) and the scenario note (UNEP/SPPCWP/OEWG.3/INF/8), on the understanding that the tentative schedule for the session, including for contact groups, could be updated in the light of the progress achieved in contact group meetings and following consultations with the Bureau.

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18. It was agreed that the ad hoc open-ended working group could establish such contact and informal groups as it deemed necessary and would provide them with clear and concise mandates, and that any such contact group would be open to participation by all Governments and stakeholders unless otherwise decided by the Chair or the co-facilitators of the contact group. 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, with a view to ensuring the participation of smaller delegations, and avoiding any overlap in the consideration of related issues.

19. To allow focused discussions and facilitate progress in finalizing the proposals from the ad hoc open-ended working group, it was agreed that the contact groups and potential informal groups would be organized in a way that facilitated an iterative process, as follows: The co-facilitators would set out the topic or section of the text to be addressed and the organization of work at the beginning of each meeting, taking into account the outcomes of previous meetings.

(a) The secretariat would keep the delegations informed to the extent possible, including on possible updates as discussed in the Bureau.

(b) The co-facilitators would provide brief updates on progress in plenary meetings and, when relevant, in other group meetings.

20. It was also agreed that, in order to keep track of the progress made in the contact groups on the outcome documents to be delivered by the ad hoc open-ended working group, the tentatively agreed texts from the contact groups would be compiled and made available as in-session documents.

21. Subsequently, outlining the way forward for the contact groups and their reports in plenary meetings, the Chair stressed that participants should channel efforts towards the finalization of the foundational document, as agreed at the conclusion of the first part of the third session. She urged all participants to bear in mind the bigger picture, focusing on the essential elements for the establishment of the panel.

C. Attendance

22. The meeting was attended by representatives of the following Governments: Angola, Antigua and Barbuda, Argentina, Armenia, Austria, Bahrain, Bangladesh, Belarus, Belgium, Bhutan, Bosnia and Herzegovina, Botswana, Brazil, Burundi, Cambodia, Cameroon, Canada, Chad, Chile, China, Colombia, Comoros, Cook Islands, Costa Rica, Côte d'Ivoire, Cuba, Czechia, Democratic Republic of the Congo, Denmark, Dominica, Dominican Republic, Ecuador, Egypt, Equatorial Guinea, Eritrea, Eswatini, Fiji, France, Gambia, Georgia, Germany, Ghana, Greece, Guatemala, Guinea, Guinea-Bissau, Guyana, Honduras, Indonesia, Iran (Islamic Republic of), Iraq, Italy, Japan, Kenya, Lao People's Democratic Republic, Lesotho, Liberia, Lithuania, Madagascar, Malawi, Maldives, Mauritius, Mexico, Montenegro, Morocco, Netherlands (Kingdom of the), Niger, Nigeria, North Macedonia, Norway, Oman, Pakistan, Panama, Paraguay, Peru, Philippines, Poland, Republic of Korea, Republic of Moldova, Romania, Russian Federation, Saint Kitts and Nevis, Saudi Arabia, Senegal, Serbia, Somalia, South Africa, Spain, State of Palestine, Sweden, Switzerland, Tajikistan, Togo, Trinidad and Tobago, Tunisia, Türkiye, 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, Zimbabwe.

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

24. 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); secretariat of the Basel, Rotterdam and Stockholm conventions; Food and Agriculture Organization of the United Nations; secretariat of the Minamata Convention on Mercury; Office of the United Nations High Commissioner for Human Rights; UNEP; World Health Organization (WHO).

25. Representatives of the following non-governmental, industry, academic and other entities attended: 3% Let's Segregate Medicinal Waste; Associação Brasileira da Indústria Química; Association Colnodo; Association de l'Éducation Environnementale pour les Futures Générations; Center for International Environment Law; Bring Back Green Foundation; Centre de Recherches et d'Études Pour le Développement; Centre for Community Economics and Development, Consultants Society; Centre International de Droit Comparé de l'Environnement, Chemicals and Waste Youth Platform; Chemichemi Foundation; Child Rights International Network; Children and Youth International; Eco-Justice Ethiopia; EcoWaste Coalition; Experts Association Pro-Mediu; Foundation of Fokus Nexus Tiga (Nexus 3 Foundation); Global Alliance on Health and Pollution; Greenish

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Foundation for Development; Greenpeace International; Gulf Research Centre; International Council of Chemical Associations; International Institute for Sustainable Development; International Pollutants Elimination Network; International Panel on Chemical Pollution; International Society of Doctors for the Environment; International Sustainable Chemistry Collaborative Center; International Union of Pure and Applied Chemistry; Juventud Unida en Acción; Red de Acción en Plaguicidas y sus Alternativas para América Latina; Red, Paz, Integración y Desarrollo; Society of Environmental Toxicology and Chemistry; Society of Native Nations; Taller Ecologista; The Royal Society of Chemistry; The World Federation of Public Health Associations; Wageningen University and Research; Waste and Resources Action Programme.

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

A. Statements by representatives and observers

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

27. The representative speaking on behalf of the Group of Asia-Pacific States said that the panel should be effective and inclusive; reflect the diverse needs, realities and priorities of all regions; respect the sovereign equality of all Member States; and inform, rather than prescribe, national policies. The panel's decision-making should be rooted in consensus on all matters of substance and voting should be reserved exclusively for procedural matters, such as the election of officers. The bureau should play only a facilitative and logistical role; its mandate should be to oversee the implementation of decisions taken by the plenary of the panel and not to reinterpret or modify those decisions. Ensuring balanced representation between developed and developing countries in the composition of the panel's interdisciplinary expert committee, which should serve as an advisory body, was important. The panel's membership should be reserved for sovereign States, and observers should not have the same rights as Member States. He called for the State of Palestine to be granted full membership of the panel in view of its long-standing participation in various multilateral environmental agreements and its status as a member of multiple specialized agencies of the United Nations.

28. He reiterated his Group's support for financing based on voluntary contributions, without guidance from the United Nations voluntary indicative scale of assessments. Funding should not be earmarked, and the plenary of the panel should decide on the allocation of resources. Capacity-building should be integrated into all the panel's functions and work, and the needs and priorities of developing countries should be given particular attention. The panel should serve as a mechanism for providing evidence-based policy advice, taking into account diverse national contexts, and its mandate should not be extended beyond the scope established under Environment Assembly resolution 5/8. Its secretariat should be hosted by UNEP.

29. The representative speaking on behalf of the Group of African States said that, at the current session, the ad hoc open-ended working group was expected to fulfil its mandate and deliver on the promise of Environment Assembly resolution 5/8. It was important to complete the agenda items left unfinished at the first part of the third session of the ad hoc open-ended working group diligently and urgently. There were some "low-hanging fruits" with regard to the foundational and other documents that could be resolved as a means of fast-tracking the work of the ad hoc open-ended working group and saving time and energy. With mutual respect, a collaborative mindset, shared commitment and a focus on common goals, it could establish a panel that truly served the global community, including by addressing challenges faced by countries in Africa.

30. Regarding specific elements, the Group of African States called for equal representation of developed and developing countries in the membership of the interdisciplinary expert committee. The panel should consider the value chain of chemicals and waste, addressing pollution, and ensure credibility, impartiality, transparency and legitimacy in its operations and delivery. Efforts should be made to avoid duplication of work; ensure geographically balanced, gender-inclusive and gender-responsive participation; and recognize the experience of informal workers and their critical roles in hazardous waste management and recycling. The name of the panel should be aligned with the core elements of resolution 5/8 and with broader international agreements on chemicals, waste and pollution prevention. It was vital that decisions be taken on interim arrangements to ensure continuity in and the effectiveness of the panel's work and enable the current secretariat to continue its work.

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31. The representative speaking on behalf of the European Union and its member States said that her delegation stood ready to engage in effective cooperation towards the fulfilment of the mandate of the ad hoc open-ended working group and preparation of the recommendations for the intergovernmental meeting to establish the science-policy panel. Moreover, it supported the agreed scope and functions for the panel, which encompassed all aspects of chemicals, waste and pollution prevention. The operating principles guiding the work of the panel should be clear and concise, and the institutional arrangements should include clear definition of the mandates for the bureau, the interdisciplinary expert committee, the secretariat and the governing body. The work of the panel should be scientifically independent, and be policy relevant without being policy prescriptive, which was crucial to its credibility. In addition, certain aspects of the institutional arrangements should be considered alongside the draft rules of procedure. Membership to the panel should be available to regional economic integration organizations. Accordingly, the European Union expressed its interest in joining the future panel and committed to supporting its work through its scientific programmes and resources. All relevant stakeholders should be able to contribute towards ensuring the transparency, expertise and knowledge of the panel, and enhancing the relevance and impact of its products.

32. Reaching consensus on the arrangements required for the establishment of the panel, encompassing all aspects of chemicals, waste and pollution, was crucial. Her delegation was committed to finalizing the foundational document and the decisions needed for the intergovernmental meeting in line with Environment Assembly resolution 5/8. Progress should also be made on the draft rules of procedure annexed to the recommendations to the Executive Director of UNEP for the preparation of the intergovernmental meeting. The first session of the governing body should be convened at the earliest possible opportunity, and no later than one year from the date of establishment of the panel. The selection of a recognizable name for the panel would increase awareness and uptake of its outcomes. The European Union and its member States were committed to collaborating in order to lay the groundwork for the successful establishment of the panel at the intergovernmental meeting.

33. The observer speaking on behalf of all the major groups and stakeholders said that science and other forms of knowledge held the key to understanding and preventing pollution, which continued to adversely affect ecosystems and the lives of millions of people. For the panel to be successful, there should be formal mechanisms for the participation of civil society, and scientists from a range of sectors and disciplines should be able to participate as members of the interdisciplinary expert committee. Inclusive and multidisciplinary cooperation was essential to deliver policy advice that was gender sensitive and responsive to the needs of all communities. The panel should have a strong and rigorous conflict-of-interest policy and process that upheld the highest standards of impartiality and transparency.

34. The observer speaking on behalf of the children and youth major group said that, in the light of the urgency of the global chemical, waste and pollution crises, the science-policy panel was vital to uphold the right to a clean, healthy and sustainable environment for present and future generations. It was a moral imperative to include intergenerational equity as an operating principle of the panel, thus strengthening its legitimacy and impact and enhancing its “horizon scanning” capacities. By considering the needs of present and future generations, the panel could adopt an anticipatory approach to identifying emerging trends, risks and opportunities, in line with the United Nations 2.0 initiative. Today’s decisions, actions and inactions had an intergenerational multiplier effect; it was the responsibility of present generations to protect the well-being of future generations. The panel should also adopt a human rights-based approach to protect health and well-being, including of people and communities who were the most affected and the least heard.

35. The observer speaking on behalf of the International Pollutants Elimination Network said that the meaningful engagement of civil society in the work of the future science-policy panel was key. The early and inclusive participation of civil society in the panel would build trust and help to ensure that its work reflected community needs. Civil society was already actively supporting local and international policy processes and the work of scientific bodies, and actively enhancing their implementation. Such contributions were central to advancing scientific understanding and effective policy action. The panel should have transparent procedures in the foundational documents, including rules of procedure, work programmes, deliverables and a conflict of interest policy that upheld inclusivity, transparency and integrity. The information used by the panel, together with its findings, should be made publicly available and accessible. Recognizing traditional, Indigenous and citizen-generated science as legitimate knowledge was critical. Such an approach, which was consistent with the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal, the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade, the Stockholm Convention on Persistent Organic Pollutants and the Minamata Convention on Mercury, would ensure that the work of the panel was robust, fair and reliable.

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36. The observer speaking on behalf of Indigenous Peoples said that chemicals, waste and pollution disproportionately affected Indigenous Peoples within their territories. In that connection, the United Nations Declaration on the Rights of Indigenous Peoples should be respected. Indigenous Peoples must be taken into account across all aspects of the future science-policy panel and the relevant United Nations Environment Assembly resolutions, which should emphasize their inclusive participation and highlight their role, while maintaining gender and geographical balance. To ensure genuine inclusivity, the panel needed to foster dialogue between Western science and the scientific knowledge of Indigenous Peoples. The text should affirm the commitment to include references to respect for the rights of Indigenous Peoples across the panel processes. A minimum of two positions on the interdisciplinary expert committee should be allocated to Indigenous experts from different regions. In addition, an Indigenous review committee should be established to conduct reviews of the guiding body for the nomination of experts to the interdisciplinary expert committee and other subsidiary bodies and committees. Indigenous Peoples would continue to lend their support to that process.

37. The observer speaking on behalf of the World Health Organization (WHO) said that the establishment of the science-policy panel would meet an urgent need: almost a quarter of deaths globally were linked to environmental risks, with chemicals and pollution being among the major contributing factors. For that reason, health must be central to any global solutions. WHO fully supported the panel as a platform for driving science-based policies and was ready to provide technical and secretariat support and to fully engage its global networks and health constituencies. An inclusive, interdisciplinary panel aligned with the wider United Nations system was needed: the integration of health was not optional but rather it was essential to protect people and the planet. In addition to the meaningful participation of observers, transparency and expertise in the interdisciplinary expert committee were needed, as was a strong health–environment focus among panel members. Once the panel was established, a model for joint secretariat services could be finalized by UNEP and WHO, drawing on their networks, expertise and constituencies.

B. Introduction of documentation

38. Introducing the item, the Chair drew attention to the relevant documents, namely the foundational document and related draft decision for consideration by the intergovernmental meeting to establish the panel (UNEP/SPP-CWP/OEWG.3/6) and recommendations for consideration by the governing body of the science-policy panel to contribute further to the sound management of chemicals and waste and to prevent pollution at its first session and related draft decision for consideration by the intergovernmental meeting (UNEP/SPP-CWP/OEWG.3/7), both of which had been prepared based on the outcome of the first part of the third session. The ad hoc open-ended working group also had before it the 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 (UNEP/SPP-CWP/OEWG.3/5).

39. The representative of the secretariat introduced documents UNEP/SPP-CWP/OEWG.3/6 and UNEP/SPP-CWP/OEWG.3/7.

40. One representative said that his delegation was willing to use the documents presented as the basis for further work on the understanding that they remained entirely in brackets, with no part of them yet agreed.

41. The ad hoc open-ended working group agreed to work on the basis of documents UNEP/SPP-CWP/OEWG.3/6 and UNEP/SPP-CWP/OEWG.3/7. At the proposal of the Chair, it further agreed to delete the preamble placeholder in the annex to the draft decision of document UNEP/SPP-CWP/OEWG.3/6, on the understanding that the preambular portion of the draft decision itself would henceforth serve as the preamble.

C. Establishment and work of contact groups

42. The Chair recalled that, at the current session, the ad hoc open-ended working group would need to prepare, under agenda item 4, the draft decision on the establishment of the panel, including the annex with the foundational document; and the draft decision on the recommendations for consideration by the governing body of the panel at its first session, with its relevant annexes, including annex 1 on the draft rules of procedure to be discussed during this session, and annexes 2–4, containing 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, to be forwarded as amended at the first part of the third session for further consideration by the governing body of the panel and that under this agenda item, the ad hoc open-ended working group was also

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expected to agree on the name of the panel. In addition, under agenda item 5, it would need to prepare a draft decision on arrangements for the interim period, including on the interim secretariat.

43. The ad hoc open-ended working group agreed to establish a contact group on the bodies of the panel, decision-making and related rules of procedure. The mandate of the contact group was to finalize the draft proposals on the bodies of the panel, including their membership and functions, as well as on decision-making and related draft rules of procedure. Thus, the group was to consider several sections of the foundational document set out in the annex to the draft decision contained in document UNEP/SPP-CWP/OEWG.3/6 and corresponding sections of the draft rules of procedure set out in annex 1 to the draft decision contained in document UNEP/SPP-CWP/OEWG.3/7. The co-facilitators of the contact group would be Miguel Ruiz Botero (Colombia) and Toks Akinseye (United Kingdom of Great Britain and Northern Ireland). 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.

44. The ad hoc open-ended working group also agreed to establish a contact group on other foundational elements and related draft rules of procedure, and the draft decision to establish the panel. The mandate of the contact group was to finalize the elements of the foundational document not considered by the first contact group, their related draft rule of procedure and the draft decision to establish the panel. Thus, the group was to consider the elements in the foundational document, as set out in the annex to the draft decision contained in document UNEP/SPP-CWP/OEWG.3/6, not considered by the first contact group, and rule 2, paragraph (j), of the draft rules of procedure set out in annex 1 to the draft decision contained in document UNEP/SPP-CWP/OEWG.3/7, as well as the draft decision on the establishment of the panel (UNEP/SPP-CWP/OEWG.3/6). The contact group was also expected to consider the name of the panel. The co-facilitators of the contact group would be Kateřina Šebková (Czechia) and Keima Gardiner (Trinidad and Tobago). 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.

45. The ad hoc open-ended working group also agreed to establish a contact group on other rules of procedure, the draft decision to forward the draft rules, procedures and policies, and the draft decision on arrangements for the interim period. The mandate of the contact group was to finalize the draft decision to forward the draft rules, procedures and policies to the governing body of the panel, the draft rules of procedure not considered by the first and second contact groups and the draft decision on arrangements for the interim period. The contact group would consider the draft decision forwarding the draft rules, procedures and policies to the first session of the governing body of the panel for its consideration (UNEP/SPP CWP/OEWG.3/7), the remaining draft rules of procedure set out in annex I to the draft decision in document UNEP/SPP-CWP/OEWG.3/7 and the draft decision on arrangements for the interim period (UNEP/SPP CWP/OEWG.3/8). The co-facilitators of the contact group would be 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.

46. The Chair drew attention to annex III to the scenario note, which included a table specifying the precise paragraphs from the foundational document and the draft rules of procedure to be considered by each contact group.

47. The ad hoc open-ended working group requested the secretariat to prepare three draft conference room papers, with the first including an outline for the draft decision to establish the panel, including an annex for the foundational document, outlining each section; the second including an outline for the draft decision to forward the draft rules, procedures and policies to the panel's governing body, including an outline for annex 1 on the rules of procedure and its annexes 2–4; and the third including an outline for the draft decision on arrangements for the interim period.

48. In the ensuing discussion, some members sought clarification of how to deal with text at different stages of discussion. In responding, the Chair recalled that the task of the contact groups was to produce an agreed text, meaning that the text to be sent to the ad hoc open-ended working group in plenary meeting would have to be agreed ad referendum. Thus, the approach taken by the co-facilitators was to take up issues that were still being discussed to try to resolve them first, whereas parts of the text that had been discussed, and where in some cases compromises had been made, were not being prioritized for discussion in the first instance. Furthermore, before the text was sent back to the ad hoc open-ended working group in plenary meeting, representatives would have an opportunity to confirm agreement on paragraphs that had been tentatively agreed in earlier discussions.

49. With respect to the starting point for the discussions, she asked representatives to bear in mind the state of the negotiations at the close of the first part of the third session and, where they had an

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issue with text that had been intensively discussed and tentatively agreed, to try to resolve it elsewhere in the text.

50. With regard to issues within the rules of procedure related to elements being addressed in the contact group on bodies of the panel, decision-making and related rules of procedure, such issues had previously been put aside pending the discussions on the foundational document. Consequently, that text could be modified, either to resolve the language or to introduce brackets reflecting delegations' views or concerns. Regarding the status of the annexes to the draft decision on the recommendations for consideration by the governing body, the Chair clarified that annexes 2–4 were not expected to be discussed at this session and would be forwarded to the governing body of the panel as they were, for further consideration at its first session.

51. Subsequently, one representative proposed that annexes 2–4 should be placed entirely in brackets to make it clear that they had not been finalized by the ad hoc open-ended working group. The ad hoc open-ended working group agreed to proceed on that basis. The Chair clarified that the tentative outcome documents would be updated, as appropriate.

52. One representative drew attention to the importance of impartiality during the contact group meetings, with a view to upholding the quality of the negotiation process. Another representative emphasized the need to ensure inclusivity. One representative commended the co-facilitators for their important work, noting the need to treat them with respect.

53. Responding to comments, the Chair reiterated the importance of ensuring inclusivity, including in small informal groups, while recognizing that a balance was needed between the holding of discussions in plenary meetings and in contact group meetings. The modalities being used in discussions involved finding solutions to the issues being addressed based on proposals put forward in the contact groups and focusing on essential elements. She furthermore reiterated the need for respectful treatment of all participants in the meeting.

54. Reporting on the work of the contact group on bodies of the panel, decision-making and related rules of procedure, the co-facilitator said that the group had agreed that the decision-making body of the panel should be referred to as "the Plenary". He read out the agreed text in the foundational document, as follows: "the Plenary is the governing and decision-making body of the panel". The Chair instructed the co-facilitators of all the contact groups to take forward that agreement in all relevant texts considered by their groups. The group had further discussed decision-making, institutional arrangements, membership of the plenary, the bureau and subsidiary bodies. The issues of decision-making, membership of the plenary and the participation of observers required further consideration.

55. Subsequently, the co-facilitator reported that, regarding the foundational document, a number of agreements had been reached, including on the paragraph on other subsidiary bodies under the panel, and the chapeaux of the paragraphs on the functions of the panel and of the interdisciplinary expert committee. Discussions continued, in particular on observer participation and on decision-making, as well as on rules 35 and 36 of the rules of procedure.

56. In a subsequent report to the ad hoc open-ended working group, the co-facilitator said that the group had made progress on decision-making, membership and observers. Bracketed text remained, however, and additional time was needed to achieve consensus with guidance from the Bureau.

57. Reporting on the work of the contact group on other foundational elements and related rules of procedure, and the draft decision to establish the panel, the co-facilitator said that the group had discussed the secretariat, financial arrangements, and operating principles and approaches of the panel. The group had reached agreement on the establishment of a trust fund and on the operating principle of ensuring impartiality and transparency.

58. Subsequently, reporting on the work of the contact group, the co-facilitator said that further discussion was required to address pending issues within the foundational document, including on the scope, objective and functions of the panel, and on the name of the panel. Significant progress had also been made, with agreement reached on the principles set out under operating principles and approaches of the panel, with the exception of those related to gender and of four principles that had been moved to the preamble of the draft decision to establish the panel. The group had also advanced its discussions on the secretariat, financial arrangements and strategic partnerships.

59. In a subsequent report on the work of the contact group, the co-facilitator said that the group had reached agreement on all the operative paragraphs of the draft decision to establish the panel, pending a final decision on the name of the panel and the finalization of the foundational document. The group had yet to agree on four of the preambular paragraphs.

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60. Regarding the foundational elements, the contact group had achieved consensus on all the functions of the panel except capacity-building, owing to a lack of agreement on the reference to gender. Similarly, all the operating principles and approaches had been agreed, apart from two that contained references to gender. The group had been unable to achieve consensus on the nature of financial contributions to the trust fund: many representatives were of the view that these should be specified in the foundational document to inform the development of the financial procedures, whereas others believed that there was insufficient time available at the current session to reach agreement on such a complex issue and that the matter would be best addressed during the discussions on the financial procedures once the panel was established. The contact group had reached agreement on the secretariat, strategic partnerships and the evaluation of the operational effectiveness and impact of the panel, but needed more time to discuss the name of the panel.

61. Reporting on the work under agenda item 4 of the contact group on other rules of procedure, the draft decision to forward the draft rules, procedures and policies, and the draft decision on arrangements for the interim period, the co-facilitator said that the group had considered the draft decision on recommendations for consideration by the plenary of the panel at its first session and decided to delete the operative paragraph inviting the governing body to convene the first session of the panel, given that the Executive Director would be requested to convene the first session of the plenary in the draft decision on arrangements for the interim period.

62. Subsequently, the co-facilitator reported that the contact group had finalized and agreed ad referendum all preambular and operating paragraphs of the draft decision, with the name of the panel still in brackets.

63. In a subsequent report on the work of the contact group, the co-facilitator said that the group had reviewed rules 1–4, 9–12, 31–34, 46–48 and 50 of the rules of procedure. Those rules had been bracketed and forwarded to the ad hoc open-ended working group, pending consideration of the remaining rules by another contact group.

64. Following reports by the contact group facilitators, several representatives and an observer made statements regarding terms used in the texts under discussion and others requested guidance on the way forward.

65. One representative objected to separate references to the terms “Indigenous Peoples” and “local communities” in various parts of the texts under discussion, including through the insertion of a comma. She stressed that “Indigenous peoples and local communities” was an internationally used term, and drew attention in particular to lengthy negotiations at the sixteenth meeting of the Conference of the Parties to the Convention on Biological Diversity, which, she said, had demonstrated the parties’ commitment to the full and effective participation of Indigenous Peoples and local communities in the implementation of the Kunming-Montreal Global Biodiversity Framework. In addition, the ministerial declaration of the Environment Assembly at its fifth session and the political declaration of the Environment Assembly at its special session to commemorate the fiftieth anniversary of the establishment of UNEP clearly used the agreed language “Indigenous people and local communities”, without a comma. Her country was committed to supporting the work of Indigenous Peoples and local communities and requested that the term be used intact, without the insertion of a comma between the two components.

66. An observer stated that “Indigenous Peoples” needed to be set apart from “local communities” in order to clearly acknowledge Indigenous Peoples as rightsholders under international law, distinct from local communities, who did not share the same collective legal status, historical context and self-determined governance.

67. Another representative said that it was important to acknowledge the biological reality of sex to support the needs and perspectives of women and girls, and that the use of the term “gender” was demeaning and unfair, especially to women and girls, as it replaced the biological category of sex with an ever-shifting concept of self-assessed gender identity. While her proposals to replace the term “gender” with “male and female” had not gained traction in the contact group discussion, her Government wished to see a foundational document devoid of the term “gender”.

68. At the suggestion of the Chair, the ad hoc open-ended working group agreed to pursue negotiations, in a single informal group, co-facilitated by Miguel Ruiz Botero (Colombia) and Toks Akinseye (United Kingdom), with the goal of finalizing the foundational document, including the name of the panel.

69. Later in the meeting, reporting on the work of the informal group, one of the co-facilitators introduced two conference room papers: the first setting out a draft decision of the intergovernmental meeting to establish the panel, with an annex containing the foundational document; and the second

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setting out a draft decision of the intergovernmental meeting on recommendations on draft rules, procedures and policies for further consideration and finalization by the plenary at its first session, with annex I on draft rules of procedure, annex II on a process for determining the work program, annex III on procedures for the preparation and clearance of the panel deliverables and annex IV on a conflict-of-interest policy. He reported that the group had made progress on the scope, objectives and functions of the panel but that brackets remained around the title and in paragraph 1 of the foundational document. A decision-making package had been agreed and its contents transferred to the foundational document and the related rules of procedure, namely rules 35, 36 and 49, to be transmitted to plenary ad referendum. One delegation had introduced a package related to gender, which had also been incorporated into the foundational document following discussion. The group had further agreed to transpose the contents of a package related to the participation of observers in interdisciplinary expert committee meetings to the foundational document. He expressed appreciation to all the delegations for their efforts to be flexible and to ensure that everyone was comfortable with the text. He also commended representatives on the prevailing spirit of compromise in highly challenging circumstances and despite existing differences and a diversity of views.

70. The ad hoc open-ended working group agreed to forward the draft decision of the intergovernmental meeting to establish the panel, as set out in a conference room paper and orally amended, to the intergovernmental meeting to establish a science-policy panel to contribute further to the sound management of chemicals and waste and to prevent pollution, for its consideration and possible adoption.

71. The ad hoc open-ended working group also agreed to forward the draft decision on recommendations for consideration by the plenary of the panel at its first session, as set out in a conference room paper, to the intergovernmental meeting, for consideration and possible adoption.

72. In the ensuing discussion, one representative said that affirmative action to achieve gender parity was only a superficial solution that sidelined merit and individual contributions, perpetuated historical stereotypes and encouraged other forms of exclusion. An open and inclusive set of criteria that took into account the requisite abilities and skills should be used to select candidates for the panel, rather than quotas or formulas for enforcing parity. Moreover, the term “gender” should be understood to refer to the two sexes, male and female, in accordance with article 7 (3) of the Rome Statute of the International Criminal Court.

73. Another representative said that the deletion or reformulation of the term “gender” was unacceptable. The concept of gender equality was not a passing trend and was well established under key instruments of international law, including the Beijing Declaration and Platform for Action. Notwithstanding the right of national Governments to interpret the term “gender” as they saw fit, the current meeting was not the appropriate forum to discuss the matter and representatives should not be allowed, on the basis of their divergent interpretations, to undo the collective progress that had been made. An observer speaking on behalf of most of the major groups and stakeholders said that a gender perspective allowed inequalities and the stereotypes that underpinned them to be identified and understood, and integrating the gender perspective into the panel’s work would enable accurate and comprehensive science policymaking.

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

A. Introduction of documentation

Introducing the item, the Chair drew attention to a draft decision on arrangements for the interim period for consideration and possible adoption by the intergovernmental meeting (UNEP/SPP-CWP/OEWG.3/8). The document had been prepared by the secretariat in response to a request by the Bureau for a document on the minimum arrangements required in the interim period, in particular the interim secretariat, to prepare for the first session of the governing body of the panel until the secretariat was formally in place.

74. The representative of the secretariat introduced document UNEP/SPP-CWP/OEWG.3/8.

75. The open-ended working group agreed to work on the basis of document UNEP/SPP-CWP/OEWG.3/8.

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B. Establishment and work of contact groups

76. The ad hoc open-ended working group agreed to consider the draft decision on arrangements for the interim period in the contact group on other rules of procedure, the draft decision to forward the draft rules, procedures and policies, and the draft decision on arrangements for the interim period with a view to finalizing the draft decision on arrangements for the interim period (UNEP/SPP-CWP/OEWG.3/8).

77. Reporting on the work under agenda item 5 of the contact group, the co-facilitator said that the group had held general discussions on the draft decision on arrangements for the interim period and an operative paragraph had been added as a placeholder for elements that required further consideration. Two of the preambular paragraphs had been bracketed, as they referred to documents that had yet to be finalized, and the wording of the operative paragraph requesting the Executive Director of UNEP to provide the interim secretariat had been agreed ad referendum.

78. In a subsequent report on the work of the contact group, the co-facilitator said that the group had finalized and agreed ad referendum the draft decision on arrangements for the interim period.

79. The ad hoc open-ended working group agreed to forward the draft decision of the intergovernmental meeting on arrangements for the interim period, as set out in a conference room paper, to the intergovernmental meeting, for its consideration and possible adoption.

VI. Other matters

80. No other matters were considered.

VII. Adoption of the report of the session

81. The ad hoc open-ended working group adopted the report of the first part of the third session (UNEP/SPP-CWP/OEWG.3/5). The present report was adopted on the basis of the draft report that had been circulated and on the understanding that the finalization of the report would be entrusted to the Rapporteur, working in consultation with the secretariat.

VIII. Closure of the session

82. Following the customary exchange of courtesies, the session was declared closed at 7.10 p.m. on Thursday, 19 June 2025.

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Annex I*

[Draft decision [--] of the intergovernmental meeting to establish the Panel

Establishment of the [insert full name of panel]

The intergovernmental meeting,

Recalling resolution 5/8[1] 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,

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

Reaffirming that the sound management of chemicals and waste is crucial for the protection of human health and the environment,

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

[*Recognizing* that the implementation of the sound management of chemicals and waste [and pollution prevention] contributes to the full enjoyment of human rights and human well-being and dignity for present and future generations].

[*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.]

[*Incorporating* the need to protect human health and the environment, with special attention to those that are vulnerable [to pollution].]

Acknowledging that improving the availability of scientific information and assessments can address capacity challenges, enable more effective and efficient action to minimize and prevent the adverse impact of the unsound management of chemicals and waste, and prevent pollution 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 that it could further support relevant multilateral agreements, other international instruments and intergovernmental bodies, the private sector and other relevant stakeholders in their work,

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 Punta del Este 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 the annex 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 Plenary to deliver policy-relevant scientific evidence without being policy prescriptive;

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* The annex is presented without formal editing.

[1] https://documents.un.org/api/symbol/access?j=K2200745&t=pdf&i=UNEP/EA.5/RES.8_3183428.

3. Requests the Executive Director to report on the outcomes of the intergovernmental meeting convened for the purpose of considering the establishment of the science-policy panel to the United Nations Environment Assembly, relevant multilateral agreements, other international instruments and intergovernmental bodies.

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Annex 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

I. [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 pollution prevention [for the protection of human health and the environment], [without being policy prescriptive] 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) Integrating 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 balanced [and gender balanced] [and gender-responsive] [and inclusive] participation and avoid duplication of work[2].

II. Operating principles and approaches of the Panel

2. In carrying out its work, the 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.

(b) Upholding consensus in its decision-making processes.

(c) Respecting independence of science, while ensuring differing scientific views are adequately reflected by the Panel.

(d) Ensuring impartiality and transparency.

(e) Taking an interdisciplinary and multidisciplinary approach that incorporates a broad range of relevant disciplines and sources, including appropriate sectoral, scientific, technical, and socioeconomic expertise, and taking into account as appropriate, relevant forms of knowledge, including Indigenous knowledge and local knowledge.

(f) Recognizing the technical knowledge and experience of workers, including informal workers, involved in the management of chemicals and waste, and the importance of promoting a safe and healthy work environment.

(g) Having geographical, regional, [and gender balance] [as well as balance between men and women] and promoting inclusivity of participation, and considering linguistic diversity, in all relevant aspects of its work.

[2] A proposal was made to replace the term gender with men and women.

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(h) Integrating [gender equality and equity][equality between men and women] in all relevant aspects of its work.

(i) Producing deliverables that are policy relevant without being policy prescriptive, and, scientifically robust, unbiased and accessible.

(j) Avoiding overlap and duplication of work, and promoting coordination and cooperation, as appropriate, with relevant multilateral environmental agreements, recognizing their independent and autonomous nature, and with other relevant international instruments and intergovernmental bodies.

(k) Having the flexibility to respond to members' needs, in particular needs of developing countries.

(l) Integrating capacity-building into all relevant aspects of its work.

III. Institutional arrangements for the Panel

A. Governing and Decision-making body of the Panel

3. The Plenary is the governing and decision-making body of the Panel.

1. Membership

4. Membership of the Plenary is open to States Members of the United Nations and United Nations non-member observer states having expressed their intent to be a member of the Panel.

2. Participation of observers

5. The Plenary is open to participation as observers to any State not a member of the Panel.

6. The Plenary is open to participation as observers to any United Nations entity, as well as any other body, organization or agency, whether national or international, governmental, intergovernmental or non-governmental, Indigenous Peoples [,][and] local communities, and groups in vulnerable situations, qualified in matters covered by the Panel, and which has informed the Secretariat of the Panel of its wish to be represented, subject to the rules of procedure and subject to the following provisions:

(a) Bodies, organizations and agencies that already have observer status with any United Nations system entity, consultative status with ECOSOC, or are accredited to the United Nations Environment Assembly or to any relevant multilateral environmental agreement with broad participation are considered observers of the Panel if they so request, unless at least one third of the Plenary members object;

(b) The Plenary will decide on the observer status of other observer candidates not covered by the provisions of paragraph 6(a) subject to non-objection from the members of the Plenary, as set out in relevant procedural documents[3].

7. The 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. [4]

3. Functions

8. The functions of the Plenary include:

(a) Adopting the Panel's work programme to deliver on each of its functions;

(b) Responding to submissions and requests for the work programme from governments, including through the governing bodies of relevant United Nations entities, relevant multilateral

[3] Documents outlining the procedures and processes will be considered and adopted following the establishment of the Panel

[4] This provision applies on an interim basis. The Panel will decide by consensus on a resolution on the status of Regional Economic Integration Organizations in the Panel

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agreements, other international instruments and intergovernmental bodies by following procedures and processes set out in relevant documents[5];

(c) Collecting, as appropriate, views from relevant stakeholders by following procedures and processes set out in relevant documents[6];

(d) Fostering active and efficient participation of civil society organizations 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[7].

(h) Approving a budget and overseeing the allocation of the Trust Fund.

(i) Deciding on the periodic, independent and external review and evaluation process of the Panel's efficiency and effectiveness and the associated terms of reference;

(j) Assuring scientific and technical coordination among the bodies set up under the Panel and facilitating communication between the Panel and other relevant science policy bodies, international organizations, international instruments and relevant multilateral environmental agreements in order to build upon existing efforts and avoid overlap and duplication of work.

(k) Adopting the rules of procedure by consensus.

(l) Amending the rules of procedure as provided for in the rules of procedure[8].

B. Bureau

9. A Bureau is established.

1. Membership

10. The Bureau will be comprised of two members from each of the five United Nations regional groups and elected by the Plenary, including one chair and nine vice chairs, one of whom acts as rapporteur, as provided for in the rules of procedure.

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

2. Functions

12. The functions of the Bureau include, but are not limited to:

(a) Advising the Chair and the secretariat on the preparation and conduct of business of the Plenary and its subsidiary bodies;

(b) Monitoring the observance of the Panel's procedures and processes set out in relevant documents[9];

(c) Supporting the Panel's work during the intersessional period;

(d) Monitoring progress in the implementation of decisions of the Plenary, if so directed by the Plenary;

[5] Documents outlining the procedures and processes will be considered and adopted following the establishment of the Panel

[6] Documents outlining the procedures and processes will be considered and adopted following the establishment of the Panel

[7] Documents outlining the procedures and processes will be considered and adopted following the establishment of the Panel

[8] Decision (X) on recommendations for consideration by the Plenary of the [insert full name of panel] at its first session, Annex I, Rule 49, without prejudice to the future legal status of this document. This note is provided to explain this provision of the foundational document.

[9] Documents outlining the procedures and processes will be considered and adopted following the establishment of the Panel

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(e) Overseeing efforts related to communication between the Panel and other relevant science policy bodies, international organizations, international instruments and relevant multilateral environmental agreements in order to build upon existing efforts and avoid overlap and duplication of work.

C. Subsidiary bodies

1. Interdisciplinary Expert Committee

13. An Interdisciplinary Expert Committee is established.

2. Membership of the Interdisciplinary Expert Committee

14. The Interdisciplinary Expert Committee will be comprised of experts from each of the five United Nations regional groups, with due regard to equitable geographical representation.

15. Members of the Interdisciplinary Expert Committee are nominated by regions and elected by the Plenary, taking into account the need to ensure the committee is interdisciplinary and inclusive.

16. Interdisciplinary Expert Committee members are selected for their expertise, including but not limited to scientific, socioeconomic, and technical expertise, and knowledge of the main elements of the work of the Panel.

17. The chair of the Interdisciplinary Expert Committee may invite the Bureau members to participate as observers to a meeting of the Committee. The chair of the Interdisciplinary Expert Committee may invite representatives of the IPCC and IPBES to participate as observers to a meeting of Committee. The invitation of the chair of the Interdisciplinary Expert Committee is subject to the rules of procedure, noting that the Plenary is to be informed.

18. The Plenary may further decide on the procedures for which the chair of the Interdisciplinary Expert Committee may invite members of the Panel and observers of the Panel to participate as observers to a meeting of the Committee, noting that the Plenary is to be informed.

3. Functions of the Interdisciplinary Expert Committee

19. The functions of the Interdisciplinary Expert Committee include, but are not limited to:

(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 to the Panel;

(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[10];

(d) In consultation with the Bureau, advising on the process for defining the scope of deliverables;

(e) Selecting experts for Panel activities as agreed in the Work Programme taking into account, inter alia, the need for relevant expertise [gender balance[11]] and effective contribution and participation by experts from developing countries;

(f) Reporting on its work to the Plenary.

4. Other subsidiary bodies

20. The Plenary may establish other subsidiary bodies under the Panel, in line with the rules of procedure, such as a body focused on policy matters.

[10] Documents outlining the procedures and processes will be considered and adopted following the establishment of the Panel.

[11] A proposal was made to replace the term gender with men and women.

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D. 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;

(b) Supporting members of the Plenary, 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 members of the Panel and with relevant stakeholders;

(e) Disseminating the Panel's deliverables;

(f) Supporting the Panel in outreach activities and in the production of relevant communication materials;

(g) Preparing the Panel's draft budget for submission to the Plenary, and preparing financial reports;

(h) Managing the Trust Fund, as guided by the Plenary;

(i) Mobilizing financial resources;

(j) Assisting in the facilitation of monitoring and evaluation of the Panel's work;

(k) In consultation with the Bureau, proposing potential partnerships to the Plenary;

(l) Under direction of the Plenary, supporting the implementation of any partnerships;

(m) Carrying out any other functions assigned to it by the Plenary.

22. The panel at its first plenary session will secure secretariat services provided by UNEP. The secretariat would be hosted in a single location based on proposals by members.

E. Financial Arrangements

23. A Trust Fund will be established at the request of Plenary to:

(a) be allocated by Plenary 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.

24. The contributions to the Trust Fund:

(a) will come without conditionalities;

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

(c) cannot be earmarked for specific activities, unless otherwise decided by the Plenary.

25. At its first session, the Plenary will decide on the financial procedures, including details on the modalities related to 24(c).

F. Partnerships

26. At its first session, the Plenary will request the Secretariat to develop a proposal on establishing different types of partnerships to be considered by the Panel.

IV. Evaluation of the effectiveness of the panel

27. The Panel's efficiency and effectiveness will be independently and externally reviewed and evaluated on a periodic basis, based on the Terms of Reference as decided by the Plenary

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Annex II*

Draft decision on recommendations for consideration by the Plenary 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;

2. *Recommends* to the Plenary the draft rules of procedure in annex I for consideration and possible adoption, at its first session;

3. *Transmits* to the Plenary the additional documents in the annexes II to IV for further consideration at its first session.

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* The annex is presented without formal editing.

Annex I 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 Plenary, 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) "Plenary" means the governing and decision-making body of the panel, 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[,][and] 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.]

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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 organizations[1]

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. 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 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.

[1] 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.

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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.

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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 13[2]

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 Plenary, bearing in mind the need for the Bureau's membership to have [geographical,] regional and intra-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, 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 two years, without the possibility of re-election as Chair.

5. [Each region designates alternates, to be approved by the Plenary, 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 Plenary 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 Plenary 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 [as set out in rules [35] and [36]] [s as set out in the foundational document, rules of procedure];]

(g) Rules on any points of order during ordinary and extraordinary sessions;

(h) Subject to the rules of procedure, exercises complete control over the proceedings and maintains order.

[2] 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.

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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.]

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Interdisciplinary Expert Committee

Rule 21[3]

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 22[4]

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. The membership of the Interdisciplinary Expert Committee may be modified by a further decision of the Governing Body.

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. The committee is interdisciplinary, [by] ensuring contributions from experts with a broad range of disciplinary expertise; has inclusive participation, including by Indigenous Peoples[,][and] local communities; and has geographical, regional and gender balance.[5]

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

[3] 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.

[4] 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.

[5] Guidelines 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.

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can include knowledge from the natural and social sciences, as well as Indigenous knowledge and local knowledge;

Experience in communicating about and promoting science and incorporating it into policy development processes;

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;

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(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 30[6]

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.

[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.

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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.]

11. Decision-making

Matters of substance

Rule 35

The members of the Plenary take decisions on matters of substance by consensus, unless otherwise provided for by the rules of procedure.

Matters of procedure

Rule 36

1. On matters of procedure, the members of the Plenary are to make every effort to achieve consensus. If all efforts by the members of the Plenary 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 majority vote of the members of the Plenary 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.

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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.

1. 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.

2. 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.

3. 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.

4. 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.]

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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 Plenary by consensus.

2. Unless the Plenary decides otherwise, any proposed modifications to the rules of procedure submitted by members of the Plenary or the Bureau should be communicated to all members of the Plenary 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 Plenary 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.]]]

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[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.

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(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.]

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[Annex II 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.]

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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].]

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[Annex III 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

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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.]

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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].

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(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

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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.

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Overview of clearance processes for deliverables

	Clearance process		
Deliverable	*Validation*	*Acceptance*	*Approval*
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.

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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.

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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.

47. 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

48. 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.

49. 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.

50. 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.

51. 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.

52. 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.

53. 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).

54. 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

55. 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.

56. 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.

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57. 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

58. 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.

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

60. 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.

61. 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.

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

63. 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

64. 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).

65. 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.

66. 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

67. 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

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

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

70. 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.]

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[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.]

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[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: _____]

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[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: _____]

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[Annex IV 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.]

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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;

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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.]

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[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

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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.

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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.]

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[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

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

Definition of "conflict of interest":[18]

[*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**

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

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	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:		
	Are you involved in any of the following:		
	(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:		
	Do you serve as any of the following:		
	(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:		

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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: _____]

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Annex III*

Draft decision [--] of the intergovernmental meeting on arrangements for the interim period

The intergovernmental meeting,

Having established the [insert full name of panel],

Acknowledging the necessity of preparatory activities for the operation of the Panel, notably the preparation of the first session of the Plenary,

1. *Requests* the Executive Director of the United Nations Environment Programme to provide the interim secretariat supporting the operation of the [insert full name of panel];

2. *Invites* Governments and others in a position to do so to provide voluntary financial contributions to the United Nations Environment Programme to support the interim arrangements, and requests the United Nations Environment Programme to continue receiving financial contributions that are provided for the operation of the Panel until a trust fund for the Panel is established;

3. *Requests* the Executive Director of the United Nations Environment Programme, subject to the availability of resources, to convene the first session of the Plenary guided by the draft rules of procedure and to ensure inclusive participation, including Indigenous Peoples [,][and] local communities, at the earliest practicable date, and preferably no later than one year from the date of the establishment of the Panel, at a date and venue to be determined by the Executive Director, in consultation with member states;

4. *Requests* the Executive Director of the United Nations Environment Programme, in consultation with member states, to prepare relevant documentation for consideration at the first session of the Plenary;

5. *Requests* the Executive Director of the United Nations Environment Programme to report on the progress made in preparing for the first session of the Plenary.

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* The annex is presented without formal editing.