

[Draft decision [--] of the intergovernmental meeting on recommendations on draft rules, procedures and policies for further consideration and finalization by the governing body of the [insert full name of panel] at its first session

The intergovernmental meeting,

Having established the [insert full name of panel],

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

1. *Takes note* of the outcomes of the work of the open-ended working group at its third session;
2. *Recommends* to the governing body of the [panel] the draft rules of procedure for consideration and possible adoption, at its first session;
3. *Transmits* to the governing body of the [panel] the additional documents in the annexes 2 to 4 for further consideration at its first session.

Annex 1 to draft decision [--]

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

1. Scope

Rule 1

...

2. Definitions

Rule 2

(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;

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3. Venue, dates and notification of sessions

Rule 3

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Rule 4

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4. Members and observers

Membership

Rule 5

...

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

Rule 6

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5. Admission and participation of observers

Rule 7

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Rule 8

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6. Agenda

Rule 9

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Rule 10

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Rule 11

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7. Representation, credentials and accreditation

Rule 12

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8. Membership and operation of the Bureau

Rule 13

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.

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.

...

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

- I.* 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;
 - ...
 - (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.
 - ...

Rule 16

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Rule 17

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Rule 18

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Nomination of members of the Bureau

Rule 19

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Election of members of the Bureau

Rule 20

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

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Interdisciplinary Expert Committee

Rule 21

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Rule 22

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Rule 23

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Rule 24

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Rule 25

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Rule 26

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Rule 27

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Rule 28

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Rule 29

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Other subsidiary bodies

Rule 30

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10. Conduct of business

Rule 31

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Rule 32

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Rule 33

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Rule 34

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11. Decision-making

Matters of substance

Rule 35

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Matters of procedure

Rule 36

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Voting

Rule 37

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Rule 38

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Rule 39

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Rule 40

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Rule 41

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Elections

Rule 42

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Rule 43

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Rule 44

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Equally divided votes

Rule 45

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12. Languages

Rule 46

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Rule 47

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Rule 48

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13. Modifications to the rules of procedure

Rule 49

...

[Placeholder for title]

[Rule 50]

...

[Annex 2 to draft decision [--]

Process for determining the work programme

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

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

Annex 3 to draft decision [--]

Procedures for the preparation and clearance of panel deliverables

A. Definitions

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

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

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

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

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

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

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

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

B. Deliverables

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. General procedures

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

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

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

1. Scoping of deliverables

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

procedures for nominating and selecting experts and preparing draft deliverables and the review process.

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

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

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

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

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

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

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

- (a) Rationale and main issues related to chemicals, waste and pollution prevention to be covered;
- (b) The main policy questions that might be addressed;
- (c) [Timing] [Timeliness] of the deliverable and how it can contribute to other processes or decisions;
- (d) Possible constituent chapters and the scope of each chapter;
- (e) (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)]
- (f) Known limitations in existing knowledge that could significantly hinder delivery, and strategies to overcome those limitations;
- (g) Potential associated activities [related to the work programme] [(e.g. capacity-building initiatives) and outputs (e.g. supporting materials or information and communication materials)];
- (h) A preliminary list of the methodologies to be used;
- (i) Delineation of geographic boundaries, if applicable;
- (j) An overview of the scientific disciplines, types of expertise and knowledge needed to prepare the deliverable. This may require identifying experts with relevant practitioner expertise from different sectors and across life cycles, [individuals with Indigenous knowledge,] or local expertise from communities with relevant knowledge [ensuring geographical and regional inclusivity and balance].
- (i) bis [Detailed Terms of Reference for any operational structures that may be necessary such a task force, aligning with the provisions of the agreed work programme.]
- (i) ter [An inventory of the roles required to fill the expert team, including, for example, the number of coordinating lead authors and review editors and their associated areas of expertise.]

(i) quater [Processes for including the perspectives of different stakeholders, such as the convening of workshops aimed at soliciting stakeholder knowledge.]

(i) quinquies [An elaboration of capacity building needs and strategies for meeting them associated with the deliverable.]

(i) sexies [Consideration of data and information management needs and strategies for meeting them.]

(i) septies [A detailed schedule (including any need for workshops or meetings) and budget for completion of the deliverable and related activities (e.g. communication and outreach), aligning with provisions of the agreed work programme]

15. [A scoping report for a deliverable may also include the following procedural and administrative elements:

(a) A detailed schedule (including any need for workshops or meetings) and budget for completion of the deliverable and related activities (e.g. communication and outreach), aligning with provisions of the agreed work programme;

(b) Detailed terms of reference for any operational structures that might be necessary, such as a task force, aligning with provisions of the agreed work programme;

(c) An inventory of the roles required to fill the expert team (see annex I to the present document for a description of roles for an assessment), including, for example, the number of coordinating lead authors and review editors and their associated areas of expertise;

(d) Processes for including the perspectives of different stakeholders, such as the convening of workshops aimed at soliciting stakeholder knowledge, [including on proposed solutions];

(e) Elaboration of capacity-building needs and strategies for meeting them;

(f) Consideration of data and information management needs and strategies for meeting them.]

(f) bis [Identification of potential partners that could be engaged and contribute to the deliverable.]

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

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

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

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

2. Nomination and selection of experts

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

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

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

21. The secretariat compiles and reviews, together with the Interdisciplinary Expert Committee, the nominations received and prepares a draft composition of the team of experts. If the secretariat and the Interdisciplinary Expert Committee identify gaps between the nominations received and the types of expertise needed, the Interdisciplinary Expert Committee may endeavour to fill those gaps using documented procedures.

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

23. Prior to finalizing the team of experts, each selected expert is required to comply with the panel's conflict-of-interest policy and submit a conflict-of-interest disclosure form for review by the panel's Conflict-of-Interest Committee.
24. Once the team of experts for a deliverable is finalized, the secretariat will inform the governing body on the completed process of nominating and selecting experts.
25. This procedure does not apply to the nomination and selection of experts contributing to the review process described in the next section, whether expert reviewers or government reviewers.

3. Preparation of draft deliverables, including the review process

26. The procedures for the preparation of draft deliverables, including the review process, ensure that deliverables are prepared through a robust, collective and iterative process.
27. A draft deliverable is prepared through the collaboration of experts selected to fulfil specific roles in the deliverable's preparation (see annex I for examples of author and reviewer roles in preparing an assessment). In fulfilling those roles, experts may be required to apply other procedures detailed herein, such as the procedure for the use of sources.
28. In preparing a deliverable, experts should convey the diversity of the scientific, technical and socioeconomic evidence, based on the strength of the evidence and the level of agreement on its interpretation and implications, as appropriate.
29. Three principles underpin the review process:
 - (a) The panel's deliverables should be balanced and based on the best available scientific, technical and socioeconomic information.
 - (b) Experts engaged in the review process should be independent from the preparation of a deliverable and collectively bring in a broad range of knowledge and perspectives, including from different regions and sectors.
 - (c) The review process should be open and transparent.
30. A main deliverable typically undergoes two types of review: expert review and government review. Those two review processes may be undertaken sequentially or in parallel. Complex deliverables may undergo more than one round of review. For assessments, responses to each review comment should be recorded.
31. Based on the outcome of the review process, the team of experts, supported by the secretariat and the Interdisciplinary Expert Committee, prepares a final draft of the deliverable, which is submitted to the governing body for the relevant clearance process.

4. Clearance of deliverables

32. Depending on the type of deliverable, clearance of a panel deliverable may include one or more of the following processes:
 - (a) "Validation", whereby the Interdisciplinary Expert Committee (or entity specified in the table below) confirms that the relevant procedures for preparing a deliverable have been duly followed;
 - (b) "Acceptance", whereby the governing body confirms that a deliverable presents a comprehensive and balanced view of the subject matter;
 - (c) "Approval", whereby a deliverable, typically a summary for policymakers or a synthesis report, is subject to detailed line-by-line or section-by-section discussion and endorsement at a session of the governing body.
33. When adopting the work programme, the governing body may specify which clearance process is required for a given deliverable.

Overview of clearance processes for deliverables

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

D. Error protocol

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

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

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

E. Procedure for the use of sources

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

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

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

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

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

1. Policy on data and knowledge management

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

G. Procedure for safeguarding commercially sensitive information

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

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

51. This procedure does not apply to:

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

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

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

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

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

1. Submission of commercially sensitive information

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

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

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

2. Handling of commercially sensitive information

59. The secretariat will take measures to ensure that any commercially sensitive information it receives that has been designated as confidential is protected in accordance with this procedure.
60. The secretariat is responsible for ensuring proper receipt, storage and handling of confidential information.
61. Information designated as confidential shall not be distributed or disclosed to non-authorized individuals or organizations and shall not be distributed beyond the secretariat's control.
62. Upon finalization of the deliverable, and subject to any agreement reached between the secretariat and the submitter, the secretariat shall return any confidential information to the submitter or shall destroy the information if the submitter so wishes.
63. Any internally developed documentation that contains information designated as confidential shall also be considered confidential and shall be handled in accordance with this procedure.
64. The secretariat will make information on the requirements set out in this procedure for safeguarding commercially sensitive information publicly available.

3. Access to commercially sensitive information

65. Designated members of the team of experts shall be able to access commercially sensitive information submitted to the secretariat according to the procedures above, if they so request and if they sign a declaration of non-disclosure (see annex III).
66. Designated members of the team of experts may review the commercially sensitive information either collectively at a meeting of the team or individually at the offices of the secretariat, under the supervision of the secretariat.
67. Should the submitter agree to make a hard copy of such information available to designated members of the team of experts preparing the deliverable, upon request, by mail or other appropriate means, away from the secretariat during the period between team meetings, the secretariat will arrange for a copy of the information to be sent to team members in a manner that protects its confidential nature. Members of the team of experts who have so received such information must ensure that the information is protected in accordance with the standard for protecting the confidentiality of such information as set out in this procedure.

4. General provision

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

H. Procedure for languages and translations

69. The working language of meetings of a team of experts will normally be English.
70. All summaries for policymakers presented to the governing body will be made available in the six official languages of the United Nations.
71. Governments or institutions may opt to produce translations of a summary for policymakers and other content into languages that are not official languages of the United Nations. The panel welcomes such initiatives but notes that such translations are prepared under the responsibility of the respective Government or institution. The panel does not assume any responsibility for the accuracy of translations that have not been officially issued by the panel. In working to achieve the widest possible dissemination of panel knowledge, the panel may decide to make unofficial translations available on the panel website as they become available.

]

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

Roles and responsibilities for the preparation of assessments

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

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

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

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

Coordinating lead authors: Coordinating lead authors assume overall responsibility for coordinating major sections and/or chapters of an assessment, ensuring that they are completed to a high standard and in a timely manner and conform to any overall standards of style set for the document.

Coordinating lead authors play a leading role in ensuring that any cross-cutting scientific, technical or socioeconomic issues of significance to more than one section of the assessment are addressed in a complete and coherent manner and reflect the latest information available.

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

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

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

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

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

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

DECLARATION OF NON-DISCLOSURE

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

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

Name: _____

Signature: _____

Executed on: _____

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

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

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

DECLARATION OF NON-DISCLOSURE

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

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

Name: _____

Signature: _____

Executed on: _____

Annex 4 to draft decision [--]

Conflict-of-Interest policy

A. Purpose of the Conflict-of-Interest Policy

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

B. Scope of the Conflict-of-Interest Policy

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

10. [The policy will be [executed to reflect][applied, taking into account] the various roles, responsibilities and levels of authority, of participants in the Panel process. In particular, consideration should be given to whether responsibility is held at an individual level or shared within a team and to the level of influence held over the content of the Panel's deliverables.]
11. [The application of the Conflict-of-Interest Policy to persons elected to or selected for positions within the Panel should reflect their specific responsibilities.]
- 10 & 11 alt [The application of the Conflict-of-Interest Policy to staff and persons participating in the panel's process should reflect their specific responsibilities [, roles and levels of authority] [whether individually or collectively].]

C. Conflict of Interest

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

- (a) significantly impair the individual's objectivity in carrying out his or her duties and responsibilities for the Panel, or
- (b) create an unfair advantage for any person or organization.

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

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

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

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

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

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

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

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

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

Appendix A to the Conflict-of-Interest Policy

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

Implementation Procedures

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

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

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

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

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

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

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

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

Other roles subject to COI Policy: Review process after appointment

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

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

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

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

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

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

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

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

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

Processing and Storage of Information

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

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

The COI Committee

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

Appendix B to the Conflict-of-Interest Policy

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

Confidential

Name:

Address:

Email address:

Telephone no.:

Current employer:

Function/role in the Panel:

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

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

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

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

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

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

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

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

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

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

Definition of “conflict of interest”:¹

[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

¹ Definition taken from section C of the Panel’s conflict-of-interest policy, which is available at [URL to be inserted].

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

Part II. Professional and other non-financial interests

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

Part III. Additional information

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

Signature: _____

Date: _____]
