

Multilateral Mechanism for the Fair and Equitable Sharing of Benefits from the Use of Digital Sequence Information on Genetic Resources, including the Cali Fund

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Steering Committee

First meeting

Online, 16–18 June 2025

Item 5 of the provisional agenda*

Adoption of the rules of procedure for meetings of the Steering Committee

Rules of procedure

Note by the Secretariat of the Convention on Biological Diversity acting as the interim Secretariat of the Multilateral Mechanism for the Fair and Equitable Sharing of Benefits from the Use of Digital Sequence Information on Genetic Resources, including the Cali Fund

1. Proposed rules of procedure for meetings of the Steering Committee of the Multilateral Mechanism for the Fair and Equitable Sharing of Benefits from the Use of Digital Sequence Information on Genetic Resources, including the Cali Fund are provided in the annex to the present document further to the draft terms of reference of the Cali Fund, which provide that one of the roles and responsibilities of the Committee is to review and approve the rules of procedure for its meetings.
2. The proposed rules of procedure were prepared drawing on the provisions of decision [16/2](#) of the Conference of the Parties to the Convention on Biological Diversity, information in the draft terms of reference of the Cali Fund, rules of procedure for steering committees of other multi-partner trust funds hosted by the Multi-Partner Trust Fund Office of the United Nations Development Programme, and experience gained in the implementation of rules of procedure adopted under the Convention and its Protocols, such as the rules of procedure for meetings of the Conference of the Parties (decision [I/1](#), annex, as amended under decision [V/20](#)) and, in particular, the rules of procedure for meetings of the compliance committees under the Cartagena Protocol on Biosafety (decision [BS-II/1](#), annex) and the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (decision [NP-2/3](#), annex).
3. The draft terms of reference of the Cali Fund provide that the members of the Steering Committee are appointed for an initial period of two years; that the Conference of the Parties is expected to determine at its seventeenth meeting the terms of office of members of the Committee for subsequent periods, on the basis of a proposal prepared by the Secretariat of the Convention and endorsed by the Committee; and that that provision will be integrated into the rules of procedure of the Committee.
4. As a result, the initial terms of office will be from 2 April 2025 (i.e. the date of issuance of notification No. [2025-043](#) announcing the composition of the Steering Committee) to 1 April 2027. Rule 11 of the proposed rules of procedure contains a placeholder for where the text of the rule on terms of office will be incorporated once a decision on the matter has been taken by the Conference of the Parties, as mentioned above. The Secretariat will prepare a proposal for the terms of office for consideration by the Committee at its second meeting.
5. The Steering Committee is invited to approve the proposed rules of procedure on the understanding that the matter of the terms of office will be subject to further discussion and a decision by the Conference of the Parties at its seventeenth meeting.

* MMDSI/SC/2025/1/1.

Annex

Proposed rules of procedure for meetings of the Steering Committee of the Multilateral Mechanism for the Fair and Equitable Sharing of Benefits from the Use of Digital Sequence Information on Genetic Resources, including the Cali Fund

I. Purposes

Rule 1

The present rules of procedure shall apply to any meeting of the Steering Committee of the Multilateral Mechanism for the Fair and Equitable Sharing of Benefits from the Use of Digital Sequence Information on Genetic Resources, including the Cali Fund. The rules complement the terms of reference of the Cali Fund.

Rule 2

The rules of procedure for meetings of the Conference of the Parties to the Convention on Biological Diversity shall apply mutatis mutandis to any meeting of the Steering Committee, except for rules 16 to 20 (on representation and credentials) and except where otherwise provided in the present rules of procedure, decision [16/2](#) of the Conference of the Parties or the terms of reference of the Cali Fund.

II. Definitions

Rule 3

For the purposes of the present rules of procedure:

- (a) “Co-Chair” means the Co-Chair of the Steering Committee provided for in rule 13 of the present rules of procedure;
- (b) “Member” means a member of the Steering Committee, as referenced in decision [16/2](#), annex, enclosure IV, paragraphs 3 and 5 (a);
- (c) “Observer” means an observer of the Steering Committee, as referenced in decision [16/2](#), annex, enclosure IV, paragraphs 3 and 5 (b);
- (d) “Secretariat” means the Secretariat of the Multilateral Mechanism for the Fair and Equitable Sharing of Benefits from the Use of Digital Sequence Information on Genetic Resources, including the Cali Fund, as established in paragraph 28 of the annex to decision [16/2](#) and fulfilling the functions detailed in enclosure V to the annex to the decision [16/2](#);
- (e) “Steering Committee” means the Steering Committee of the Multilateral Mechanism for the Fair and Equitable Sharing of Benefits from the Use of Digital Sequence Information on Genetic Resources, including the Cali Fund, as established in paragraph 28 of the annex to decision [16/2](#).

III. Dates and notice of meetings, publication of documents

Rule 4

The Steering Committee meetings will be held in person or online, as necessary. At least one in-person and one online meeting are expected to be held annually. Remote participation during in-person meetings is not envisioned, except in exceptional circumstances.

Rule 5

The Secretariat, in consultation with the Steering Committee, will decide on the dates and duration of the meetings of the Committee.

Rule 6

The Secretariat will notify all members and observers of the dates and venue of a meeting at least five weeks in advance in the case of an online meeting and at least six weeks in advance in the case of an in-person meeting.

Rule 7

The Secretariat will provide logistical and technical assistance, such as arranging for meeting venues (for in-person meetings) or platforms (for online meetings) and managing invitations.

Rule 8

(a) The provisional agenda for a meeting will be prepared by the Secretariat with the input of the Co-Chairs and will include items arising from the functions of the Steering Committee, as specified in decision [16/2](#), annex, enclosure IV, section 1, and other related matters.

(b) The Secretariat will circulate the provisional agenda, together with supporting documents, to the members and observers at least three weeks before the opening of the meeting, to the extent possible.

Rule 9

(a) Within 15 working days of the end of a meeting of the Steering Committee, the Secretariat and the Co-Chairs will prepare draft minutes of the meeting and circulate them to all members. Any comments received will be addressed by the Co-Chairs, with the support of the Secretariat, and the minutes will be submitted for adoption at the start of the following meeting of the Committee.

(b) In the case of the last meeting of the Steering Committee before a meeting of the Conference of the Parties to the Convention, the Secretariat and the Co-Chairs will prepare draft minutes of the meeting and circulate them to all members for adoption by email. If no comments are received within the time frame indicated in the email with which the minutes are circulated, the minutes will be considered adopted. If comments are received within the time frame, the Co-Chairs, with the support of the Secretariat, will address the comments and, as necessary, circulate revised minutes by email for adoption.

Rule 10

(a) Meeting documents and minutes will be made publicly available. Such documents may not contain confidential information.

(b) The Steering Committee or any others involved in its deliberations will protect confidential information.

IV. Members and observers**Rule 11**

[Placeholder for the rule on the length of terms. The text of the rule will be incorporated following a decision by the Conference of the Parties to the Convention at its seventeenth meeting.]

Rule 12

No member from Parties or indigenous peoples and local communities and no observer may serve for more than two consecutive terms.

V. Officers

Rule 13

(a) As provided for in the terms of reference of the Cali Fund, the Steering Committee will have two co-chairs: one from among the members from Parties on the Committee and one from among the United Nations entities on the Committee.

(b) The Co-Chair from among the members from Parties will be designated by the Steering Committee.

(c) A representative of the Secretariat of the Convention will serve as Co-Chair on behalf of the United Nations entities on the Committee.

(d) As provided for in the terms of reference of the Cali Fund, and in line with the rules and regulations of the United Nations, the Co-Chair from among the United Nations entities will be responsible for signing all fund transfer requests and project documents, on the basis of the decisions taken by the Steering Committee.

VI. Representatives from United Nations entities

Rule 14

(a) Representatives from the Multi-Partner Trust Fund Office of the United Nations Development Programme may attend meetings of the Steering Committee as ex officio and non-decision-making participants.

(b) The United Nations Environment Programme may send a representative to meetings of the Steering Committee as an observer.

VII. Conduct of business

Rule 15

Two thirds of the members will constitute a quorum.

Rule 16

Decisions are made by consensus. In the absence of consensus, the Co-Chairs will facilitate decisions in consultations with the members.

Rule 17

The Steering Committee may take decisions by email. The fact that a decision on a specific matter will be taken by email can be agreed upon during a meeting of the Committee or may be requested by a member and agreed to by the Co-Chairs between meetings.

Rule 18

Each member and observer will avoid conflicts of interest with respect to any matter under consideration by the Steering Committee. Where a member or observer finds himself or herself faced with a conflict or potential conflict of interest, that member or observer will bring the issue to the attention of the Committee before consideration of the matter in question. The member or observer concerned will not participate in the deliberations or the taking of decisions by the Committee in relation to the matter.

Rule 19

The Steering Committee may meet in a closed session of members only.

Rule 20

The Steering Committee or its Co-Chairs may invite relevant experts to participate in the meetings or parts thereof.

Rule 21

The Steering Committee may establish subcommittees to undertake work on specific issues.

VIII. Language**Rule 22**

The working language of the Steering Committee will be English.

IX. Amendments to the rules of procedure**Rule 23**

(a) Amendments to the present rules of procedure may be proposed by any member or by the Secretariat.

(b) Any proposal for an amendment to the rules of procedure by a member must be submitted in writing to the Secretariat at least four weeks before the opening of the meeting at which the proposal is to be considered.

(c) The Secretariat will circulate any proposal for amendment to the rules of procedure as part of the documentation for the meeting at which the proposal is to be considered.

Rule 24

Amendments to the present rules of procedure may only be adopted by consensus by the Steering Committee.

X. Application of the rules of procedure**Rule 25**

The present rules of procedure are without prejudice to any future decisions of the Conference of the Parties to the Convention.
