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Seventh meeting

Kuala Lumpur, 9-20 and 27 February 2004

Item 20.2 of the provisional agenda*

**SCIENTIFIC AND TECHNICAL COOPERATION AND THE CLEARING-HOUSE MECHANISM
(ARTICLE 18, PARAGRAPH 3)**

Operational procedures for the informal advisory committee of the clearing-house mechanism

Note by the Executive Secretary

1. The Conference of the Parties, in paragraph 10 of decision III/4, agreed that the clearing-house mechanism should be assisted in its functioning by an informal advisory committee, constituted and coordinated by the Executive Secretary in a transparent manner, which would guide and integrate the development of the pilot-phase activities and endeavour to ensure that all Parties can participate in the pilot phase of the clearing-house mechanism. In paragraph 10 (c) of decision IV/2, the Conference of the Parties also instructed the Executive Secretary to ensure that the clearing-house mechanism should be assisted continuously by the informal advisory committee, which is to provide guidance to the Executive Secretary during and after the pilot phase, and play a full role in the further development of the clearing-house mechanism.

2. In further elaboration of the role of the informal advisory committee, the Conference of the Parties, in paragraph 7 of decision V/14, decided that the informal advisory committee referred to in decision III/4 should have the following objectives:

(a) Provide advice on matters relating to the clearing-house mechanism and, in particular, on how to improve the effectiveness of the clearing-house mechanism as a mechanism to promote scientific and technical cooperation;

(b) Facilitate the implementation of guidance from the Conference of the Parties concerning the clearing-house mechanism;

(c) Facilitate greater input of Parties into the development of the clearing-house mechanism;

(d) Advise on ways and means to facilitate the development of the clearing-house mechanism network;

(e) Facilitate and encourage cooperation with other relevant international and regional information networks and initiatives.

* UNEP/CBD/COP/7/1.

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3. The Conference of the Parties, in paragraph 8 of decision V/14 also decided that the continuation and mandate of the informal advisory committee shall be reviewed at the seventh meeting of the Conference of the Parties.

4. In addition, the Conference of the Parties, in paragraph 9 of decision V/14, called upon the Executive Secretary, in consultation with the informal advisory committee, to develop operational procedures for the informal advisory committee, for review at the seventh meeting of the Conference of the Parties, and to make these procedures, as well as membership, available through the clearing-house mechanism. Accordingly, the Executive Secretary and the informal advisory committee drafted operational procedures for review at the seventh meeting of the Conference of the Parties.

5. The informal advisory committee also produced a number of recommendations, including the view that the objectives of the operational procedures should be to provide advice on matters relating to the clearing-house mechanism, and, in particular, on how to improve the effectiveness of the clearing-house mechanism to promote scientific and technical cooperation. The procedures should also aim at facilitating the development and implementation of guidance from the Conference of the Parties concerning the clearing-house mechanism and its Strategic Plan. ^{1/}

6. The operational procedures, per paragraph 9 of decision V/14, are available on the Convention on Biological Diversity web site at: <http://www.biodiv.org/doc/legal/chm-iac-op-proc-en.doc>, and are contained in the recommendation below. The Conference of the Parties is invited to review the operational procedures and decide on its formal adoption.

RECOMMENDATION

7. The Conference of the Parties may wish to decide to adopt the annexed operational procedures for the informal advisory committee established by decision III/4, paragraph 10.

^{1/} The strategic plan of the clearing-house mechanism is contained in document UNEP/CBD/COP/5/INF/3.

*Annex***DRAFT OPERATIONAL PROCEDURES FOR THE INFORMAL ADVISORY COMMITTEE****A. Objectives**

1. The informal advisory committee shall, in providing guidance to the Executive Secretary, have the following objectives:

(a) Provide advice on matters relating to the clearing house-mechanism, and in particular, on how to improve the effectiveness of the clearing house-mechanism as a mechanism to promote scientific and technical cooperation;

(b) Facilitate the development and implementation of guidance from the Conference of the Parties concerning the clearing house-mechanism and the Strategic Plan of the clearing-house mechanism (UNEP/CBD/COP/5/INF/3);

(c) Facilitate and encourage cooperation with other relevant international and regional scientific and technical cooperation initiatives;

(d) Advise on means to facilitate the implementation of the clearing-house mechanism at the national level.

(e) Enhance the scientific and technical cooperation benefits of all Convention activities.

B. Operational procedures

2. The Executive Secretary, in constituting and coordinating the informal advisory committee, shall seek to ensure regional balance and relevant expertise and knowledge, including of relevant international and regional scientific and technical cooperation initiatives, and non-governmental organizations.

C. Membership

3. The members of the informal advisory committee shall be selected by the Executive Secretary. In selecting members, he shall seek to ensure a balance of expertise and regional and biogeographical balance.

4. Informal advisory committee members shall be selected for their expertise and understanding of the clearing-house mechanism and the Convention, taking into account the need for expertise including: scientific and technical cooperation; capacity-building; information exchange and sharing; and facilitating partnership with other organizations and initiatives.

5. Informal advisory committee members shall be selected for two years. The term is renewable by the Executive Secretary.

6. The Executive Secretary should ensure that changes in membership do not affect the continuity of the work.

7. Proxies may be agreed to by the Executive Secretary.

D. Chair

8. The Chair of the informal advisory committee shall be selected by the Executive Secretary, after consultation with the members, and serve for at least two years.

E. Meetings

9. Meetings shall be convened by the Executive Secretary and held back-to-back with SBSTTA and meetings of the Conference of the Parties. Additional meetings, electronic or in person, may be convened by the Executive Secretary as required to ensure the timely handling of issues.

10. The draft agenda for each meeting shall, if possible, be made available two months prior and otherwise at least one month prior to each meeting, and be posted on the Convention on Biological

Diversity web site and notified to the informal advisory committee and clearing house-mechanism national focal points by fax and/or email, and/or post.

11. Minutes of each meeting, and related information documents, shall be posted on the website of the Convention on Biological Diversity as soon as practical following their review by the Executive Secretary. This information will also be made available to the informal advisory committee and clearing-house mechanism national focal points by fax or email or post.
