

Strategic Approach to International Chemicals Management

First meeting of the Executive Board of the Quick Start Programme

Geneva
26-27 April 2006

Report of the first meeting of the Executive Board of the Quick Start Programme of the Strategic Approach to International Chemicals Management

Introduction

1. The International Conference on Chemicals Management (ICCM), at its first session, which was held in Dubai, United Arab Emirates, from 4 to 6 February 2006, finalized and adopted the Strategic Approach to International Chemicals Management (SAICM). SAICM will provide a global policy framework to support achievement of the Johannesburg Plan of Implementation aim that, by 2020, chemicals are used and produced in ways that lead to the minimization of significant adverse impacts on human health and the environment.¹ SAICM comprises three documents: the Dubai Declaration on International Chemicals Management and the Overarching Policy Strategy adopted by the ICCM and the Global Plan of Action recommended by the ICCM for use and further development as a working tool and guidance document.

2. Paragraph 19 of the Overarching Policy Strategy provides that final arrangements for SAICM include supporting initial capacity-building activities by establishing a Quick Start Programme (QSP). Arrangements for the QSP are set out in resolution I/4 of the ICCM, a copy of which is contained in annex A of the present document. The QSP will include a Trust Fund and multilateral and bilateral and other forms of cooperation. Its objective will be to support initial enabling capacity-building and implementation activities in developing countries, least developed countries, small island developing States and countries with economies in transition. The resolution records, among other things, the decision of the ICCM to establish the QSP and a QSP Executive Board ("the Board") consisting of government representatives of each of the United Nations regions and all the bilateral and multilateral donors and other contributors to the Programme.

I. Opening of the meeting

3. The first meeting of the Board was held at International Environment House in Geneva, Switzerland, on 26 and 27 April 2006. The meeting was opened by Mr. Maged Younes, Head of the Chemicals Branch of the Division of Technology, Industry and Economics of the United Nations Environment Programme (UNEP). Mr Younes welcomed the representatives and noted the importance of the QSP as one of the principal vehicles for the early implementation of SAICM. He thanked the donors who had already pledged contributions towards the QSP, including a number of non-traditional donors.

¹ *Report of the World Summit on Sustainable Development, Johannesburg, South Africa, 26 August–4 September 2002* (United Nations publication, Sales No. E.03.II.A1 and corrigendum), chap. I, resolution 2, annex.

II. Organizational matters

A. Attendance

4. The meeting was attended by the following government representatives of the five United Nations regions:

Africa:	Mr. Adolphe Nahayo (Burundi) Mr. Tarek El-Ruby (Egypt)
Asia-Pacific:	Mr. Sayed Ali Mohammad Mousavi (Islamic Republic of Iran) Mr. Apichai Chvajarernpun (Thailand)
Central and Eastern Europe:	Ms. Irina Zastenskaya (Belarus) Mr. Givi Kalandadze (Georgia)
Latin America and the Caribbean:	Ms. Gillian Guthrie (Jamaica) Ms. Vilma Morales Quillama (Peru)
Western European and Others:	Mr. Jozef Buys (Belgium) Mr. John Shoaff (United States of America)

5. The meeting was attended by representatives of the following donor Governments: Austria, Japan, Norway, South Africa, Sweden, Switzerland and the United Kingdom of Great Britain and Northern Ireland.

6. The meeting was attended by representatives of the following intergovernmental organizations: the Food and Agriculture Organization of the United Nations (FAO), the International Labour Organization (ILO), the United Nations Development Programme (UNDP), UNEP, the United Nations Institute of the Training and Research (UNITAR) and the World Health Organization (WHO).

7. The meeting was attended by representatives of the following non-governmental organizations: the Environmental Health Fund (EHF), the International Council of Chemical Associations and the Island Sustainability Alliance.

B. Election of officers

8. The representatives elected Ms. Gillian Guthrie (Jamaica) as a co-chair from the group of government representatives of the five United Nations regions and Mr. Bo Wahlstrom (Sweden) as a co-chair from the group of donors.

C. Adoption of the agenda

9. The representatives adopted the following agenda for the meeting on the basis of the provisional annotated agenda set out in document SAICM/EB.1/1:

1. Opening of the meeting.
2. Organizational matters:
 - (a) Adoption of the rules of procedure;
 - (b) Election of officers;

- (c) Adoption of the agenda;
 - (d) Organization of work.
3. Development of operational guidance for the Quick Start Programme.
 4. Adoption of the report.
 5. Closure of the meeting.

D. Organization of work

10. The Board agreed to meet from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. each day. It agreed to set aside a portion of its time for the separate meeting of the regional representative and Trust Fund donors called for in paragraph 13 of the terms of reference for the QSP Trust Fund contained in appendix II of ICCM resolution I/4.

E. Rules of procedure

11. Ms. Gillian Guthrie chaired the meeting during the Board's discussion on rules of procedure. In paragraph 7 of appendix I of ICCM resolution I/4, it was envisaged that the Executive Board would develop and adopt rules of procedure. The Board had before it, as a possible starting point for discussion, document SAICM/EB.1/2 containing draft rules of procedure prepared by the secretariat. The secretariat explained that many of the draft rules contained provisions that were developed on the basis of the rules of procedure of the ICCM and its resolution I/4 and were standard for United Nations bodies. In the case of a number of draft rules, the Board was offered, for its consideration, several options pertaining to issues on which the Board would first need to decide upon its preferred policy. These related, principally, to the clarification of who would be qualified to participate in the Board and what approach should be taken in regard to decision-making.

12. Many representatives supported the stipulation of certain dollar thresholds for contributions to the Quick Start Programme as criteria for participation in the Board. There was also support for establishing different thresholds for developed and developing country donors. Some representatives noted the need to strike a balance between, on the one hand, an inclusive Board and encouraging donors, and, on the other hand, avoiding an overly large number of participants in the Board. Concern was expressed that the latter situation could lead to an imbalance between representatives of developing countries and representatives of donors. It was agreed that each representative could be accompanied by one adviser who would participate in meetings of the Board as an observer. It was also agreed that the rules should stipulate that one of the two co-chairs should be elected from among the representatives of developing countries. Co-chairs would be permitted to serve no more than two consecutive terms. Subject to further consultation by some representatives among their constituents there was general support for the Board to take decisions on the basis of consensus, but with provision for voting as a last resort, and for the principle that all representatives should be entitled to take part in decision-making.

13. A drafting group was established to work further on the rules regarding representation on the Board of bilateral and multilateral donors and other contributors to the QSP. The group recommended against the establishment of dollar thresholds to determine participation in the Board by donors, given that ICCM resolution I/4 provided that the Board should include "all the bilateral and multilateral donors". The Board decided that its membership should comprise representatives of bilateral and multilateral donors and other entities that have made or pledged to make financial or in-kind contributions to the QSP. Provision was made for the Board, before each meeting, to determine whether new contributions qualified as contributions to the QSP according to the objective of the Programme set out in ICCM resolution I/4. In that regard it was agreed that,

with the exception of government representatives of the five United Nations regions and donors to the QSP Trust Fund, whose status was already clear, entities that considered themselves to be contributors to the QSP should submit an explanatory statement via the secretariat for consideration by the Board.

14. The Board agreed, ad referendum, on the rules of procedure, with certain options bracketed, as contained in annex B to the present report on the understanding that representatives could submit comments on the rules until 27 May 2006 and that any proposed amendments would be discussed at the next meeting of the Board.

III. Meeting of the Executive Board's Committee on the Quick Start Programme Trust Fund

15. As envisaged in paragraph 13 of the terms of reference for the QSP Trust Fund contained in appendix II of ICCM resolution I/4, a separate meeting was held by a committee of the Board comprising the regional representatives and the Trust Fund donors. The meeting of the committee was held on the afternoon of 26 April and was chaired by Mr. Bo Wahlstrom. The committee considered the recommendations of the Trust Fund Implementation Committee contained in the report of the latter's first meeting held in Geneva on 19 April 2006 (document SAICM/EB.1/3) and the report of UNEP on the financial resources and administration of the Trust Fund (document SAICM/EB.1/4).

IV. Development of operational guidance for the Quick Start Programme

16. Mr. Bo Wahlstrom chaired the meeting of the Board during its discussion on the development of operational guidance for the Quick Start Programme. He reported to the Board that the committee had made certain observations with regard to the above documents. These observations were incorporated in and expanded upon by the Board, which made the following recommendations to the Trust Fund Implementation Committee.

- (a) It would be desirable for projects proposed by civil society networks to involve a national NGO from the country where a project would be executed.
- (b) Use of the OECD Development Assistance Committee's list of aid recipients as the basis for determining whether a QSP Trust Fund project proponent is a developing country, or country with an economy in transition, should be deferred pending further consultations by regional representatives.
- (c) "Educators" should also be regarded as major group that could be part of a "civil society network".
- (d) When considering the "country-drivenness" of a project proposal, the project's consistency with national or sector development plans could be taken into account where such plans exist, but not be required in general.
- (e) Although industry should generally not be eligible to apply for project funding, small companies should not be excluded from proposing projects. The Trust Fund Implementation Committee would need to define "small companies". Projects for small companies would normally be undertaken in partnership with Governments or non-governmental organizations.
- (f) The Trust Fund Implementation Committee should clarify its interpretation of the roles of the inter-governmental organizations, including the role of UNEP in cases where no other organization was involved, in relation to project "execution" and oversight.

(g) Notwithstanding the varied formulations used to refer to eligible countries in different parts of the SAICM documents, it should be understood that the QSP was intended to assist least developed countries and small island developing States in particular.

(h) Whether a project would include meaningful participation by non-governmental stakeholders and whether such non-governmental stakeholders had contributed to the development of the project proposal should be included among the additional factors that could be taken into account by the Trust Fund Implementation Committee when appraising project proposals.

(i) Other factors that the Trust Fund Implementation Committee could consider when appraising project proposals would include whether the project would be supported by co-financing from other sources, whether it involved partnerships with other stakeholders and its potential to contribute to risk reduction.

17. The Board noted that charging of multiple fees on contributions to the QSP Trust Fund was a disincentive to donors. The Board agreed that the co-chairs should write to UNEP requesting that consideration be given to charging a lower fee for the administration of the Trust Fund than the standard 13 per cent, bearing in mind that ICCM resolution I/4 also makes provision, in addition, for individual project budgets to include administrative fees of up to 13 per cent. The letter would include a suggestion that a flat fee could be charged for the administration of the Trust Fund, similar to the practice which the Board understood was followed in relation to the Multilateral Fund for the Montreal Protocol on Substances that Deplete the Ozone Layer.

18. Noting the proposed exclusion of business and industry from the definition of “civil society networks” for Trust Fund purposes, one representative hoped this would not inadvertently exclude useful projects involving industry participation.

19. In response to queries, the secretariat explained that it was proposed to omit Bahamas and Tokelau from the list of small island developing countries for QSP Trust Fund purposes because Bahamas was not included as a developing country on the OECD Development Assistance Committee’s list of aid recipients and because Tokelau was a dependent territory.

20. Commenting on the proposal that project proposals be converted to standard UNEP project documents, several representatives underlined that project management arrangements should not be too heavily oriented towards UNEP requirements. It was clarified by the secretariat that applicants themselves would not be obliged to prepare a UNEP project document. Rather their applications would, after approval, be converted by UNEP to its standard project document format in order to facilitate the transfer of funds and project administration. It was expected that other organizations involved in projects, for example as executing partners, would also need to convert documents to their own formats.

21. Noting the preference of the Trust Fund Implementation Committee to restrict its role to appraising and approving projects, the Board proposed that participating organizations that had been involved in individual projects should report on execution of those projects and that the secretariat should report on projects in which the organizations were not involved. Together such reporting would enable the Trust Fund Implementation Committee to report on project execution to the Trust Fund donors and regional representatives on the Board, as envisaged in paragraph 13 of the Trust Fund terms of reference.

22. The Board noted the observation of the Trust Fund Implementation Committee, in the report of the latter’s first meeting, that the requirement in paragraph 12 of the QSP Trust Fund terms of reference, set out in Appendix II of ICCM resolution I/4, for independent monitoring and evaluation of each project could be a disproportionate burden on project budgets, particularly in the case of projects at the lower end of the \$50,000 to \$250,000 range of Trust Fund projects. The

Board felt that it was nevertheless desirable to retain such a provision and recommended that monitoring and evaluation be undertaken in an appropriately simple and “light” fashion, commensurate with the size of the projects concerned. Experience in this regard should be kept under review by the Trust Fund Implementation Committee in the early stages of the Trust Fund’s operation and reported to the Board. Should there be gaps in monitoring and evaluation of individual projects consideration could be given to addressing these on an aggregate basis.

23. The secretariat confirmed that it considered it had received sufficient guidance from the Trust Fund Implementation Committee and the Board in order to launch the Trust Fund application process. It would do so on a trial basis, noting any problems and uncertainties for consideration by the Trust Fund Implementation Committee and the Board at their future meetings.

V. Other matters

24. The Board welcomed information that, in addition to the Trust Fund donors listed in document SAICM/EB.1/4, a number of other Governments, including those of Austria and the United States, were considering contributions. The Government of Belgium confirmed a pledge of 40,000 Euros during the meeting. The Government of Norway advised that the first 3 million Norwegian kroners of the pledge it had announced at the first session of the ICCM would be paid to the QSP Trust Fund in 2006.

25. The Board noted information on planning for SAICM implementation activities by UNEP, WHO, UNITAR, the United Nations Industrial Development Organization (UNIDO) and UNDP contained in documents SAICM/EB.1/INF/2, INF/3, INF/4, INF/5 and INF/6 respectively, as well as activities anticipated by FAO, as presented orally by its representative. The Governments of Sweden, the United States, Switzerland, Norway, Jamaica, the United Kingdom of Great Britain and Northern Ireland, and Japan informed the Board of the status of their national consideration of SAICM implementation.

26. The representative of EHF indicated that it would assist its fundraising with foundations if it could receive from the secretariat a letter seeking contributions to the QSP. He also called upon the Board to give consideration to the issue of longer term funding for SAICM implementation beyond the Quick Start Programme.

27. The Board agreed with a recommendation by the representative of EHF that the secretariat should develop, in consultation with the co-chairs, a draft format for reporting on QSP contributions. The draft would be circulated to the Board and considered at its next meeting.

VI. Next meeting

28. The Board tentatively agreed that its next meeting should be held in Geneva from 26 to 27 April 2007, back-to-back with the third meeting of the Conference of the Parties to the Stockholm Convention. It noted that the dates for the Board meeting might need to be adjusted should it be decided that the Stockholm Convention meeting be preceded by subsidiary body meetings.

VII. Adoption of the report

29. The Board adopted the present report on the basis of the draft report contained in document SAICM/EB.1/L.1 on the understanding that the co-chairs would be entrusted with its finalization, in consultation with the secretariat.

VIII. Closure of the meeting

30. The first meeting of the Board was declared closed at 6.15 p.m. on 27 April 2006.

Annex A

Resolution I/4 of the International Conference on Chemicals Management adopted at its first session held in Dubai, United Arab Emirates, from 4 to 6 February 2006

I/4. Quick Start Programme

The Conference,

Having incorporated financial considerations within the text of the Overarching Policy Strategy of the Strategic Approach to International Chemicals Management, including a Quick Start Programme supporting initial capacity-building activities for the implementation of Strategic Approach objectives,

1. *Welcomes* the prompt launching of the implementation of the Strategic Approach;
2. *Decides* to establish a Quick Start Programme for the implementation of Strategic Approach objectives building upon the outcomes of the International Conference on Chemicals Management and the Bali Strategic Plan for Technology Support and Capacity-building;
3. *Also decides* that the objective of the Quick Start Programme is to support initial enabling capacity-building and implementation activities in developing countries, least developed countries, small island developing States and countries with economies in transition;
4. *Calls for* the Quick Start Programme to include a United Nations Environment Programme Trust Fund and multilateral, bilateral and other forms of cooperation;
5. *Invites* Governments in a position to do so, regional economic integration organizations, intergovernmental organizations, the private sector, including industry, foundations, non-governmental organizations and other stakeholders, to contribute to the Programme;
6. *Adopts* the strategic priorities and institutional arrangements for the Quick Start Programme as set out in appendix I to the present resolution;
7. *Invites* the Executive Director of the United Nations Environment Programme to establish a voluntary, time-limited Quick Start Programme Trust Fund to provide seed-money to support the objectives of the Programme in accordance with the terms of reference set out in appendix II to the present resolution;
8. *Also invites* Governments in a position to do so, regional economic integration organizations, the private sector including industry, foundations and non-governmental organizations and other stakeholders, to contribute to the Quick Start Programme Trust Fund;
9. *Invites* the representatives of participating organizations of the Inter-Organization Programme for the Sound Management of Chemicals and the United Nations Development Programme to form a Trust Fund Implementation Committee for projects financed by the Quick Start Programme Trust Fund;

10. *Decides* to establish the Quick Start Programme Executive Board, consisting of two government representatives of each of the United Nations regions and all the bilateral and multilateral donors and other contributors to the Programme;

11. *Requests* the Strategic Approach secretariat to facilitate meetings of the Trust Fund Implementation Committee and the Quick Start Programme Executive Board;

12. *Decides* that, at each session of the International Conference on Chemicals Management, two national Government representatives of each United Nations region will be appointed to the Quick Start Programme Executive Board for the intersessional period;

13. *Welcomes* the contributions to the Programme already offered by Belgium, Norway, South Africa, Spain, Sweden, Switzerland and the United Kingdom of Great Britain and Northern Ireland.

Appendix I

Strategic approach to international chemicals management: strategic priorities and institutional arrangements for the Quick Start Programme

A. Objective

1. Building upon the outcomes of the International Conference on Chemicals Management and the Bali Strategic Plan for Technology Support and Capacity-building, the objective of the Quick Start Programme is to support activities to enable initial capacity-building and implementation in developing countries, least developed countries, small island developing States and countries with economies in transition consistent with their national priorities for the implementation of the Strategic Approach objectives as set out in section IV of the Overarching Policy Strategy.

B. Overall approach

2. The Quick Start Programme for the Strategic Approach will take fully into account the characteristics of the Strategic Approach process and its institutional arrangements. It will build upon the Bali Strategic Plan for Technology Support and Capacity-building and facilitate environmentally sound chemicals management. The Programme should help to identify and pave the way for activities that can be assisted by the private sector, including industry, and other non-governmental organizations and through bilateral and multilateral cooperation, for example technical assistance and the sharing of knowledge and experience. The programme will seek to enhance synergies with processes initiated under relevant chemicals and wastes multilateral environmental agreements. While aimed primarily at the country level, the Programme should allow for, and encourage, regional and global approaches.

C. Strategic priorities for the Quick Start Programme

3. The Quick Start Programme should mobilize resources for national priority initial enabling activities in keeping with the work areas set out in the strategic objectives of section IV of the Overarching Policy Strategy, in particular:

(a) Development or updating of national chemical profiles and the identification of capacity needs for sound chemicals management;

(b) Development and strengthening of national chemicals management institutions, plans, programmes and activities to implement the Strategic Approach, building upon work conducted to implement international chemicals-related agreements and initiatives;

(c) Undertaking analysis, interagency coordination, and public participation activities directed at enabling the implementation of the Strategic Approach by integrating – i.e., mainstreaming – the sound management of chemicals in national strategies, and thereby informing development assistance cooperation priorities.

4. Further operational guidance on these strategic priorities will be provided by the Executive Board as required.

D. Financial resources to support the Programme's activities

5. The Programme will invite bilateral and multilateral public and private cooperation and national government financing. It will benefit from a voluntary, time-limited Quick Start Programme Trust Fund administered by the United Nations Environment Programme.

E. Programme implementation

6. Activities financed through bilateral and multilateral cooperation will be implemented in accordance with the arrangements made by participants in that cooperation.

7. Activities financed by the Quick Start Programme Trust Fund will be implemented in accordance with the project management arrangements approved by the Trust Fund Implementation Committee.

F. Governance and reporting

8. The Executive Board will have two co-chairs, one from the regional representatives and one from the donors, elected annually, and will develop and adopt its rules of procedure and will be supported by the Strategic Approach secretariat. The Executive Board will take its decisions by consensus, pending the adoption of its rules of procedure.

9. The Executive Board will meet annually, back to back with another relevant meeting, to review progress under the Programme on the basis of reports from the Trust Fund Implementation Committee and Programme participants, as well as other relevant information provided to them on implementation of the programme.

10. Reports presented to the Executive Board will be made publicly available by the Strategic Approach secretariat.

11. The Executive Board will provide operational guidance on the implementation of the strategic priorities of the Quick Start Programme and advise on other relevant matters as required.

12. The Executive Board will report to the International Conference on Chemicals Management at its second and third sessions on the implementation of the Quick Start Programme.

Appendix II

Terms of reference

Quick Start Programme Trust Fund of the Strategic Approach to International Chemicals Management

A. Administering organization

1. The Executive Director of the United Nations Environment Programme is invited to establish and manage the Quick Start Programme Trust Fund of the Strategic Approach to International Chemicals Management. The Strategic Approach secretariat will provide administrative support to the Quick Start Programme Trust Fund. This Trust Fund shall be separate from the existing Trust Fund used for the expenses of the Strategic Approach secretariat and the inter-governmental process.

B. Objective

2. The Quick Start Programme Trust Fund will provide seed money to support the objective and strategic priorities of the Programme.

C. Time limit

3. The Quick Start Programme Trust Fund will be open to receive voluntary contributions for five years from the date it is established by the Executive Director. Funds may be disbursed for a maximum of seven years from that date.

D. Sources of financing

4. Contributions shall be encouraged from Governments, regional economic integration organizations, the private sector, including industry, foundations, other non-governmental organizations and other stakeholders.

E. Eligibility rules

5. Developing countries and countries with economies in transition will be eligible for support. Approval of projects meeting the objectives outlined in section IV of the Overarching Policy Strategy will take into account geographic and sectoral balance considerations and pay particular attention to urgent needs and the requirements of least developed countries and small island developing States.

6. Project proposals may be presented by Strategic Approach participating Governments that have endorsed or given other appropriate formal recognition of and support for the Strategic Approach, through the relevant Governments. Project proposals must contain full justification for the amount sought.

7. On an exceptional basis and having regard to the resources and administrative capacity available, representatives of civil society networks participating in the Strategic Approach shall also be eligible to present project proposals, subject to endorsement by the countries hosting the projects.

8. Quick Start Programme Trust Fund allocations should be limited to \$50,000-\$250,000 per project proposal, including administration fees not to exceed 13 per cent of a project's value.

F. Project assessment and approval

9. The participating organizations of the Inter-Organization Programme for the Sound Management of Chemicals and the United Nations Development Programme may provide technical assistance in the development of project proposals, upon request by project proponents.

10. Project proposals will be country-driven and will be submitted to the Strategic Approach secretariat and screened for completeness and eligibility.

11. Screened projects will be submitted by the Strategic Approach secretariat to the Trust Fund Implementation Committee for appraisal and approval.

12. Independent monitoring and evaluation and reporting on project implementation to the Trust Fund Implementation Committee will be the responsibility of project proponents.

G. Guidance by the Executive Board

13. The regional representatives and those donors of the Executive Board who have contributed to the Trust Fund will meet during the annual meeting of the Executive Board to consider the operation of the Quick Start Programme Trust Fund. They will review reports from the Trust Fund Implementation Committee on project execution and from the Executive Director of UNEP on the financial resources and administration of the Quick Start Programme Trust Fund and provide guidance and take decisions thereon.

14. The Executive Board will report to the International Conference on Chemicals Management at its second and third sessions on the operations of the Trust Fund.

H. Accounts and audit

15. The accounts and financial management of the Quick Start Programme Trust Fund shall be subject to the internal and external audit process of the United Nations. Accounts for the Trust Fund shall be presented to the Executive Board as soon as possible after the financial period is closed and shall also be considered by the International Conference on Chemicals Management.

Annex B

Rules of procedure for the Executive Board of the Quick Start Programme for the Strategic Approach to International Chemicals Management

Agreed, ad referendum, by the Executive Board at its first meeting on 26 and 27 April 2006.

I. Objective

Rule 1

These rules of procedure shall apply to meetings of the Executive Board of the Quick Start Programme of the Strategic Approach to International Chemicals Management (SAICM).

II. Representation

Rule 2

1. The Executive Board shall be composed of the following:

(a) Two national government representatives of each United Nations region. The term of the representatives shall continue until such date as new representatives are appointed by the International Conference of Chemicals Management at its next session. If a government representative is unable to attend meetings of the Executive Board, the Government from which the representative is nominated shall provide an alternative representative, subject to confirmation by the next session of the International Conference on Chemicals Management.

(b) Bilateral and multilateral donors or other entities² that have made or pledged to make a financial contribution to the Quick Start Programme during the period between the most recent and next session of the International Conference on Chemicals Management. Each such donor or entity shall be represented by a representative, whose name shall be submitted to the secretariat before the meeting. The Board shall, before its next meeting, determine whether new contributions qualify as contributions to the Quick Start Programme according to the objective of the Programme set out in resolution I/4 adopted by the Conference at its first session.

(c) Entities³ that have made or plan to make in-kind or other contributions to the Quick Start Programme during the period between the most recent and next session of the International Conference on Chemicals Management. Each contributor or grouping of contributors shall be represented by a representative, whose name shall be submitted to the secretariat before the meeting. The Board shall, before its next meeting, determine whether new contributions qualify as contributions to the Quick Start Programme according to the objective of the Programme set out in resolution I/4 adopted by the Conference at its first session.

2. Each representative above may be accompanied by one adviser, who may participate in the meeting as an observer.

² In accordance with paragraph 5 of resolution I/4 of the International Conference on Chemicals Management at its first session, "entities" include Governments, regional economic integration organizations, intergovernmental organizations, the private sector, including industry, foundations, non-governmental organizations and other stakeholders.

³ Ibid.

III. Venue, dates and notice of meetings

Rule 3

1. Meetings of the Executive Board shall normally be held annually back to back with other relevant meetings at a place where such relevant meetings are held.
2. The secretariat, in consultation with the co-chairs of the Board, shall make appropriate arrangements for meetings of the Executive Board.

Rule 4

The secretariat shall notify all participants of the venue and dates of a meeting at least eight weeks before it is due to commence.

IV. Agenda

Rule 5

1. The secretariat shall, in consultation with and under the guidance of the co-chairs, prepare a provisional agenda for each meeting. Any representative may request the secretariat to include specific items in the provisional agenda.
2. The provisional agenda shall be communicated to representatives at least eight weeks before the meeting is due to commence.
3. Between the date of communication of the provisional agenda and the date of adoption of the agenda by the Executive Board, representatives may propose supplementary items for inclusion in the agenda.

Rule 6

At the beginning of each meeting, the Executive Board shall adopt the agenda for the meeting on the basis of the provisional agenda and any supplementary items proposed in accordance with rule 5.

Rule 7

During a meeting, the Executive Board may revise the agenda for the meeting.

V. Officers

Rule 8

1. At the commencement of its first meeting in a period between sessions of the International Conference on Chemicals Management, the Executive Board shall elect two co-chairs, one of whom shall be from a developing country, taking into account geographical distribution, as follows:

- (a) One from among the government representatives of the five United Nations regions;
- (b) One from among the representatives of the donors.

2. The term of the co-chairs shall continue until the election of new co-chairs at the commencement of a meeting of the Executive Board held in the next year. Thereafter, the election of the co-chair shall take place on an annual basis at the commencement of a subsequent meeting in the following year. No one shall serve as a co-chair for more than two consecutive terms.

Rule 9

1. In the absence of consensus, elections of the co-chairs shall be decided by secret ballot.
2. If, when a co-chair is to be elected, no candidate obtains in the first ballot a majority of the votes cast by the [representatives][government representatives of the five United Nations regions and the representatives of the donors] present and voting, a second ballot restricted to the two candidates obtaining the largest number of votes shall be taken. If in the second ballot the votes are equally divided, the co-chair shall be decided by drawing lots between the candidates.
3. In the case of a tie in the first ballot between three or more candidates obtaining the largest number of votes, a second ballot shall be held. If a tie results between more than two candidates, the number shall be reduced to two by lot and the balloting, restricted to them, shall continue in accordance with the procedure set out in paragraph 1.

Rule 10

1. In addition to exercising the powers conferred upon them elsewhere in these rules, the co-chairs shall:
 - (a) Declare the opening and closure of each meeting;
 - (b) Preside at meetings of the Board;
 - (c) Ensure the observance of these rules;
 - (d) Accord representatives the right to speak;
 - (e) Put questions for decision and announce decisions;
 - (f) Rule on any points of order; and
 - (g) Subject to these rules, have complete control over the proceedings and maintain order.
2. The co-chairs may also propose:
 - (a) The closure of the list of speakers;
 - (b) A limitation on the time to be allowed to speakers and on the number of times a participant may speak on an issue;
 - (c) The adjournment or closure of debate on an issue; and
 - (d) The suspension or adjournment of a meeting.
3. The co-chairs, in the exercise of their functions, remains at all times under the authority of the Executive Board.

Rule 11

If a co-chair resigns or is otherwise unable to complete his or her term or the functions, a replacement shall be elected by the Executive Board from amongst the representatives of the five United Nations regions or from the representatives of the donors, as the case may be.

VI. Secretariat

Rule 12

1. The SAICM secretariat, provided by the Executive Director of the United Nations Environment Programme, shall provide services for the functioning of the Executive Board.
2. In carrying out the task specified in paragraph 1 above, the secretariat shall, as necessary, consult the co-chairs.

Rule 13

The Executive Director of the United Nations Environment Programme, in providing the secretariat of SAICM, shall be responsible for convening meetings and for making all the necessary arrangements for meetings, including the preparation and distribution of documents at least eight weeks in advance of the meetings.

Rule 14

The secretariat shall, in accordance with these rules:

- (a) Receive, reproduce and distribute the official documents for the meetings;
- (b) Make publicly available reports presented by the secretariat to the Executive Board;
- (c) Prepare and make publicly available a report of each meeting;
- (d) Arrange for the custody and preservation of the documents of each meeting in the archives of the secretariat; and
- (e) Perform such other tasks as the Executive Board may require in relation to its functions.

VII. Conduct of business

Rule 15

The co-chairs may declare a session of the meeting open and permit debate to proceed when at least one-third of the representatives participating in the meeting are present, including representatives from each of the groups identified in rule 2. The presence of two-thirds of the representatives so participating shall be required for any consensus decision to be taken.

Rule 16

1. No one may speak at a session of the meeting without obtaining the permission of the co-chairs. Without prejudice to rules 17, 18, 20 and 21, the co-chairs shall call upon speakers in the

order in which they signify their desire to speak. The secretariat shall maintain a list of speakers. The co-chair may call a speaker to order if the speaker's remarks are not relevant to the subject under discussion.

2. The Executive Board may, on a proposal from the co-chair or from any representative, limit the time allowed to each speaker and the number of times each representative may speak on a question. Before a decision is taken, two representatives may speak in favour of and two against a proposal to set such limits. When the debate is limited and a speaker exceeds the allotted time, the co-chairs shall call the speaker to order without delay.

Rule 17

During the discussion of any matter, a representative may at any time raise a point of order which shall be decided immediately by the co-chairs in accordance with the present rules. A representative may appeal against the ruling of the co-chairs. The appeal shall be put to the vote immediately and the ruling shall stand unless overruled by a majority of the [representatives][government representatives of the five United Nations regions and the representatives of the donors] present and voting. A representative may not, in raising a point of order, speak on the substance of the matter under discussion.

Rule 18

Any motion calling for a decision on the competence of the Executive Board to discuss any matter or to adopt a proposal or an amendment to a proposal shall be decided upon before the matter is discussed or a vote is taken on the proposal or amendment in question.

Rule 19

Proposals and amendments to proposals shall normally be introduced in writing by a representative and handed to the secretariat, which shall circulate copies to the representatives. As a general rule, no proposal may be decided upon at any meeting unless copies of it have been circulated to the representatives before the proposal is debated.

Rule 20

1. Subject to rule 17, the following motions shall have precedence in the order indicated below over all other proposals or motions:

- (a) To suspend the session;
- (b) To adjourn the session;
- (c) To adjourn the debate on the question under discussion;
- (d) To close the debate on the question under discussion.

2. Permission to speak on a motion falling within paragraph 1 (a) to (d) shall be granted to the proposer and, in addition, to one speaker in favour of and two against the motion, after which it shall be put immediately to a vote.

Rule 21

A proposal or motion may be withdrawn by its proposer at any time before voting on it has begun, provided that the proposal or motion has not been amended. A proposal or motion thus withdrawn may be reintroduced by any other representative.

Rule 22

When a proposal has been adopted or rejected, it may not be reconsidered at the same meeting, unless the Executive Board by a two-thirds majority of the [representatives][government representatives of the five United Nations regions and the representatives of the donors] present and voting decides in favour of reconsideration. Permission to speak on a motion to reconsider shall be accorded only to the mover and one other supporter, after which it shall be put immediately to a vote.

VIII. Adoption of decisions

Rule 23

1. The Executive Board shall make every effort to reach agreement on all matters of substance by consensus. If a consensus is not achieved, the decision shall be taken, as a last resort, by a two-thirds majority of the [representatives][government representatives of the five United Nations regions and the representatives of the donors] present and voting.
2. The Executive Board may decide on a matter of procedure by a majority vote of the [representatives][government representatives of the five United Nations regions and the representatives of the donors] present and voting.
3. Where there is disagreement as to whether a matter to be voted on is a substantive or procedural matter, the issue shall be decided by a two-thirds majority of the [representatives][government representatives of the five United Nations regions and the representatives of the donors] present and voting.

Rule 24

If two or more amendments to a proposal are moved, the Executive Board shall first decide on the amendment furthest removed in substance from the original proposal, then on the amendment next furthest removed therefrom, and so on until decisions have been made on all the amendments.

Rule 25

Voting on a single proposal shall normally be by show of hands. A roll-call vote shall be taken if one is requested by any [representative][government representative of the five United Nations regions or a representative of the donors]. It shall be taken in order as determined by lot drawn by the co-chairs.

Rule 26

The vote of each [representative][government representative of the five United Nations regions and each representatives of the donors] in a roll-call vote shall be recorded in the report of the meeting.

Rule 27

After the co-chairs have announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connection with the actual conduct of the voting. The co-chairs may permit representatives to explain their votes, either before or after the voting, and may limit the time allowed for such explanations.

Rule 28

Each [representative][government representative of the five United Nations regions and each representative of the donors] shall have one vote.

IX. Committee on the Quick Start Programme Trust Fund

Rule 29

1. During a meeting of the Executive Board, a committee, composed of government representatives of the five United Nations regions and the representatives of the donors⁴ who have made and/or pledged to make contributions to the Quick Start Programme Trust Fund, shall be set up to consider the operation of the Trust Fund. This committee shall review reports from the Trust Fund Implementation Committee on project execution, review reports from the Executive Director of UNEP on the financial resources and administration of the Quick Start Programme Trust Fund, and provide guidance and take decisions thereon.

2. The committee shall elect its chair. Rules 15 to 28 of the present rules of procedure shall be applied as appropriate in the proceedings of the committee.

X. Public and private meetings

Rule 30

Meetings of the Executive Board shall be held in public unless the Board decides otherwise.

XI. Language

Rule 31

Meetings of the Executive Board shall be held in English.

XII. Amendments to rules of procedure

Rule 32

Amendments to these rules of procedure shall be adopted by consensus of the [representatives][government representatives of the five United Nations regions and the representatives of the donors].

⁴ “Donors” refers to those entities invited to make contributions to the Quick Start Programme Trust Fund in paragraph 4 of the Trust Fund terms of reference set out in Appendix II of resolution I/4 of the International Conference on Chemicals Management, namely Governments, regional economic integration organizations, the private sector, including industry, foundations and other non-governmental organizations and other stakeholders.