



Terms of Reference for the Advisory Committee on the Marrakech Process

Final Version

I. Composition

Co-chair: A representative coming from a developed country government

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Secretariat: UNEP and UN DESA

Members:

- 1 member (a government official) from each of the following regions: Africa, Asia, Europe, LAC, North America and West Asia (total 6 members)
- 2 members representing the Task Forces
- 1 member representing the Development Cooperation Dialogue
- 1 member representing the Business and Industry major group sector
- 1 member representing the NGO major group sector
- 1 member from the host country for the previous International Expert Meeting
- 1 member from the forthcoming International Expert Meeting on SCP, once preparations for that meeting begin

Total membership 15 members in addition to the Secretariat

II. Selection process of the members:

Co-chairs: Two co-chairs (one representative from developing country and the other from developed country) will be selected in addition to the other members of the Advisory Committee. They will not represent constituencies. Members are welcome to nominate candidates for the co-chair positions and the co-chairs will then be selected from a short-list of candidates (see below for rotation and terms). The candidates should have done substantial work in the area of SCP, (be “SCP champions”); preferably in high-level government positions who could bring political weight and support to the Marrakech Process. If a co-chair is not available to attend or participate in a meeting of the Advisory Committee, they may appoint an alternate to act on their behalf.

Regional representatives: The objective is to get strong, experienced, expert voices from each region, preferably from governments. For regional representatives, we can use various criteria for selection, e.g., host country of a regional or international meeting (e.g., Costa Rica, European Commission), key regional implementation organization (e.g. the African Roundtable on SCP – ARSCP – and in Latin America the Regional Council of Government Experts on SCP), and/or regional body/intergovernmental organization working actively on SCP and the Marrakech Process (SCP Help Desk for Asia, or the Asia Pacific Roundtable on SCP – APRSCP).



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Task Forces: The Marrakech Task Forces will be requested to nominate their representatives.

Development Cooperation Dialogue: The working group of the Development Cooperation Dialogue will nominate a representative.

Business and Industry Sector: The representative of Business and Industry will be nominated by the Business and Industry major group organizing partners of the UN Commission on Sustainable Development after consultations in that group.

NGO Sector: The representative of NGOs will be nominated by the NGO sector major group organizing partners of the UN Commission on Sustainable Development after consultations in that group.

Host country: finally, one representative to the Committee will be nominated by the host country of the previous International Expert Meeting (in this case Sweden) and one by the host country of the 4th International Expert Meeting on SCP (2009) when preparations for that meeting begin.

Secretariat: UNEP and UN DESA are de facto members

Rotation and terms for the Co-chairs: The co-chairs will be selected by the members of the Advisory Committee (except for the first election which will be done by the current Steering Committee of the Stockholm meeting). The period for the co-chairs will be 1 year, renewable once.

Rotation and terms of Members: Terms of representation on the Advisory Committee should be a minimum of one year to ensure continuity in decision-making and a maximum of 3 years. It will be left to the discretion of the various groups (regions, task forces, major groups, etc.) to change representatives as needed.

III. Responsibilities

The Advisory Committee on the Marrakech Process will have the following responsibilities:

1. To assist in the development of the 10YFP, giving guidance to UNEP and UNDESA in this regard and providing feedback and inputs on draft proposals of the 10 YFP:
 - Providing guidance and comments on the development of the 10YFP (e.g. draft, outlines).
 - Collaborate to find ways and means to support the adoption and successful launch of the 10YFP at the UN Commission on Sustainable Development during its 18th and 19th sessions (2010/11).
 - Defining adequate ways and means to effectively engage relevant stakeholders globally, SCP networks and initiatives in the development and future implementation of the proposed 10YFP.



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2. Provide expert advice to UNEP and UN DESA on other activities under the Marrakech Process, namely:
 - International expert meetings (next in 2009)
 - Other partnership initiatives with Governments, Business, NGOs and other Major Groups.
3. Support the dissemination and communication strategy of the Marrakech Process being developed by UNEP and UNDESA, by:
 - Advising on the design and maintenance of dynamic and interactive mechanisms for information exchange and dissemination among all partners globally;
 - Establishing links to the Marrakech Process website and activities on their own organizations' websites;
 - Offering their networks and channels of communication to disseminate globally information on the Marrakech Process and its activities
 - Provide inputs from their constituents (e.g. governments, organizations and regions) on matters relating to the Marrakech Process;
 - Mainstreaming the Marrakech Process when relevant and possible in their national and regional global agendas and events;
 - Strengthening the links between the Marrakech Process and other relevant initiatives, such as international meetings on climate change (COP13), chemicals (SAICM), biodiversity, etc.
4. Assist the Secretariat in efforts to mobilize financial resources and develop international partnerships for the various activities being organized under the Marrakech Process, including future international expert meetings, the work of the Marrakech Task Forces, and meetings of the Advisory Committee.

IV. Role of the Secretariat (UNDESA and UNEP):

The Secretariat's main function is to facilitate and coordinate the various activities under the Marrakech Process, identifying synergies and building cooperation at the regional and international levels.

The secretariat is responsible for:

- a. Drafting the proposal for a 10YFP. This will be done:
 - i. Commissioning studies and research to support the development on the 10YFP.
 - ii. Consulting and cooperating with the Advisory Committee and SCP experts, and
 - iii. Holding consultations at the regional and international level, including with all key stakeholders.
- b. Inducing and when necessary coordinating the international and regional meetings on the Marrakech Process (based on available funds and contributions received),
- c. Following-up the work plan derived from the outcomes/recommendations of the international meetings.
- d. Support the work of the Marrakech Task Forces, when requested.
- e. Maintain the official websites of the Marrakech Process and the database of SCP programmes and activities.



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- f. Facilitate the meetings of the Advisory Committee – calling for meetings, conference calls, and preparing the minutes in close cooperation with the co-chairs.

V. Meetings

The Advisory Committee should convene every 4 months, or as needed, either by teleconference or on the margins of major regional/international meetings, depending on availability of funding.

VI. Budget and Finance:

Contributions from donors are welcomed in order to support the organization of the meetings, drafting of necessary documents, and the travel cost of members from developing countries and NGOs. Members from developed countries and business are kindly requested to cover their own travel expenses.

Budget requested per year is approximately US\$70,000.