



## Background paper on the modalities of work of the Standing Committee. Note by the secretariat.

### I. Background

1. At the 17<sup>th</sup> session of the Conference of the Parties (COP), the COP, by decision 2/CP.17,<sup>1</sup> further defined the roles and functions, as well as the composition and working modalities, of the Standing Committee (SC). It also decided that the SC shall develop further modalities for the participation of observers from the operating entities of the financial mechanism of the Convention, from funding entities (multilateral, bilateral and regional) involved in climate finance and from observer organizations from the private sector and civil society accredited to the Convention.<sup>2</sup>
2. In addition to the provisions contained in decision 2/CP.17, annex VI, paragraphs 1–9, the SC is invited to consider and approve the following modalities of work.

### II. Modalities of work of the Standing Committee

#### A. Arrangements for membership of the Standing Committee

3. The term of office of a member shall start at the first meeting of the SC in the calendar year following his or her election and shall end immediately before the first meeting of the SC in the calendar year in which the term ends two years thereafter.
4. As agreed by the COP at its 17<sup>th</sup> session,<sup>3</sup> members of the first SC are deemed elected at COP 17 and will start their term of office at the first SC meeting.
5. If a member of the SC resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, the SC may decide, bearing in mind the proximity of the next session of the COP, to appoint another member from the same constituency to replace the said member for the remainder of that member's mandate, in which case the appointment shall count as one term.
6. If a member is unable to participate in two consecutive meetings of the SC and unable to perform the functions and tasks set out by the SC, the Chair will bring this matter to the attention of the SC and will seek clarification from the constituency that nominated that member on the status of his or her membership, and submit a recommendation to the SC for consideration and decision.

#### B. Arrangements for the chairing of the Standing Committee

7. The Standing Committee shall elect annually a chair and a vice-chair from among its members for a term of one year each, with one being a member from a non-Annex I Party and the other being a member from an Annex I Party. The positions of chair and vice-chair shall alternate annually between a member from a developed country Party and a member from a developing country Party. (Decision 2/CP.17, annex VI, paragraph 4).

8. If the Chair is temporarily unable to fulfil the obligations of the office, the Vice-Chair shall serve as Chair. In the absence of the Chair and Vice-Chair at a particular meeting, any other member designated by the SC shall temporarily serve as the Chair of that meeting.

<sup>1</sup> Decision 2/CP.17, paragraph 120-125, and annex VI of this decision.

<sup>2</sup> Decision 2/CP.17, annex VI, paragraph 5.

<sup>3</sup> Report of the COP on its 17<sup>th</sup> session (FCCC/CP/2011/9), paragraph 67.  
<<http://unfccc.int/resource/docs/2011/cop17/eng/09.pdf>>



9. If the Chair or Vice-Chair is unable to complete the term of office, the SC shall elect a replacement to complete the term of office, taking into account paragraph 7 above.
10. The Chair and the Vice-Chair shall collaborate in chairing meetings of the SC and in guiding the work of the SC so as to ensure coherence between meetings.
11. The Chair shall, *inter alia*, declare the opening and closing of the meeting, ensure the observance of these modalities of work, accord the right to speak and announce decisions. The Chair shall, subject to these modalities, have complete control of the proceedings and over the maintenance of order during meetings.

### C. Arrangements for the organization of meetings of the Standing Committee

12. The Standing Committee shall meet at least twice a year, or more if necessary. (Decision 2/CP.17, annex VI, paragraph 7).

13. The Chair shall, in consultation with the Vice-Chair and assisted by the secretariat, prepare the provisional agenda of each meeting as well as a draft report of the meeting.

14. The meetings of the SC shall take place in the country of the seat of the secretariat, unless otherwise decided by the SC and subject to the necessary arrangements being made by the secretariat in consultation with the Chair. Decisions on the location of meetings other than at the seat of the secretariat shall take into account the benefits of venue rotation, particularly venues in developing countries and those that facilitate the participation of observers of the SC.

15. Documents for a meeting, unless it has been decided by the Chair and the Vice-Chair that the documentation should be restricted for internal use by its members, shall be published on the UNFCCC website at least three weeks prior to the meeting.

16. At each meeting, the SC shall decide on the date and duration of the next meeting.

### D. Arrangements for the participation of observers

17. Observers from Parties and all accredited observers with the UNFCCC, including observers from the operating entities of the financial mechanism of the Convention, from funding entities (multilateral, bilateral and regional) involved in climate finance and from observer organizations from the private sector and civil society admitted to the Convention, may be admitted to attend SC meetings in order to observe and, as appropriate, participate in the proceedings.

18. Observers may, with the agreement of the SC, be invited to address the SC on matters under consideration by the SC. The chair shall notify the SC one week in advance of the meeting of the proposed interventions by observers, if any.

19. Any observer wishing to make an intervention under particular items on the agenda at a meeting shall inform the chair through the secretariat of its interest at least two weeks in advance.

20. The SC may, in the interests of economy and efficiency, decide to limit the physical attendance of observers at its meetings, in accordance with the procedures for the participation of observer organizations referred to in paragraph 17 above.

21. The SC may decide at any time that a meeting or part thereof should be closed to observers.

### E. Arrangements for the work of the Standing Committee

22. The secretariat shall provide administrative support for the work of the SC (Decision 2/CP.17, annex VI, paragraph 9), and shall perform any other functions assigned that the SC may require or that the COP may direct with respect to the work of the SC.

23. The SC shall reach its conclusions by consensus. (Decision 2/CP.17, annex VI, paragraph 8).



24. The working language of the SC shall be English.

25. The SC shall draw upon additional expertise as it may deem necessary. (Decision 2/CP.17, annex VI, paragraph 6).

26. The SC may establish subcommittees, panels, thematic advisory groups or task-focused ad hoc working groups, if required, to provide, inter alia, expert advice to assist the SC in its work.

27. The SC should seek input from intergovernmental and international organizations and the private sector and may seek input from civil society in undertaking its work. It may invite advisers drawn from relevant intergovernmental and international organizations as well as the private sector and civil society to participate in its meetings as expert advisers on specific issues as they arise.

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