

### A. Scope

#### Rule 1

1. These rules of procedure are drawn from relevant decisions of the Conference of the Parties (COP) and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA), which remain as the authoritative guidance.
2. These rules of procedure shall apply to any activity of the Consultative Group of Experts undertaken in accordance with decisions 3/CP.8, 19/CP.19, 11/CP.24, 18/CMA.1, 9/CP.30, 16/CMA.7 and any other subsequent relevant COP and CMA decisions.

### B. Definitions

#### Rule 2

3. For the purpose of these rules:
  - (a) “Consultative Group of Experts” means the expert group referred to in decisions 11/CP.24, 18/CMA.1, 9/CP.30 and 16/CMA.7;
  - (b) “Convention” means the United Nations Framework Convention on Climate Change (UNFCCC);
  - (c) “Agreement” means the Paris Agreement;
  - (d) “COP” means the Conference of the Parties to the Convention;
  - (e) “CMA” means the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement;
  - (f) “SBI” means Subsidiary Body for Implementation;
  - (g) “Parties” means Parties to the Convention, or Parties to the Convention that are also Parties to the Paris Agreement;
  - (h) “Non-Annex I Parties” means Parties not included in Annex I to the Convention;
  - (i) “Decision 3/CP.8”, “decision 19/CP.19”, “decision 11/CP.24”, “decision 18/CMA.1”, “decision 9/CP.30” and “decision 16/CMA.7”, refer to the decisions taken by the COP at its eighth, nineteenth, twenty-fourth and thirtieth sessions, and the CMA at its first and seventh sessions on the Consultative Group of Experts as contained in document FCCC/CP/2002/7/Add.1, FCCC/CP/2013/10/Add.2, FCCC/CP/2018/10, FCCC/PA/CMA/2018/3, FCCC/CP/2025/12 and FCCC/PA/CMA/2025/19 respectively;
  - (j) “Meeting” means any meeting of the Consultative Group of Experts;
  - (k) “Member” means a representative elected by the COP as member of the Consultative Group of Experts, accorded the right to participate in the meetings of the group;

- (l) “Chair” and “Rapporteur” means those members of the Consultative Group of Experts elected as Chairperson and Rapporteur by members of the Consultative Group of Experts;
- (m) “Secretariat” means the secretariat referred to in Article 8 of the United Nations Framework Convention on Climate Change and the secretariat referred to in Article 17 of the Paris Agreement.

### **C. Nomination, election and re-election**

#### Rule 3

- 4. Pursuant to decision 9/CP.30, paragraph 3, the Consultative Group of Experts shall comprise of 27 experts as follows:
  - (a) Two from Parties included in Annex I to the Convention;
  - (b) Six from Parties not included in Annex I to the Convention, noting that these seats shall be equally distributed among the three regional groups of Parties not included in Annex I to the Convention referred to in paragraph 3(d–e) and (g) below;
  - (c) One from Parties not included in Annex I to the Convention from Eastern European States;
  - (d) Three from African States;
  - (e) Three from Asia-Pacific States;
  - (f) One from Eastern European States;
  - (g) Three from Latin American and Caribbean States;
  - (h) Three from Western European and other States;
  - (i) One from the least developed countries;
  - (j) One from small island developing States;
  - (k) One from each of three international organizations with relevant experience in providing technical assistance to Parties not included in Annex I to the Convention and developing country Parties in the preparation of national communications, biennial update reports and biennial transparency reports.

#### Rule 4

- 5. Pursuant to decisions 3/CP.8, annex, paragraph 4 and 9/CP.30, paragraph 3, the appointments to Consultative Group of Experts are made as follows:
  - (a) The experts referred to in paragraph 3 (a – j) above shall be nominated by the Parties from the relevant regional groups and constituencies;
  - (b) One expert from each of three international organizations with relevant experience in providing technical assistance to Parties not included in Annex I to the Convention and

developing country Parties in the preparation of national communications, biennial update reports and biennial transparency reports, referred to in paragraph 3 (k) above shall be selected by the secretariat.

6. Pursuant to decision 3/CP.8, annex, paragraph 4 and decision 9/CP.30, paragraph 3, the Chair of the SBI shall be notified of these appointments.
7. Pursuant to decision 9/CP.30, paragraph 4, the Consultative Group of Experts shall be composed of experts drawn from the UNFCCC roster of experts with expertise in at least one of the sections of national communications, biennial update reports and biennial transparency reports in accordance with the relevant guidelines.
8. Pursuant to decision 9/CP.30, paragraph 5, regional groups, the least developed countries and small island developing States, in nominating their experts to the Consultative Group of Experts, are encouraged to make every effort to ensure balanced representation in the areas of expertise referred to in paragraph 4 above, and to take into account gender balance in accordance with decisions 36/CP.7 and 23/CP.18.
9. Pursuant to decision 3/CP.8, annex, paragraph 5, the members of the Consultative Group of Experts shall be nominated for a period of two years and shall serve a maximum of two consecutive terms. For reasons of continuity and institutional memory, two members of each regional group of the Consultative Group of Experts shall continue to serve for a period of one year. Thereafter, new members shall be nominated to replace those who have served their terms.
10. Pursuant to decision 9/CP.30, paragraph 6, the members of the Consultative Group of Experts shall remain in office until their successors are elected and that, in such cases, the Consultative Group of Experts shall notify, via the secretariat, the Chair of the SBI thereof.

### **D. Resignation and non-participation**

#### Rule 5

11. Pursuant to decision 3/CP.8, annex, paragraph 7, if a member of the Consultative Group of Experts resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, the Consultative Group of Experts may decide, bearing in mind the proximity of the next session of the COP, to request the relevant regional groups and constituencies that nominated the member to nominate another member to replace the said member for the remainder of that member's term. In such a case, the Consultative Group of Experts shall take into account any views expressed by the relevant regional groups and constituencies that nominated the member and shall notify the Chair of the SBI of any replacement.
12. If a member is unable to participate in two consecutive meetings of the Consultative Group of Experts and is unable to perform the functions and tasks set out by the relevant regional groups and constituencies, the Chair of the Consultative Group of Experts will bring this matter to the attention of the SBI Chair to seek clarification from the relevant regional group and constituency that nominated the member on the status of his/her membership.

### **E. Officers**

#### Rule 6

13. Pursuant to decision 3/CP.8, annex, paragraph 6 and decision 9/CP.30, paragraph 7, members from the three regional groups of Parties not included in Annex I to the Convention shall serve as Chair and Rapporteur on a rotational basis. The Chair shall serve for a period of one year. The Rapporteur shall succeed in serving as Chair, at which time a new Rapporteur shall be nominated.
14. If the Chair is temporarily unable to fulfil the obligations of the office, the Rapporteur shall serve as the Chair. In the absence of the Chair and the Rapporteur at a particular meeting, any other member designated by the Consultative Group of Experts shall temporarily serve as the Chair of that meeting.
15. The Chair shall, inter alia, declare the opening and closing of meetings, ensure the observance of these rules of procedure, accord the right to speak and announce decisions. The Chair shall rule on points of order and, subject to these rules of procedure, shall have complete control over the proceedings of meetings and the maintenance of order at meetings.

### **F. Conflict of interest**

#### Rule 7

16. The members of the Consultative Group of Experts must promptly disclose and recuse themselves from any decision-making where their personal or financial interests may be affected in order to avoid a conflict of interest or the appearance of one.

### **G. Delegation to other expert groups and constituted bodies, and relevant work under the Convention and the Agreement**

#### Rule 8

17. Member(s) of the Consultative Group of Experts from the regions and the constituencies referred to in paragraph 3 (a - j) above, with relevant expertise can be delegated as the representative(s) of the Consultative Group of Experts to participate, as per the relevant COP and CMA decision(s), in the work of other expert groups and constituted bodies and other relevant work under the Convention and the Paris Agreement;
18. Any member so delegated shall on a regular basis report back to the Consultative Group of Experts on their participation in the work of the group or body or other relevant work under the Convention and the Agreement to which they are nominated, including any decisions or actions taken by the group or body that impact the Consultative Group of Experts.
19. The Consultative Group of Experts members can be delegated for a term of one year and may be eligible to serve a maximum of two consecutive terms of one year in the delegated capacity subject to the term of their office on the Consultative Group of Experts.
20. In delegating its representatives to bodies, groups and other relevant work under the Convention and the Agreement, the Consultative Group of Experts shall take into account the relevant expertise of its members as well as the need to provide for rotation of members from the regions and the constituencies referred to in paragraph 3 (a – j) above.

### H. Committees, Panels, Working Groups and Additional Experts

#### Rule 9

21. The Consultative Group of Experts may establish committees, panels and working groups, if required, to undertake specific tasks assigned by the Consultative Group of Experts, to provide expert advice, to assist the Consultative Group of Experts in the performance of its functions.
22. Pursuant to decision 3/CP.8, annex, paragraph 4, additional experts shall be selected from the roster of experts on an ad hoc basis, when required, on the basis of their specific areas of expertise and in consultation with the Chair of the SBI, who will decide on their terms and lengths of service.

### I. Working language

#### Rule 10

23. The working language of the Consultative Group of Experts shall be English.
24. Documents of the meetings of the Consultative Group of Experts shall be provided in English only.
25. The full text of the reports prepared by the Consultative Group of Experts shall be made publicly available via the UNFCCC website in English and, if the resources permit, in other official languages of the United Nations.

### J. Meetings

#### Rule 11

26. The Consultative Group of Experts shall meet at least twice a year and may hold additional meetings if necessary to enable it to discharge its responsibilities.
27. The meetings of the Consultative Group of Experts shall take place in Bonn, the seat of the UNFCCC secretariat, except when the meeting is held in conjunction with the workshops of the Consultative Group of Experts held outside of Bonn, in which case the Consultative Group of Experts meeting will take place in the country or at the venue of the relevant Consultative Group of Experts workshop.
28. The Chair, assisted by the secretariat, shall prepare the provisional agenda for each meeting as well as the minutes of the meeting and the progress report of the Consultative Group of Experts capturing the summary of the proceedings and discussions at the meeting.
29. The provisional agenda for each meeting shall be transmitted to members of the Consultative Group of Experts at least four weeks in advance of the meeting. Further, the relevant background materials for the meeting will be made available, to the extent possible, two weeks in advance of the meeting.
30. Members may propose additions or changes to the provisional agenda, in writing, to the secretariat within one week of receiving the provisional agenda, and these additions or changes should be included in a revised provisional agenda by the secretariat in agreement with the Chair and transmitted to the members of the Consultative Group of Experts.

31. The Consultative Group of Experts shall, at the beginning of each meeting, adopt the meeting agenda.
32. Any item included on the agenda for a meeting of the Consultative Group of Experts of which consideration has not been completed at that meeting shall automatically be included on the provisional agenda for the next meeting, unless otherwise decided by the Consultative Group of Experts.
33. At least two thirds of the members of the Consultative Group of Experts constitute a quorum, whereby at least half of the members plus one must be physically present, and the rest may participate remotely.
34. The Committees, Panels and Working Groups of the Consultative Group of Experts may convene their meetings in conjunction with the meetings of the Consultative Group of Experts. Such Committees, Panels and Working Groups shall report to the Consultative Group of Experts on their work.

### **K. Observers**

#### Rule 12

35. The Consultative Group of Experts may from time to time, request observers from intergovernmental, multilateral and observer organizations to participate in the consideration of specific issues at its meetings to facilitate the Consultative Group of Experts in discharging its responsibilities.

### **L. Secretariat**

#### Rule 13

36. The secretariat shall support and facilitate the work of the Consultative Group of Experts,<sup>1</sup> subject to the availability of resources.
37. The secretariat shall:
  - (a) Publish the list of the members of the Consultative Group of Experts, including their respective area of expertise and experience relating to national communications, biennial update reports, and/or biennial transparency reports;
  - (b) Notify the SBI of appointment of experts as the members of the Consultative Group of Experts;
  - (c) Organize meetings and workshops of the Consultative Group of Experts and compile reports on its meetings and workshops for consideration by the SBI;

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<sup>1</sup> This includes work of any committee, panel and working group established by the Consultative Group of Experts in accordance with Rule 9 of the rules of procedure.

- (d) Provide technical and logistical support to the Consultative Group of Experts, as required, in relation to undertaking its activities as per the terms of the reference and the agreed work programme;
- (e) Liaise with other relevant multilateral programmes and organizations with a view to providing additional financial and technical support to the Consultative Group of Experts, as required, related to the preparation of national communications, biennial update reports, and biennial transparency reports;
- (f) Disseminate the information materials and technical reports prepared by the Consultative Group of Experts to Parties, and other relevant experts and organizations;
- (g) Report to the Consultative Group of Experts on the composition of the team of technical experts for technical analysis under the international consultation and analysis, and the technical expert teams participating in the technical expert review, as well as on the implementation of the training programme for technical expert review teams on a semi-annual basis.

### **M. Decision Making Process**

#### Rule 14

38. Decisions by the Consultative Group of Experts shall be taken by consensus.

### **N. Amendment of the Rules of Procedure**

#### Rule 15

39. The Consultative Group of Experts shall on a regular basis revise its rules of procedure, if needed.

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