



## Paris Committee on Capacity-building

01 June 2020

Fourth meeting  
22–25 June 2020

### **Background note on criteria for the participation of external stakeholders in working groups of the Paris Committee on Capacity-building**

#### *Recommended actions by the Paris Committee on Capacity-building*

The Paris Committee on Capacity-building (PCCB) will be invited to:

- (a) Consider the proposed draft criteria for the participation of external stakeholders in PCCB working groups, as contained in the annex;
- (b) Agree on the procedure for finalizing the criteria and on appropriate next steps.

## **I. Possible actions for consideration by the Paris Committee on Capacity-building**

1. The PCCB may wish to consider the draft criteria for the participation of external experts in the PCCB working groups, as contained in the annex, with a view to adopting these criteria for the next workplan period (2021–2024).
2. The PCCB may wish to further develop and agree on the criteria intersessionally, for example in meetings via conference call or other virtual means. As appropriate next steps, the PCCB may wish to endorse the criteria at its 5<sup>th</sup> meeting in 2021, make these publicly available on the PCCB web page and adopt them for the next workplan period.

## **II. Background**

3. The PCCB may engage with, and draw upon expertise from, relevant institutions, organizations, frameworks, networks and centres outside the Convention, including at the intergovernmental, regional, national and subnational level, where appropriate.<sup>1</sup>
4. At the 3<sup>rd</sup> meeting of the PCCB, members reiterated their agreement from the 2<sup>nd</sup> meeting in May 2018 to open the working groups up to external experts upon invitation, and agreed that the associated criteria will be developed intersessionally. The PCCB agreed that this is planned to be implemented for the next PCCB workplan.

---

<sup>1</sup> Pursuant to decision 2/CP.22, annex, para. 15.

## Annex

### **Draft criteria for the participation of experts in the working groups of the Paris Committee on Capacity-building for the next workplan period (2021–2024)**

- In the light of the decision of the Paris Committee on Capacity-building (PCCB) to develop criteria for the participation of external experts in the PCCB working groups for the next workplan period, the PCCB may wish to discuss the following.
- a) **Identification of external experts:**
- The PCCB may wish to draw expertise from PCCB Network members, on the basis of members' areas of focus and expertise stated in their registration profile;
  - At the request of the PCCB, experts will be nominated by their affiliated organizations. All experts will serve in a personal capacity;
  - The PCCB working groups will screen nominated experts to assess the level of required experience and knowledge, striving to ensure a balanced representation, including in terms of region;
  - If the expertise required by the working groups is not available within the PCCB Network, the PCCB may seek expertise from external entities or initiatives.
- b) **Engagement of external experts:**
- Participation in the working groups may take different forms and be subject to different modalities, depending on the needs of the working group in question:
    - a. Ad-hoc engagement: external experts will only participate in a limited number of working group discussions, and their engagement will not necessarily be of a continuous nature. While the contribution of those experts involved will be acknowledged and reflected on relevant web pages and documents, they will not be referred to as 'external members' of the working groups. Working groups are encouraged to engage with any number of external experts on an ad-hoc basis, as appropriate;
    - b. Activity-based: external experts will continuously support the working groups with regard to specific activities or products. They will be referred to as 'external members' and will be invited to attend working group meetings focused on the specified activity or product, unless otherwise decided by the working group;
    - c. Thematic-based: depending on the needs and focus of the work, working groups are encouraged to invite external experts to join the working group on a continuous basis and provide expert advice and support on the general theme of the working group. These experts will be referred to as 'external members' and will be invited to attend all meetings of the working group, unless otherwise decided by the working group.
- c) **Membership of external members:**
- For the next workplan period, the PCCB may wish to invite each working group to annually invite up to three external members to take part in the working groups on an activity-based or thematic-based basis;
  - External members will join the working groups for an initial term of one year, with the possibility of a one-year extension, subject to mutual agreement by the parties.
- d) **Working arrangements:**
- It is planned that external members will be involved in the intersessional work of working groups through virtual means. Though external members are welcome to join the annual meetings of the PCCB, the PCCB is not able to provide any financial support to this end;
  - When joining a working group, external experts will confirm whether they are available to attend relevant working group meetings, provide inputs and participate in follow-up discussions through virtual means;

- 
- If external members are unable to effectively contribute to the work of the working group owing to an unforeseen change of circumstances on either side, given that a transparent and accountable communication is obliged, the membership may be terminated unilaterally by either party.

**e) Decision-making:**

- The working groups are entitled to use their discretion in expressing a need for external experts, the type of engagement required and the number of external experts joining the working group.;
- Proposals concerning the participation of an external expert in a working group will be approved by the PCCB on a no-objection basis within 10 working days, after which the engagement of the external expert is deemed confirmed and can be reflected on the working group's web page;
- External members shall be accorded the right to speak at all times during meetings of the working groups or the PCCB, but shall abstain from decision-making by the working group or the PCCB;
- The criteria provided in this document are subject to change by the PCCB.

**f) Communication modalities:**

- The rules of procedure adopted by the PCCB provide the basis for the operation of the PCCB under its working groups, including the working language of the PCCB and engagement with external experts;
- The working group leads should keep all PCCB members informed about updates on the engagement of external experts intersessionally;
- External experts and the PCCB will communicate through the working groups. The working group leads are the primary points of contact for external experts wishing to submit queries.