

ANNEX 5

Forum Standing Committee Terms of Reference

FORUM STANDING COMMITTEE Terms of Reference

Composition and elected members

President
5 Vice-Presidents
1 IOMC (Chairperson of IOCC)¹
4 NGOs² - industry, science, public interest, workers
2 Africa
2 Central and Eastern Europe
2 Latin America & Caribbean
3 Asia and the Pacific
3 Western Europe and Other Groups
Host Country for next Forum meeting
Immediate past president of the IFCS
This gives a total of 25 participants.

The Executive Secretary of the IFCS will support the Forum Standing Committee.

Role and responsibilities

- The Forum Standing Committee will guide the process of development of meeting materials and documents following the practice of lead country/sponsor/organization approach to preparing materials for agenda items.
- The Forum Standing Committee will assist the Secretariat of the IFCS in fund raising for the Trust Fund and for funds to support participation in IFCS activities ("twinning" arrangements).
- As needed, the Forum Standing Committee will provide initial input on significant new issues to be considered by the Forum, preparing needed relevant materials on the matter for dissemination to IFCS participants.
- The Forum Standing Committee will assist in regional efforts.
- The Forum Standing Committee will coordinate taking forward IFCS recommendations through national representatives to the governing bodies of international organizations, as appropriate.
- The Forum Standing Committee will coordinate transmittal of IFCS reports and information to the UN Commission for Sustainable Development, as appropriate.

¹ IOMC - Inter-Organization Programme for the Sound Management of Chemicals
IOCC – Inter-Organization Coordinating Committee

² Non-governmental organizations

- The Forum Standing Committee is not empowered to take decisions for the President, Vice-Presidents or the Forum itself.
- Except for the President who, as an independent chairperson acts in accordance with the recommendations of the Forum as a whole, members of the Forum Standing Committee will serve as conduits for the views of participant countries in their respective IFCS regions or respective NGO or IGO constituency. To the extent possible, consultations and discussions should be undertaken with those countries or organizations by members of the Forum Standing Committee. The Forum Standing Committee should actively support such efforts e.g. by allowing time for consultations or making meeting materials available.

Working procedures

- To the extent possible the Forum Standing Committee will undertake its work through correspondence and teleconferencing.
- The President and Executive Secretary will develop the proposed agenda for meetings and teleconferences in consultation with other members of the Forum Standing Committee.
- The working language will be English, with the provision of interpretation during meetings decided on a case by case basis.
- To provide for consistency and involvement, alternates should be designated to participate in meetings only as an exception. Members may, subject to prior discussion with the President, be accompanied at meetings by co-workers where their expertise is specifically required, keeping in mind that the effectiveness of the work of the group is best served by keeping the attendance as small as possible.
- A government member, when first joining the Forum Standing Committee will nominate another government, as agreed to in its regional group, to act as an alternate or substitute when necessary. The Executive Secretary could call on this alternate or substitute government, as appropriate.
- The President has the authority to convene meetings either at his or her initiative or in response to requests from members of the Forum Standing Committee.
- The Forum Standing Committee will keep the IFCS participants regularly informed on their work. Various means will be considered, including the issuing of a “news bulletin” letter as well as posting information on the Internet. The papers and records of the Standing Committee will be made available to the participants of the IFCS upon request.