

IOMC Co-ordinating Groups Standard Operating Procedures

The work of the Group is expected to catalyse co-ordination and collaboration and enhance the effectiveness of resources provided by member organizations and groups for the specific area of chemical safety work. In principle, the technical activities are undertaken by member organizations and groups which provide the resources required.

Terms of Reference

Each coordinating group shall draft for approval by the Inter-organization Coordinating Committee (IOCC) terms of reference for the Group taking into account the Standard Operating Procedures. The terms of reference may include specific procedures for undertaking special coordinating tasks. The Group should keep under review the terms of reference and submit any request for amendment to the IOCC.

Membership

IOMC Participating Organizations

With agreement of the IOMC Inter-Organization Coordinating Committee (IOCC), intergovernmental organisations, governments, and international industry, labour and public interest nongovernmental organizations (NGOs), that have significant activities in the area of focus can be invited to participate. Membership proposals should be submitted in writing to the IOMC/IOCC Secretariat. Industry, labour and public interest NGOs are responsible for coordinating representation and membership within and among their respective nongovernmental organization groupings.

As deemed beneficial to effectively carrying out their work, Co-ordinating Groups may request IOCC approval to invite other groups with significant activities in the area of focus to participate.

Each member organization, government or group shall be requested by the Secretariat to designate a representative. In designating a representative to the Co-ordinating Group, members should take into account the need for consistency and involvement, keeping in mind that the effectiveness of the work of the group is best served by keeping the attendance as small as possible. Members may, subject to prior discussion with the Chairperson and Secretariat, be accompanied at meetings by advisors where their expertise is specifically required

Each member of the Co-ordinating Group will cover the costs of his/her own participation in the meetings of the Group.

Administration/Organisation

The Co-ordinating Group will operate under, and report to, the IOCC.

To the extent possible, Co-ordinating Groups are encouraged to carry out their work through correspondence and teleconferencing.

The working language will be English.

Resources required for undertaking any specific coordination tasks which the Co-ordinating Group might agree to undertake will be considered by the Co-ordinating Group on an ad hoc basis.

Secretariat

The Co-ordinating Group will be serviced by a secretariat which is provided by one or more of the IOMC Participating Organizations. The resources required for the Secretariat of the Co-ordinating Group will be provided by the organisation(s) designated to carry out the secretariat function.

The main functions of the Secretariat will be to: facilitate communication and information exchange among members of the Co-ordinating Group; maintain records of group membership and activities to ensure meeting procedures are consistent; prepare meeting records, draft progress reports and other documentation relevant to the work of the Co-ordinating Group; ensure that the IOMC website contains up-to-date information on the Co-ordinating Group and in particular the terms of reference, list of members and the designated representatives. Depending upon the agreed activities of the Co-ordinating Group, the Secretariat could be requested to take on additional functions, resources permitting.

Chairperson

A Chairperson and a Vice Chairperson of the Co-ordinating Group will be elected on a rotating basis through a consensus-based process from the designated representatives of the members. The members of each CG will establish the time frame for the term of office. In the absence of the serving Chairperson for a meeting, the Vice Chairperson will serve as meeting chair.

In consultation with the Secretariat, the Chairperson will call meetings of the Co-ordinating Group, provide input for the meeting agenda and represent the Co-ordinating Group, as appropriate, on issues which have been previously agreed by the group.

Decision Making Process

Will operate on the basis of consensus.

Ad hoc working groups

Ad hoc working groups may be established under the Co-ordinating Group in order to co-ordinate specific activities.

Observers

Specific procedures for observers may be established by a Co-ordinating Group. In the absence of such procedures, the Chairperson and the Secretariat may invite other organizations or experts to attend meetings as observers.

Reporting

1. Status reports to IOCC

Status reports from all IOMC Co-ordinating Groups shall be a standard IOCC meeting agenda item. To facilitate reporting, a standard reporting format was developed and agreed (Annex 1).

Coordinating Group Reports should be submitted to the IOMC Secretariat 6 weeks prior to an IOCC meeting in paper and electronic format (Word Perfect or MS Word files preferred); files may be sent via e-mail to iomc@who.ch

2. Report of Co-ordinating Group Meetings

The Co-ordinating Group secretariat is responsible for distributing the draft report to members of the Co-ordinating Group within six (6) weeks of a Co-ordinating Group meeting. The report should summarize the agenda items, issues, discussions and agreed decisions and action items.

The final meeting report should be submitted to the IOCC Secretariat [in paper and electronic format (Word Perfect or MS Word files preferred); files may be sent via e-mail to iomc@who.ch]. The IOMC/IOCC Secretariat will be responsible for distributing copies to members of the IOCC.

3. As requested by the IOCC, the effectiveness of the work should be reviewed by the group and the review presented in the form of a written report to the IOCC.

Standard Format for Status Reports of IOMC Coordinating Groups *Approved by IOCC - October 1998*

The Inter-Organization Coordinating Committee (IOCC) has decided that brief status reports should be submitted by each IOMC coordinating group as a standard agenda item for IOCC meetings. To facilitate reporting, a standard format has been developed.

Total Length 3 pages maximum **Sections**

1. Issues for consideration and actions requested of the IOCC (if any)
 - The issues for consideration should be succinctly presented in 1 page.
 - The actions requested could then be presented in bullet format in no more than 1 page.
2. Background information relevant to the issues and actions (as required) - 1 page
3. Brief summary of the current main focus of the coordinating group's efforts - 1 page
4. Coordinating Group Meeting Schedule Annex
 - List of members of coordinating group
 - List of participants in meeting(s) of coordinating group being reported

Coordinating Group Reports should be submitted to the IOMC Secretariat 6 weeks prior to an IOCC meeting in paper and electronic format (Word Perfect or MS Word files preferred); files may be sent via e-mail to infoIOMC@who.int