



International Resource Panel

Policies and Procedures for Working Groups¹

1. Working Groups

The objective of a Working Group is to produce an assessment report for consideration and approval by the Panel. Working Groups ensure the quality and evidence-base of the assessment report. Contribution of Working Group members will be fully acknowledged in the final publication.

1.1 Composition

1. The Working Group consists of approximately 10 members with expertise in the topic of study of the Working Group.
2. The Working Group may have one Chair or two Co-Chairs from the existing Panel members, depending on specific needs and Panel discussion.
3. The Working Group strives to have a balanced membership in terms of expertise, geographic area and gender, involving experts who are not members of the International Resource Panel, including from the business and industry sector as appropriate.
4. Membership of the Working Group is for the duration of the study from initiation until publication of the report.
5. Members of the Working Group are not remunerated for their contribution but relevant expenses may be covered in accordance with UNEP rules and procedures.
6. Members serve on the Working Group in their individual capacities and not as representatives of organizations or governments.
7. The Working Group is convened by the Chair or Co-Chairs and meets as and when necessary to fulfill assessment tasks.

1.2 Requirements for Membership of Working Group

8. Members have proven specialist knowledge and experience in one or more areas relevant to the study topic.
9. Members have extensive publications in their specialist field in the international, peer-reviewed scientific literature.
10. Members are willing to contribute sections or chapters to an assessment report.
11. Members are willing to adhere to professional conduct and scientific integrity principles and submit conflict of interest disclosures.

¹ The present document was adopted by the Steering Committee at the 9th meeting of the International Resource Panel on 22 November 2011 in New Delhi, India. It complements the document entitled "Terms of Reference", adopted during the Second Meeting of the International Resource Panel on 19-20 May 2008. For roles and responsibilities of the Secretariat please refer to the "Terms of Reference" document.



1.3 Process for Selection and Appointment of Working Group Members

12. Members of the Panel, Steering Committee, Secretariat and Working Group may recommend candidates for membership of the Working Group.

13. The Chair or Co-Chairs of the Working Group, with assistance of the Secretariat, compile a list of candidates and appoint members of the Working Group.

1.4 Process for Selection of Working Group Chair or Co-Chairs

14. The Panel Co-Chairs identify and select the Chair or Co-Chairs of a Working Group from the current Panel members.

1.5 Roles of Working Group Members

15. Make recommendations to the Chair or Co-Chairs of a Working Group on the work plan and composition of the Working Group.

16. Execute the work plan under the guidance of the Working Group Chair or Co-Chairs.

17. Contribute to the development of assessment reports by providing input, drafting section or chapter and reviewing the drafts prepared by other experts in the Working Group.

18. Produce a draft assessment report for submission to peer reviewers.

19. Prepare responses to peer reviewers' comments.

20. Complete the final assessment report for submission to the Panel for approval.

21. Provide progress reports to the Panel as requested by the Co-Chairs of the Panel.

1.6 Departure and Replacement of a Working Group Member

22. A Working Group member(s) may depart from the Working Group under the following circumstances:

a. Working Group member submits her/his resignation in written form to the Secretariat.

b. Working Group member is not able to attend Working Group meetings and/or to make a relevant contribution to the study.

c. Working Group member is not able to adhere to the integrity principles or has conflict of interest.

23. In this circumstance, the Panel Co-Chairs should be advised by the Working Group Chair or Co-Chairs and the Secretariat; the decision to request a Working Group member to step down rests with the Co-Chairs of the Panel.

24. Replacement of Working Group members should follow the procedures outlined in 1.3 above.