



RULES OF PROCEDURE

Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE)

A. Scope

Rule 1

1. These rules of procedure shall apply to any activity of the Consultative Group of Experts on national communications of Parties not included in Annex I to the Convention (CGE) undertaken in accordance with the annex to decision 19/CP.19 on the terms of reference of the Consultative Group of Experts.

B. Definitions

Rule 2

2. For the purpose of these rules:

(a) The ‘Convention’ means the United Nations Framework Convention on Climate Change (UNFCCC);

(b) The “COP” means the Conference of the Parties to the Convention;

(c) The “SBI” means Subsidiary Body for Implementation;

(d) “Parties” means Parties to the Convention;

(e) “Non-Annex I Parties” means Parties not included in the Annex I to the Convention;

(f) The “Consultative Group of Experts” means the Consultative Group of Experts on national communications of Parties not included in Annex I to the Convention established at COP 5 in accordance to decision 8/CP.5;

(g) “Decision 3/CP.8”, and “decision 19/CP.19” refer to the decisions taken by the Conference of the Parties to the United Nations Framework Convention on Climate Change (COP) at its eighth and nineteenth sessions on the Consultative Group of Experts as contained in document FCCC/CP/2002/7/Add.1 and FCCC/CP/2013/10/Add.2 respectively;

(h) “Meeting” means any meeting of the Consultative Group of Experts;

(i) “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;

- (j) “Chair” and “Rapporteur” means those members of the expert group elected as Chairperson and Rapporteur by members of the Consultative Group of Experts;
- (k) The “secretariat” means the secretariat of the United Nations Framework Convention on Climate Change.

C. Nomination, election and re-election

Rule 3

3. The Consultative Group of Experts shall comprise of 24 experts as follows:¹
- (a) Five members from each of the regions of non-Annex I Parties, namely, Africa, Asia and the Pacific, and Latin America and the Caribbean;
- (b) Six members from Parties included in Annex I to the Convention (Annex I Parties), including one from countries with economies in transition;
- (c) One member from each of three international organizations with relevant experience in providing technical assistance to non-Annex I Parties in the preparation of national communications.

Rule 4

4. Appointments to Consultative Group of Experts are made as follows:²
- (a) The experts referred to in paragraphs 3 (a) and (b) above shall be appointed by the Parties from that region in order to ensure geographical balance;
- (b) The experts from Annex I Parties shall be appointed by the Annex I Parties;
- (c) One expert from each of three organizations with relevant experience in providing technical assistance to non-Annex I Parties shall be selected by the secretariat.
5. The Chair of the SBI shall be notified of these appointments.³
6. 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 or biennial update reports in accordance with the relevant guidelines.⁴
7. 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.⁵

¹ Decisions 19/CP.19, paragraph 3 and 3/CP.8, annex, paragraph 3.

² Decisions 19/CP.19, paragraph 3 and 3/CP.8, annex, paragraph 3.

³ Decisions 19/CP.19, paragraph 3 and 3/CP.8, annex, paragraph 4.

⁴ Decision 19/CP.19, paragraph 4.

⁵ Decisions 19/CP.19, paragraph 3 and 3/CP.8, annex, paragraph 5.

D. Resignation and non-participation

Rule 5

8. 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 group that had nominated the member to nominate another member to replace the said member for the remainder of that member's mandate. In such a case, the Consultative Group of Experts shall take into account any views expressed by the group that had nominated the member and shall notify the Chair of the SBI of any replacement.⁶

9. 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 group, the Chair of the Consultative Group of Experts will bring this matter to the attention of the SBI Chair to seek clarification from the regional group that nominated the member on the status of his/her membership.

E. Officers

Rule 6

10. Representatives 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.

11. 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.

12. 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. Delegation to other expert groups and constituted bodies, and relevant work under the Convention

Rule 7

13. Member(s) of the Consultative Group of Experts from the regions and the constituencies referred to in paragraphs 3 (a) and (b) above, with relevant expertise can be delegated as the representative(s) of the group to participate, as per the relevant COP decision(s), in the work of other expert groups and constituted bodies and other relevant work under the Convention;

14. Any representatives so delegated shall on a regular basis inform the Consultative Group of Experts on their participation in the work of the group or body or other relevant

⁶ Decisions 19/CP.19, paragraph 3 and 3/CP.8, annex, paragraph 7.

work under the Convention to which they are nominated, including any decisions or actions by the group or body that impact the Consultative Group of Experts.

15. The Consultative Group of Experts representatives 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.

16. In delegating its representatives to bodies, groups and other relevant work under the Convention, 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 paragraphs 3 (a) and (b) above.

G. Committees, Panels, Working Groups and Additional Experts

Rule 8

17. 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.

18. 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.⁷

H. Working language

Rule 9

19. The working language of the Consultative Group of Experts shall be English.

20. Documents of the meetings of the group shall be provided in English only.

21. 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.

I. Meetings

Rule 10

22. 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.

23. 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.

⁷ Decisions 19/CP.19, paragraph 3 and 3/CP.8, annex, paragraph 4.

24. 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.
25. 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.
26. 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.
27. The Consultative Group of Experts shall, at the beginning of each meeting, adopt the meeting agenda.
28. 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.
29. 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.
30. 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.

J. Observers

Rule 11

31. A representative of Parties not included in Annex I to the Convention, which are not represented on the CGE by the constituencies referred to in decision paragraph 8 of the annex to decision 3/CP.8, where invited by the COP, can participate in the work of the Consultative Group of Experts in an observer capacity.⁸
32. Further, 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.

K. Secretariat

Rule 12

33. The secretariat shall support and facilitate the work of the Consultative Group of Experts,⁹ subject to the availability of resources.
34. The secretariat shall:

⁸ FCCC/CP/2013/10, paragraph 131.

⁹ This includes work of any committee, panel and working group established by the Consultative Group of Experts in accordance with Rule 8 under this revised rules of procedure.

- (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 and/or biennial update 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 Subsidiary Body for Implementation;
- (d) Provide technical support to the Consultative Group of Experts, as required, in relation to the process of and the preparation of national communications or biennial update reports by non-Annex I Parties;
- (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 and biennial update 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) Provide assistance, including technical and logistical support, to the Consultative Group of Experts for developing and organizing appropriate training programmes for nominated technical experts, on the basis of the most updated training materials of the Consultative Group of Experts, with a view to improving the technical analysis, taking into account the difficulties encountered by non-Annex I Parties in the preparation of their BURs;
- (h) 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 process, on a semi-annual basis.

L. Decision Making Process

Rule 13

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

M. Amendment of the Rules of Procedure

Rule 14

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