

## **Guidelines on the Establishment and Disbanding of Working Groups**

### **1. Background**

The 10<sup>th</sup> Intergovernmental Meeting (IGM; 24-26 November 2005, Toyama, Japan) of NOWPAP has approved the new directions for the NOWPAP RACs, including new CEARAC activities, such as those involving Land Based Sources of Pollution (with other RACs) and Marine Litter (with other RACs). Following the 10<sup>th</sup> IGM decisions, the revised Terms of Reference (TOR) for the NOWPAP CEARAC Focal Point Meeting (FPM), which enables the FPM to establish and disband Working Groups of CEARAC, were submitted by CEARAC Secretariat to the 4<sup>th</sup> NOWPAP CEARAC FPM (8-9 March 2006, Toyama, Japan). The 4<sup>th</sup> FPM agreed to submit the draft TOR for the FPM to the 11<sup>th</sup> IGM, and to prepare the “Guidelines on the Establishment and Disbanding of Working Groups of CEARAC” for the next FPM. The draft Terms of References for Working Group 3 and Working Group 4 were also submitted to the 4<sup>th</sup> FPM, and were both adopted. The 11<sup>th</sup> IGM approved the revised Terms of Reference for the NOWPAP CEARAC FPM.

### **2. Establishment of Working Groups**

A Working Group is an ad hoc group of experts established with the approval of the NOWPAP CEARAC Focal Point Meeting (hereinafter referred to as the FPM).

The Terms of Reference of each Working Group stipulate its objectives, function, participation, sessions, and tasks, as well as other necessary matters for smooth operation of the Group.

### **3. Tasks of Working Groups**

A Working Group shall undertake specific tasks according to its TOR, within the framework of CEARAC activities, which is stated in the Memorandum of Understanding (MoU) between UNEP and NPEC, a hosting organization of CEARAC.

### **4. Working Group Members**

A Working Group shall consist of experts of NOWPAP Members, who have the necessary knowledge and experience to achieve the objectives of the Group.

The FPs shall appoint Working Group members from each NOWPAP Member for each Working Group.

The FPs shall inform the Secretariat promptly, in writing, of any changes in the names of Working Group members.

## **5. Sessions**

The meetings of a Working Group shall be held as requested by the FPM. The FPM will discuss the needs and timing of the meeting, depending on recommendations by each Working Group.

Besides the Working Group members, other relevant international and/or regional bodies and organizations, with objectives relevant to those of a CEARAC Working Group, may be invited to participate in Working Group Meetings as observers.

## **6. Secretariat**

The CEARAC Secretariat shall serve as the Working Group Secretariat.

## **7. Disbanding of Working Groups**

The FPM shall decide to disband a Working Group

- (i) when the FPM recognizes the completion of the Group's tasks, including submission of their outcomes, as stated in the TOR of the Group;
- (ii) when the FPM recognizes inadequate progress of the Group in achieving its tasks;
- (iii) when the FPM recognizes it to be appropriate for other groups to take over the tasks of the Group; or
- (iv) when the FPM recognizes that disbanding the Group is inevitable for a reason other than (i), (ii) or (iii) above.

## **8. Supervision of Working Groups**

The progress of tasks undertaken by Working Groups shall be reviewed regularly by the FPM.

## **9. Amendment or Suspension of the Guidelines**

The rules in these Guidelines on the Establishment and Disbanding of Working Groups may be amended or suspended only by a decision by the FPM.

Any proposal involving changes to these Guidelines shall be considered at the FPM.