

This document sets out the terms of reference for the Chemicals in Products Steering Group under SAICM. In adopting the resolution on the SAICM Chemicals in Products Programme at the fourth session of the International Conference on Chemicals Management (ICCM4) in 2015, SAICM stakeholders agreed on the need to develop a Terms of Reference for the Group to support implementation of the Programme.

Terms of reference for the SAICM Chemicals in Products Steering Group

I. Chemicals in Products Steering Group

Background

1. The Chemicals in Products (CiP) Steering Group was established through ICCM2 Resolution II/4(C). Resolution IV/2(II)(B) adopted at the fourth International Conference on Chemicals Management renewed the mandate of the Chemicals in Product Steering Group set out in resolutions II/4 C and III/2 C with additional representation of Strategic Approach stakeholders to be inclusive, suggested that representation from the recycling sector be included, and requested the Steering Group to develop and adopt its own terms of reference with inputs from stakeholders.
2. Resolution IV/2(II)(B) also welcomed the Chemicals in Product Programme Document and encouraged the private sector, Governments, intergovernmental organizations and non-governmental organizations, including worker organizations to participate actively and report on the implementation of the chemicals in products programme.
3. The Resolution also invited the United Nations Environment Programme, subject to the availability of resources, to continue to lead the chemicals in products programme in an open, transparent and inclusive manner to promote and facilitate implementation activities, with input from stakeholders, to coordinate periodic updates, as necessary, of the guidance and to provide a comprehensive report on progress to the Open-Ended Working Group at its third session as well as to the Conference at its fifth session, with support from the Steering Group.

Composition and responsibilities

2. Steering Group members are expected to:
 - be active in the discussions and in providing feedback to documents and issues before the Steering Group;

- be proactive within their constituencies in promoting awareness of, and engaging and participating in the implementation of, the SAICM Chemicals in Products Programme as defined in Resolution IV(2);
- participate in promoting stakeholder capacity-building and awareness-raising;
- provide advice and approve updates on the SAICM Chemicals in Products Programme Guidance as well as advise on reports to the SAICM Conference and the Open-ended Working Group
- Support UN Environment in its CiP mandate.

3. The composition of the Steering Group includes ten members nominated through the ICCM Bureau (as detailed in ICCM2 Resolution II/4(C)¹) and no more than four members representing final product manufacturers and one member representing the waste / recycling sector. The sectors represented on the Group may vary with time. The Steering Group will choose a Chair, whose duties include to promote effective support of the Group to the CiP Programme and to coordinate within the Group to address relevant issues as they will arise. The Chair may be either an additional position, filled from a government demonstrating strong support for the CiP Programme, or may be chosen from the standing membership of the Group. The Steering Group will confirm the Chair in the same manner as for new members (Re. paragraph 4). The Chair will serve for a two-year term, with the possibility of reconfirmation.

4. Sector members may be nominated through the Chair of the Group keeping in mind the goal to maintain a balance of stakeholder interests and bring expertise to the Steering Group as needed to achieve effective and efficient fulfilment of ICCM Resolutions and SAICM objectives (esp. Overarching Policy Strategy paragraph 15(b)). Consensus agreement to confirm a nominated member will be sought. Should consensus not be possible, then a majority of the group in favour would confirm the nominee as a member of the Group.

5. Steering Group members, including the Chair, are encouraged to nominate an alternate. Alternates can participate as Steering Group members in the absence of the member. Steering Group members should ensure that alternates are kept up to date of developments in Chemicals in Products and particularly as relevant for their constituency.

6. Members, including the Chair, are expected to participate in the Steering Group for a minimum of 2 years. After serving for three years members will have their position reaffirmed through the ICCM Bureau or through their sector as appropriate². Outgoing members are encouraged to participate in the hand-over to their incoming replacement.

7. Incoming replacement members will be nominated by the ICCM Bureau, as provided for in the ICCM Resolutions, or by the sectors.

Meetings / Communication

8. The Steering Group will meet when deemed necessary and with clear meeting objectives. Preference will be given to hold meetings by electronic means. Face-to-face meetings will be held annually, resources permitting, and will preferably be coordinated with

¹ See background to ICCM Resolutions and specific Resolution II/4 C, III/2 C and IV/4(1) B text in annex.

² For members already serving on the Group, counting the length of time as a Group member will commence with the adoption of this provision in the TOR.

relevant international meetings. The Steering Group will aim to convene a conference call on a quarterly basis to exchange information on ongoing CiP efforts.

9. Steering Group members are requested to cover costs of their participation at the meetings. However, UN Environment will undertake efforts to cover meeting costs of Steering Group members, including for participation of representatives from developing countries, countries with economies in transition and not-for-profit entities, within the scope of UN/UN Environment regulations and rules.

10. Reports of the meetings will be made available at the UN Environment Chemicals in Products webpage.

11. Stakeholders from outside the Steering Group may be invited to participate in meetings as non-voting observers as may be beneficial to the discussions.

II. Amendments

12. An amendment to these TOR can be proposed to the Steering Group, through UN Environment, if it has the support of at least three Steering Group members. The Group shall make every effort that adoption of amendments to the TOR is by consensus. If all efforts by the Steering Group to arrive at consensus on the proposed amendment have been exhausted and no agreement has been reached, the decision may, as a last resort, be taken by a vote of the Steering Group members, provided a minimum of two-thirds of the members are participating at the time of the vote. The amendment is adopted if at least a two-thirds majority of members vote in favour.

Annex: Composition of the CiP Steering Group: ICCM Resolutions and background

A.1 The ICCM2 Resolution specified Steering Group membership from groups with members or participants on the ICCM Bureau. Lessons learned in the intersessional periods revealed the need, reflected in the ICCM3 and reinforced in the ICCM4 Resolutions, for expertise from other stakeholders, and specifically identifying the manufacturing and waste and recycling sectors.

A.2 Prior to ICCM4, UN Environment has invited the waste/recycling and several product sector experts to join the Steering Group; as of ICCM4 experts from the textiles, electronics and automotive product sectors have joined. Since ICCM4 the toys sector has been added to the Group.

ICCM Resolutions:

II/4 C, Paragraph 6:

A.3 *Requests* each member of the Bureau of the Conference, following consultation within the member's region, to nominate one expert each from the respective region to the steering group, and the four representatives of non-governmental participants and one representative of the Inter Organization Programme for the Sound Management of Chemicals participating in discussions of the Bureau in accordance with paragraph 2 of rule 15 of the rules of procedure to nominate one expert each ...

... and [the steering group] should operate to the extent possible using electronic means;

III/2 C, Paragraph 4:

A.4 *Recognizes* the importance of the involvement of chemicals management experts from various sectors, including sectors relating to the various phases of the life cycles of products, in the development the CiP programme, and in particular recommends the inclusion of chemicals management experts representing final product manufacturers and the waste sector in the current steering group established under resolution II/4 C;

IV/4(1) B, Paragraph 4:

A.5 *Renews* the mandate of the Steering Group set out in resolutions II/4 C and III/2 C with additional representation of Strategic Approach stakeholders to be inclusive, suggests that representation from the recycling sector be included ...