

Convention on Long-range Transboundary Air Pollution

GUIDELINES FOR TASK FORCES

Purpose: A Task Force is a standing group of designated and other experts, under the leadership of a Party to the Convention, entrusted with the supervision and co-ordination of the scientific/technical aspects of a specific programme (sometimes termed an international cooperative programme) for monitoring, assessment or research based on a mandate by the Executive Body.

Output: The Task Force supervises and coordinates the programme as defined by the mandate and the work-plan of the Executive Body, and ensures its implementation. It reports on its results and recommendations.

Participation: The Executive Body approves the mandate of the Task Force and its general mode of operation (e.g. lead country, timetable, reporting, etc.). The secretariat invites Parties to appoint participating experts who will serve as national focal points for the programme. Accredited NGOs and IGOs may also nominate experts. The lead country communicates directly with the experts once appointed. Changes in designation must be indicated to the secretariat by Parties. The lead country, in consultation with the secretariat, may invite other experts including those from NGOs and scientific institutions to fulfil the Task Force mandate.

Organization: The work of a Task Force normally includes at least one meeting per year of appointed experts, which may also be attended by organizations cooperating in the programme. The lead country assumes the principal responsibility for coordinating the work, for organizing meetings, for communications among participating experts, and for other organizational arrangements in accordance with the work-plan for the implementation of the Convention. The ECE secretariat should receive copies of all correspondence and reports, and be informed of meetings.

Task Force meetings are organized under the responsibility of the lead country, and should not involve the expenditure of ECE resources. Experts participating in Task Force meetings are responsible for their own travel costs and arrangements. However, sponsorship for experts from countries with economies in transition is welcomed. Travel costs for the participation of a secretariat member should be provided by the lead country or the Party hosting the meeting.

Reporting: The lead country is responsible for the elaboration of progress reports and draft reports prepared under the programme, and for reporting progress to the regular meetings of the competent subsidiary body (or the Executive Body). After meetings of the Task Force, summary minutes or a report of the meeting are prepared by the Chairman of the Task Force with the assistance of the secretariat and are distributed to participating experts by the lead country. Copies of minutes/reports should be available to the competent subsidiary body for information if required.