

Economic Commission for Europe

Committee on Sustainable Energy

Expert Group on Resource Classification

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Rules of Procedure for the Expert Group on Resource Classification

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Draft for discussion

I. Introduction

1. The work of the United Nations Economic Commission for Europe (ECE), its subsidiary bodies and the secretariat is based on the United Nations Charter, the Terms of Reference of ECE as adopted by the United Nations Economic and Social Council (ECOSOC), the Rules of Procedure of ECE, relevant rules and regulations of the United Nations, and is in line with the Guidelines on procedures and practices for ECE (E/ECE/1468, Annex III) as approved at the 65th Session of the ECE (Decision A(65) Outcome of the review of the 2005 reform of ECE). It is required, at all administrative levels of the secretariat and for bodies of ECE, that the work is carried out in a way that is member driven, participatory, consensus-oriented, transparent, responsive, effective, efficient, results oriented and accountable. ECE and its subsidiary bodies will continue their existing practice of inviting other relevant stakeholders such as international organizations, private sector representatives, members of academia or representatives of civil society.

2. All ECE Sectoral Committees and other subsidiary bodies may adopt their own Rules of Procedure on the basis of the ECE Rules of Procedure and, where applicable Rules of Procedure of ECOSOC, taking into account the “Guidelines on procedures and practices for ECE bodies”.

3. This document provides the Rules of Procedure for the Expert Group on Resource Classification. It takes into account fully the Guidelines on procedures and practices for ECE bodies whilst allowing for the operating specificities of the Expert Group.

4. The Expert Group is responsible for the promotion, further development and maintenance of the United Nations Framework Classification for Fossil Energy and Mineral Reserves and Resources 2009¹ (UNFC-2009). This work of the Expert Group

¹ References here-in to UNFC-2009 are intended to include UNFC-2009 or any subsequent amended versions.

relating to UNFC-2009 is global in nature as provided for by ECOSOC Decision 2004/233.

5. The work of the Expert Group is long-term in nature. UNFC-2009 stakeholders or end-users need the assurance of continuity and long-term governance offered by a five-year mandate. Resource classification is a lasting, dynamic issue, as demonstrated by the periodic modifications and updates experienced by commodity-specific resource classification schemes. In particular, the development of new technologies means that any resource classification system cannot remain static. There is a need for on-going maintenance, technical advice, guidance and periodic updates in order to ensure that the system remains relevant, useful, and operates efficiently. All stakeholders using the classification system need the assurance that technical advice and improvements to UNFC-2009 will be provided as necessary to adapt and refine its capabilities.

6. UNFC has been developed to meet the needs of a number of key groups of stakeholders or end-users to the extent possible: those formulating international fossil energy and mineral studies, governments for resource management functions, industry and the financial community. There is also the potential for UNFC to address renewable energy resources, which would for the first time allow development of a classification system for renewable and non-renewable energy projects so allowing for a better view of energy sustainability. An essential aspect of the development of UNFC-2009 has been the broad representation of all stakeholders in an open and inclusive process. The continued involvement of all stakeholders, on an equal basis, will be necessary to ensure UNFC-2009 remains relevant to end-users in both government and industry sectors.

II. Structure and procedures

A. Framework

7. The structure of the Expert Group consists of a Plenary, a Bureau, a Technical Advisory Group and supporting committees (task forces, working groups or similar convened to support the work of the Bureau for *ad hoc* periods).

8. The Plenary convenes at least once a year and, between Plenary sessions, the Bureau meets at least five times.

9. The Plenary is the highest authority regarding all aspects of the work of the Expert Group. It operates subject to the approval of the ECE Committee on Sustainable Energy, the ECE Executive Committee, the Commission itself, or other bodies within the framework of the United Nations.

10. The Bureau acts on behalf of the Plenary between its sessions. It does so by, in particular, developing, implementing and managing the strategies and programme of work of the Plenary, including outreach activities in response to the needs and priorities of the Member States of the United Nations and other stakeholders.

11. The Bureau in consultation with the Plenary will determine the membership of the Technical Advisory Group and the other supporting committees of the Expert Group.

12. All interested United Nations Member States, intergovernmental organizations and non-governmental organizations recognized by ECOSOC shall be invited to participate in the Plenary. Subject to United Nations rules and regulations and in recognition of the global impact of the work of the Expert Group, the ECE secretariat may invite representatives of all UNFC-2009 stakeholders/end-users, including other governmental and non-governmental organizations, the business community/private sector, professional associations and societies, academia and independent experts, to attend Plenary sessions, at the initiative of either the Bureau or the secretariat itself.

13. In view of the global character of the work of the Expert Group regarding further development and promotion of UNFC-2009, as recognized by ECOSOC Decision 2004/233, any Member State of the United Nations can participate fully.

14. Decisions shall be taken by consensus. Consensus is defined here to mean general agreement, characterized by the absence of sustained opposition to substantial issues by any important part of concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. Consensus need not imply unanimity. If consensus cannot be reached on any issue, the matter will be referred to the Committee on Sustainable Energy.

15. ECE provides secretariat resources to support the Expert Group and the implementation of its programme of work, under the supervision of the ECE Executive Secretary and in line with budgetary and extra-budgetary resources. Planning for the implementation of the Expert Group programme of work is undertaken annually by the Bureau (acting on behalf of the Plenary) and the ECE secretariat, taking into account the resources available from both the United Nations and externally. The Bureau is also responsible for reviewing and reporting to the Plenary on the results of the implementation of the programme of work. In view of the common goals of the Society of Petroleum Engineers (SPE) for petroleum, the Committee for Mineral Reserves International Reporting Standards (CRIRSCO) for solid minerals and the Expert Group, it has been agreed with ECE, *inter alia*, that SPE and CRIRSCO will be responsible for the development of specifications and guidelines for application of UNFC-2009 to petroleum and solid minerals respectively and that SPE and CRIRSCO will each provide a standing member on the Bureau.

16. All meetings of the Plenary and the Bureau shall conform to general United Nations and ECE rules for such meetings (A/520/Rev.15² and E/ECE/778/Rev.5³), including the Guidelines on procedures and practices for ECE bodies of April 2013.

² <http://daccess-dds-ny.un.org/doc/UNDOC/GEN/NS0/005/44/IMG/NS000544.pdf?OpenElement>

³ http://www.unece.org/fileadmin/DAM/oes/mandate/Commission_Rev5_English.pdf

17. The Bureau shall coordinate its work and that of the Expert Group with other organizations, ensure that practical work on specific tasks is undertaken at the appropriate level within the Expert Group, and avoid duplication of work both internally and externally.

18. All recommendations of the Expert Group to be presented to the Committee on Sustainable Energy for consideration and endorsement shall be approved by the Plenary. Should any approvals be needed between Plenary sessions, a written approval process may be implemented by which all Plenary members are contacted in writing by the ECE secretariat in cooperation with the Bureau. Plenary members are given a reasonable time to respond, which may vary depending on the issue, but will not be less than fifteen working days. No response from a Plenary member within the stated timeframe may be taken to be tacit approval.

19. The Expert Group widely disseminates, encourages and promotes the implementation of UNFC-2009. It does this with the assistance of the ECE secretariat, which is responsible for official communications and other communications support, including maintenance of the web pages related to the Expert Group and UNFC-2009.

20. The Expert Group, with the assistance of the ECE secretariat, provides publications through its website on a freely available basis and, whenever possible, in English, French and Russian. In line with goals of ECOSOC Decision 2004/233, all key publications, including UNFC-2009, specifications and guidelines, are to be published in all United Nations languages.

B. The Plenary

21. The Plenary shall meet at least once a year. The Plenary may endorse recommendations to the Committee on Sustainable Energy by consensus.

22. A report will be prepared for each Plenary meeting, which reflects in a concise and factual manner the discussion and the views expressed by participants. If for any reason, the report cannot be adopted prior to the end of the Plenary, the Bureau will be tasked to finalize the report and then circulate to all participants present at the meeting for approval.

23. The Plenary shall have the responsibility for recommending to the Committee on Sustainable Energy the strategy, policy and promotion necessary to carry out the mandate of the Expert Group. In particular, the Plenary shall recommend to the Committee on Sustainable Energy annually the programme of work of the Expert Group. The Plenary recognizes that the Committee, in compliance with the Guidelines on procedures and procedures for ECE bodies, will submit any approved documents to the Executive Committee of ECE for its approval and/or endorsement as appropriate.

24. The Plenary shall elect the Bureau. The elections are conducted on a consensus basis. Nominations to the Bureau will be made in writing to the ECE secretariat and should be distributed to the Plenary at least ten days in advance of the Plenary session.

The Plenary procedures shall include a nomination process for candidates for election to Plenary positions which will take into account criteria such as expertise, leadership, ability to travel, willingness to work and geographic balance and any relevant Memoranda of Understanding.

25. The members of the Bureau shall be elected for terms of two years from the date of election. All officers are eligible for re-election. In the election or re-election process, due consideration shall be given to the need to achieve consistency, continuity and renewal in the work of Expert Group, as well as to reflect the full range of end-users represented in the Expert Group. The outgoing Chair will be invited to remain on the Bureau in an ex-officio capacity for a term of two years to ensure continuity. The outgoing Chair may be elected to serve as a Vice Chair once his/her term as Chair Ex-officio has been completed.

26. The Plenary may, taking into due consideration guidance from the Bureau, determine the membership of the Technical Advisory Group and supporting committees to undertake specific functional and representational tasks as described below and in coordination with the Bureau and the ECE secretariat.

C. The Bureau

27. The Bureau consists of a Chair, a First Vice Chair (Deputy Chair) and Vice Chairs who represent the major stakeholders, including two standing members provided by SPE and CRIRSCO.

28. The Bureau shall be responsible to the Plenary for the open, transparent and efficient functioning of the Expert Group and the implementation of its programme of work. The First Vice Chair and Vice Chairs shall assist the Chair in meeting the requirements of the full portfolio of responsibilities held by the Bureau.

29. To fulfil their responsibilities, the Chair and the Bureau will be supported by a Technical Advisory Group and supporting committees, the membership of which will be approved by the Plenary. The Bureau may also appoint, subject to ECE rules and guidelines, advisors and task forces (supporting committees) to support its activities, for example to focus on particular aspects of the programme of work and related proposals for projects within the context of a programme development area. The purpose of advisors and task forces, as well as the names of those involved in such support, will be reported to the Plenary. The work of and need for all supporting committees will be reviewed annually by the Plenary.

30. The Expert Group shall establish a code of conduct for all participants and, within the procedures associated with its monitoring, the Bureau may nominate an advisor to address specific matters of concern.

31. The principal functions of the Bureau are:

- (a) To manage the ongoing strategic planning and coordination for the programme of work of the Expert Group between Plenary sessions;
- (b) To verify that the Expert Group's activities are compliant with its mandate, terms of reference and procedures;
- (c) To prepare Expert Group meetings, the Plenary, in collaboration with the ECE secretariat;
- (d) To appoint the membership of the Technical Advisory Group and supporting committees subject to the approval of the Plenary;
- (e) To foster opportunities for outreach, cooperation and collaboration in order to advance the programme of work and projects, particularly through meetings of experts, conferences and workshops;
- (f) To help ensure coherence in matters dealing with policy, promotion, communication, cooperation and capacity-building, particularly in the context of activities with other bodies, with the support of the ECE secretariat;
- (g) To be accountable for the operational functions of the activities of the Expert Group, where appropriate, with the support of the ECE secretariat, the Technical Advisory Group and any other supporting committees.

32. Bureau members shall meet at least five times between Plenary sessions and shall decide on the meeting arrangements (physical, through teleconferences or electronic means) to be made in order to fulfil their responsibilities. The Chair may invite members of the Technical Advisory Group, supporting committees and others to participate in Bureau meetings and discussions as appropriate. In the case of absence of the Chair at a Bureau meeting, the First Vice Chair will replace the Chair. If both the Chair and First Vice Chair are unavailable, the Bureau will agree on a replacement for the duration of the meeting by consensus as the first item of the agenda of the meeting.

33. The Chair, with the assistance of members of the Bureau and the ECE secretariat, is responsible for preparing the programme of work for approval by the Plenary, with a view to providing a coherent framework that serves the needs of United Nations Member States and other stakeholder/end-users within the context of the mandate and terms of reference of the Expert Group. This should be undertaken including by fostering outreach to and collaboration with those parties interested in working with the Expert Group to achieve common goals and, wherever possible, to avoid duplication of work both within and outside of the Expert Group.

34. The Bureau maintains procedures to fill mid-term vacancies in its membership. In the event of a Bureau member stepping down between Plenary sessions, the Government, organization or body to which the outgoing Bureau member belongs or

belonged will be invited to nominate a replacement. Should the Bureau member stepping down be an individual expert, his/her post will remain vacant until the next Plenary session. The Plenary will be advised of any changes to the Bureau between sessions at the next Plenary session.

35. Failure by a member of the Bureau to participate constructively in the work of the Bureau may lead to a request from the Bureau to the Government, organization or body which that particular member represents for a replacement.

36. The preferred way of reaching decisions shall be by consensus as previously defined in paragraph 14.

37. The Chair, with the assistance of members of the Bureau and the ECE secretariat, is responsible for scheduling, coordinating and developing agendas for meetings of the Plenary, the Bureau, the Technical Advisory Group, supporting committees and, when necessary, individual experts.

38. The Chair shall ensure that summary minutes of meetings of the Bureau are recorded and published.

D. Technical Advisory Group and supporting committees

39. The Technical Advisory Group is a standing group of the Expert Group on Resource Classification. The Expert Group has a mandate of five years, and the Technical Advisory Group shall have a mandate period which mirrors that of the Expert Group. As implied in its name, the Technical Advisory Group is strictly advisory in nature, and has no decision-making authority. Supporting committees can be established from time to time to support the work of the Bureau. They also have no decision-making authority. All supporting committees will report regularly to the Bureau and provide an annual report on their activities to the Plenary. The Plenary will review the need or otherwise for each standing committee annually.

40. The Technical Advisory Group shall provide technical advice and assistance to stakeholders/end-users on the interpretations and/or applications of UNFC-2009, through timely reporting of such interactions to the Bureau as well as the Expert Group. Such activities include, but are not necessarily limited to, the mapping of other resource classification systems to UNFC-2009, the testing or preparation of case studies on UNFC-2009, identifying potential updates that may be required in UNFC-2009 and its specifications and/or within bridging documents that are the result of mapping initiatives. The principal stakeholder groups, or constituencies, to which this advice and assistance is offered include analysts of international energy and mineral resources, governments, industry and the financial community.

41. The Technical Advisory Group will establish its own terms of reference, in cooperation with the Bureau, which will be subject to the approval of the Plenary.

42. The membership of the Technical Advisory Group will be subject to the approval of the Plenary.

43. Supporting committees will be appointed by the Bureau and approved by the Plenary.

III. Periodic review

44. In order to ensure that this document in its provisions accurately reflects relevant developments related to resource classification globally it shall be reviewed periodically.

45. The authority to amend this document shall be vested in the Plenary. Proposals for amendments may be made by Plenary members or the Bureau.

46. Amendments approved by the Plenary for recommendation shall be submitted to the Committee on Sustainable Energy for endorsement.
