

**Proposed template/outline for reporting by Task Forces/Expert Groups  
to the Working Group on Strategies and Review and other subsidiary bodies  
on implementation of the workplan**

*Rationale:*

Numerous expert groups and task forces operate within the framework of CLRTAP. They regularly report to the Convention's subsidiary bodies on progress with regard to the implementation of activities and the workplan. Subsequently, subsidiary bodies prepare reports for the submission to the Executive Body (EB) charged at the highest level with reviewing the Convention's implementation and development.

To facilitate the carrying out of the functions of the different subsidiary bodies to review the implementation of the work programme by the different groups operating the Convention's framework, the enclosed template has been prepared with the specific emphasis on the task forces and expert groups reporting to WGSR.

The template has been developed with the objective to propose an approach to introduce more consistency in the approach to reporting by various task forces and expert groups. Presently, reports vary in terms of content, length and structure (e.g. some containing reference to activities as defined in the workplan, others not). As set out in the template, reports should clearly spell out the areas of the workplan and the long-term strategy which are addressed by implementing a certain activity. As such, this template will be aligned with the

Moreover, the template could also serve to identify issues for the attention of other groups (task forces, expert groups or subsidiary bodies) and thus promote synergies in the work under the Convention. At the same time, it can serve to highlight more evidently policy relevant issues for the attention of WGSR as well the EB as well as recommendations to improve the implementation and ratification of the Convention's Protocols in the countries of Eastern Europe, the Caucasus and Central Asia.

The template takes account of the long-term strategy for the Convention which stipulates that *"The Parties to the Convention will seek possible ways and means to streamline and rationalize operations and to make them more transparent. The aim will be to prioritize the work by the bodies; to find ways for more effective use of resources by the Executive Body and the subsidiary bodies and technical bodies/expert groups; to reduce the bulk of official documents; and to increase the operational efficiency of main subsidiary body meetings."* (ECE/EB.AIR/116/Add.1, Decision 2010/18, para 16 l). In this context, it takes account of the recommendation by the ad hoc group of experts on the Action Plan on the implementation of the long-term strategy that the Executive Body encourage the

subsidiary bodies to, where appropriate, shorten their documents (ECE/EB.AIR/2012/15, para 7).<sup>1</sup>

Furthermore, the proposed template has also been developed in line with the commitment of the UN secretariat to enhance efficiencies and reduce the resources spent on the issuing and translation of official documents. It takes into account the practice of other UNECE programmes.

The template for the reporting of task force and expert groups to the subsidiary bodies on the implementation of the workplan supports the outline of a draft 2014-2015 workplan, which has been prepared by the secretariat for consideration by the Bureau and the WGSR (informal document no.1), with due account to the recommendation by the ad hoc group of experts that “*The Executive Body and its Bureau should give more attention to developing and scrutinizing work plans to provide better focus for targeting the Convention's priorities and ensuring appropriate outputs*” (ECE/EB.AIR/2012/15, para 7).

The Working Group is invited to consider the enclosed template and discuss its possible introduction for the reporting of its different task forces and expert groups to the Working Group at its annual session.

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<sup>1</sup> In the Action Plan for the Implementation of the Long-term Strategy for the Convention, the Ad hoc group of experts, in consultation with Expert Group and Task Force lead countries has been asked to “*conduct an evaluation of the Convention subsidiary bodies, task forces and other groups to review their mandates and activities, streamline and rationalize operations, increase transparency, reduce the length and number of official documents, and critically assess the number and frequency of meetings. The evaluation will look at increasing the operational efficiency of subsidiary body meetings, as well as more effective use of Executive Body resources.*” (Executive Body Decision 2011/14, see ECE/EB.AIR/109/Add.1, para 4a)

**Outline/Template for reporting by Task Forces and Expert Groups  
to the Working Group on Strategies and Review**

**1. Name of Task Force/Expert Group:**

**2. Period covered:**

**3. Chairs and Co-Chairs:**

Chair:

Co-Chair(s):

**4. Members** (approx. number and number of countries represented):

**5. Meetings held in period covered** (Time, venue):

**6. Outputs during period by item indicated in the workplan** (ongoing activities, see ECE/EB.AIR.109/Add.2) **and the long-term strategy** (see ECE/EB.AIR/106/Add.1)

**Results/impact achieved of the activities carried out:**

**7. Expected outputs over next period by item indicated in the workplan, or longer-term:**

**8. Policy relevant issues - for the attention of the Working Group on Strategies and Review:**

**9. Issues for the attention/advice of other groups/task forces or subsidiary bodies, notably with regard to synergies and possible joint approaches or activities**

**10. Recommendations to further strengthen implementation and ratification of Protocols in Eastern Europe, the Caucasus and Central Asia:**

**11. Additional comments, lessons learned:**