

## Convention on Long-range Transboundary Air Pollution

### GUIDELINES FOR EXPERT GROUPS

**Purpose:** An Expert Group is a group of designated and other experts, under the leadership of a Party to the Convention, entrusted with the elaboration of a specific study/ document/ state-of-the-art report/ task by the Executive Body.

**Output:** The output of an Expert Group is normally a report with conclusions and draft recommendations as appropriate. On the basis of a draft, normally submitted by the lead Party, the document is reviewed and adopted by consensus by the participants of the Expert Group.

**Participation:** The Executive Body approves the mandate of the Expert Group and its general mode of operation (e.g. lead country, timetable, reporting, etc.). The secretariat invites Parties to nominate experts. Accredited NGOs and IGOs may also nominate experts. The lead country communicates directly with the experts once designated, until the mandate of the Expert Group is completed. 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 Expert Group mandate.

**Organization:** The work of an Expert Group is mainly carried out by correspondence and by convening, when necessary, meetings of its experts. The establishment of an Expert Group requires an offer by a Party to the Convention to act as lead country. The lead country assumes the principal responsibility for coordinating the work, for organizing meetings, for communications among its experts, and for other arrangements related to the preparation of the report(s) of the Expert Group. The ECE secretariat should receive copies of all correspondence and reports and be informed of meetings.

Expert Group meetings are organized under the responsibility of the lead country, and should not involve the expenditure of ECE resources. Experts participating in Expert Group meetings are responsible for their own travel costs and travel 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 a draft final report. The lead country, with the assistance of the secretariat, prepares an executive summary of the final report, with conclusions and draft recommendations, for submission to the competent subsidiary body (or to the Executive Body).

As long as the work of the Expert Group is not completed, progress reports by the lead country are submitted to the regular meetings of the competent subsidiary body (or the Executive Body).