**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).