

Convention on Long-range Transboundary Air Pollution

GUIDELINES FOR ORGANIZATION OF WORKSHOPS

Purpose: A workshop is an informal meeting, organized by a Party to the Convention, entrusted with a specific technical issue within the work-plan for implementation of the Convention.

Output: Conclusions and draft recommendations for consideration by a subsidiary body of the Executive Body for the Convention.

Preparation/participation: The organizers, in consultation with the secretariat, prepare a note on the objectives of the workshop for submission to, and subject to approval by, the subsidiary body or its bureau. The Executive Body approves the objectives and dates of the workshop and includes them in its work-plan and list of meetings. The organizers, in collaboration with the secretariat, invite other Parties to the Convention and cooperating organizations to participate and/or to contribute to the workshop. They may also invite individual experts for this purpose.

Documentation: The organizers, in cooperation with the secretariat (and, where appropriate, the bureau of the subsidiary body), decide upon, and are responsible for, the preparation of technical background materials as are necessary, and appropriate for, discussion at the workshop. Together with supplementary information/reports by experts participating in the workshop, this material provides the basis for conclusions and draft recommendations.

Organization: Decisions by the organizers (and, where appropriate, the bureau of the subsidiary body) as regards timing, agenda, background material, invitations, etc. should be made in consultation with the secretariat.

In general, participants attend workshops as experts and are responsible for their own travel costs and travel arrangements. However, sponsorship by Parties of experts from selected countries with economies in transition is welcomed. There is no fee for participation in a workshop.

Workshops are organized under the full responsibility of the organizing Party and should not involve the expenditure of ECE resources, and in particular no interpretation facilities. Travel costs to ensure secretariat assistance and administrative co-ordination should be provided by the organizers.

Reporting: The organizers of the workshop, with the assistance of the secretariat, prepare a note on the results (including conclusions and draft recommendations) for submission to, and further action by, the competent subsidiary body. The workshop documents and proceedings, as well as the conclusions, may be published by the organizers in consultation with the secretariat. Draft recommendations to the Executive Body or to the Parties to the Convention will be considered provisional until they have been endorsed by the competent subsidiary body or by the Executive Body.

Sequence of actions (summary):

- (i) Note by the organizers/ Task Force/ bureau of the subsidiary body on the objectives of the workshop (in consultation with the secretariat)
- (ii) Approval of the objectives by the competent subsidiary body and inclusion of the workshop in the work-plan of the Executive Body and its list of meetings
- (iii) Invitation by the organizers (in consultation with the secretariat)
- (iv) Workshop
- (v) Note by the organizers, in cooperation with the Task Force where appropriate, and in consultation with the secretariat on the main results of the workshop
- (vi) Consideration of this note by the subsidiary body
- (vii) Subject to funding: editing and publication of the workshop proceedings, normally by the organizers, in consultation with the secretariat