|  |  |  |
| --- | --- | --- |
|  | **Standard Operating Procedure****(SOP)** | **SOP number: 28** |
| **Version:** 2.1 (last update: 12 September 2019)  |
| **Effective** **Date**: 12 September 2019 |
| **Maintained by/Author: STA and GB** |

**Title: Operation of the Persistent Organic Pollutants Review Committee of the Stockholm Convention**

**Description:** This SOP describes procedures for the operation of the Persistent Organic Pollutants Review Committee (POPRC) which pertain to the review of chemicals for listing in Annexes A, B and/or C to the Stockholm Convention, the scientific and technical activities of the Committee undertaken intersessionally and facilitation of membership rotation.

**Actors:** 1. Science and Technical Assistance Branch (STA) and Governance

 Branch (GB) Chiefs

2. POPRC meeting coordinator

3. POPRC process coordinator (GB)

4. POPRC technical coordinator (STA)

5. STA officers or relevant assigned officers

6. Legal officer (GB)

7. Contacts database operator (Conference and Information Services

Branch (CISB))

**Steps:**

**I. Supporting the process of reviewing candidate chemicals for listing in Annexes A, B and C, in accordance with Article 8 of the Stockholm Convention, and the scientific and technical activities of the Committee undertaken intersessionally**

**A. Receiving and verifying proposals for listing a chemical in the Annexes to the Convention**

1. The POPRC technical coordinator receives a proposal for listing a chemical in Annexes A, B and/or C sent to the Secretariat (by fax, postal mail or relevant generic email addresses), which needs to be received no later than five months in advance of the POPRC meeting at which it is to be discussed and forwards it to the POPRC process coordinator, responsible STA officer(s) and consults with the legal officer as necessary.

2. POPRC technical coordinator verifies the proposal in accordance with paragraph 2 of Article 8 and prepares a draft information document containing the verification of whether the proposal to list the chemical contains the information specified in Annex D to the Convention. The POPRC technical coordinator prepares a POPRC meeting document about the proposal and forwards it to the POPRC process coordinator.

3. The POPRC process coordinator issues the proposal as a meeting document and sends the proposal to POPRC members along with the invitation letter for the meeting, at least three months in advance of the meeting at which it is to be discussed and ensures its posting on the website as per the SOP on website content management.

**B. POPRC meetings**

4. For the organization of POPRC meetings, please refer to SOP#26 on “Organization of the meetings of the conferences of the Parties (COPs) and their subsidiary bodies under the Basel, Rotterdam and Stockholm conventions”, other related SOPs[[1]](#footnote-1) and paragraphs 5 to 6 below.

5. The overall roles of the POPRC process, technical and meeting coordinators are, as follows:

(a) The POPRC meeting coordinator is responsible for the overall coordination, including support to the Chair of the Committee, during the conduct of the meeting. The POPRC meeting coordinator is appointed jointly by the GB and STA Branch Chiefs on a case by case basis (for each meeting) and will be announced at the first kick-off meeting;

(b) The POPRC process coordinator is responsible for procedural and logistics matters, as detailed in paragraph 6 below;

(c) The POPRC technical coordinator is responsible for scientific and technical matters, as detailed in paragraph 6 below.

6. The more detailed distribution of roles between the POPRC process, technical and meeting coordinators during the preparation, running and follow-up to POPRC meetings is, as follows:

(a) Before the POPRC meeting:

* The POPRC technical coordinator together with the POPRC process coordinator organize preparatory meetings. The POPRC meeting coordinator organizes teleconferences and face-to-face meetings with the Chair and vice-chair of the Committee as necessary, in collaboration with other officers involved in the meeting;
* The POPRC process coordinator takes the lead on logistics, workplan development, fund-raising, intranet webpage, and press/outreach in consultation with the POPRC technical coordinator, as necessary. The POPRC process coordinator also develops the draft provisional agenda, the scenario note and schedule of the meeting, in coordination with the POPRC meeting coordinator and the POPRC technical coordinator;
* The POPRC technical coordinator is responsible for coordinating the organization of side-events in consultation with the POPRC process coordinator as necessary;
* The POPRC meeting coordinator in close collaboration with the technical and process coordinators develop the list of staff assignments and functions at the meeting, establishes the staff travel list and coordinates the preparation of MSOPs;

(b) During the POPRC meeting:

* The POPRC meeting coordinator provides overall coordination, including support to the Chair of the Committee during the plenary sessions, in close collaboration with the STA and GB Branch Chiefs;
* The STA Branch Chief is responsible for providing overall scientific support to the Committee, including to the Chair;
* Assigned officers introduce pre-session documents and facilitate the work of contact groups or other groups established during the meeting, including the provision of relevant documents, highlighting past decisions or practices, or other assistance related to established processes and procedures;

(c) Following the POPRC meeting:

* The POPRC technical coordinator takes the lead in coordinating the development of the follow-up information request letter in line SOP#14 on “Information requests to Parties in follow-up to meetings of the conferences of the Parties and its subsidiary bodies”;
* The POPRC process coordinator coordinates the review of the meeting report and the compilation of draft decisions with relevant officers in consultation with the meeting coordinator, undertakes an internal lessons learned exercise with all officers involved in the meeting and coordinates the development and send out of thank you letters.

**C. Intersessional work of the Committee**

7. The POPRC technical coordinator is responsible for the overall coordination of activities to support scientific and technical work of the Committee undertaken intersessionally, including management of the composition of working groups, consultation with the Chair of the Committee on scientific and technical matters, and for communication with Parties and observers and ad-hoc working groups.

8. The STA officers, in consultation with the POPRC technical coordinator, provide substantive support to individual working groups and facilitate their work as necessary, including in preparing documents for consideration at the POPRC meeting.

9. Following a POPRC meeting, the POPRC technical coordinator compiles a list of intersessional working group members (composition of intersessional working groups to be included in the meeting report) based on the sign-up sheets circulated at the meeting. The POPRC technical coordinator sends the draft list to all POPRC participants to confirm whether their names are listed correctly or need to be added. Based on the communication, he/she revises the list and forwards it to POPRC process coordinator for inclusion in the meeting report.[[2]](#footnote-2) The POPRC technical coordinator sends the list to contacts database operator. The contacts database operator prepares an e-mail list of intersessional working groups. During the intersessional period, the POPRC technical coordinator informs the contacts database operator of any additional members joining the groups,[[3]](#footnote-3) as appropriate, and the contacts database operator updates the e-mail list.

**D. Communicating recommendations for listing chemicals to Parties**

10. Once the Committee decides to recommend to the COP that it considers the listing of a chemical, the POPRC process coordinator, in consultation with the legal officer, communicates the recommendation to Parties at least six months before the COP meeting at which it is proposed for adoption, in accordance with paragraph 2 of Article 21.

11. Prior to the COP meeting, the POPRC technical coordinator in consultation with the legal officer and other relevant officers prepares pre-session documents on the recommendation for listing chemicals for consideration by the COP.

**E. Supporting the scientific work**

12. The STA Branch Chief is responsible for managing the overall scientific work of the Committee including in-session and intersessional work.

**II.** **Rotation of the membership**

13. The POPRC is composed of 31 members from the 5 UN regions. Their terms of office are for 4 years with half of them changing every second year. Currently, the rotation of members takes place on 5 May every second year. The members are appointed by the Conference of the Parties at its meeting preceding the rotation on 5 May.

14. The POPRC process coordinator obtains experts’ CVs and declarations of conflict of interest in accordance with decision SC-1/8 and decision SC-4/20, which are to be reviewed in coordination with the legal officer. The POPRC process coordinator presents information on new members as an information document of the next POPRC meeting.

15. If the member cannot complete his/her terms of office, the Party, through its official channel, informs the Secretariat about the replacement of the expert.[[4]](#footnote-4) The POPRC process coordinator receives such communication sent to the Secretariat (fax, postal mail or relevant generic e-mail addresses) and contacts the new expert and obtains his/her CV and a declaration of conflict of interest, which are to be reviewed in coordination with the legal officer.

16. The POPRC process coordinator informs STA Branch Chief and POPRC technical coordinator of the replacement of the expert and provides the information to the contacts database operator to update the database of members. The POPRC process coordinator keeps a Word file with the same information on the shared drive and updates it in parallel until the time that all involved are able to access the database of experts.

**III. Website management[[5]](#footnote-5)**

17. POPRC technical coordinator is responsible for managing the content of POPRC-related webpages pertaining to scientific and technical matters.

18. POPRC process coordinator is responsible for managing the content of POPRC-related webpages pertaining to meeting organization and procedural matters.

19. POPRC technical coordinator and POPRC process coordinator ensure updating of the web pages for which they are responsible, as per SOP #6 on websites content management.

**Document revision history**

|  |  |  |
| --- | --- | --- |
| **Version** | **Description** | **Date** |
| 0.0 | Initial draft | 27.11.2012 |
| 0.1 | First revision | 03.12.2012 |
| 0.2 | Second revision | 04.03.2013 |
| 0.3 | Third revision | 20.03.2013 |
| 0.4 | Fourth revision | 28.03.2013 |
| 0.5 | Fifth revision | 05.12.2013 |
| 0.6 | Revision after Management Team discussion | 20.03.2014 |
| 1.0 | First version issued and posted | 08.05.2014 |
| 2.0 | Second version issued and posted | 22.03.2016 |
| 2.1 | Technical update of second version | 12.09.2019 |

1. SOP#2 on “Processing of pre-session working documents for the meetings of the conferences of the Parties and the subsidiary bodies”, SOP#3 on “In house processing of pre-session information documents (in English only) for meetings of the conferences of the Parties and the subsidiary bodies”, SOP#4 on “Preparation of the talking points (president’s notes, chair’s notes and co-chairs’ notes) for meetings of the conferences of the Parties and the following subsidiary bodies: Basel Convention Open-ended Working Group, Rotterdam Convention Chemical Review Committee and Stockholm Convention Persistent Organic Pollutants Review Committee”, SOP#5 on “Preparation of the meeting report for meetings of the conferences of the Parties and the following subsidiary bodies: Basel Convention Open-ended Working Group, Chemical Review Committee and Persistent Organic Pollutants Review Committee”, SOP#7 on “ Processing of Conference Room Papers (CRPs) and other related documents during meetings of the conferences of the Parties and the subsidiary bodies (excluding the Implementation and Compliance Committee)” and SOP#14 on “Information requests to Parties in follow-up to meetings of the conferences of the Parties and its subsidiary bodies”; SOP #25 on “Admission of observers to meetings of Conventions’ bodies and management of Secretariat relationships with observers”. [↑](#footnote-ref-1)
2. This composition of the intersessional working groups includes members and observers who participated the POPRC meeting. [↑](#footnote-ref-2)
3. The additional members could include those who did not participate in the POPRC meeting but were invited by the intersessional working group members. They will not appear in the composition of intersessional working groups in the meeting report. [↑](#footnote-ref-3)
4. According to paragraph 9 of decision SC-1/7, any vacancy in the POPRC arising during the intersessional period shall be filled in accordance with such procedure as the region concerned may determine and the qualifications of the new member shall be circulated to the Parties to the Convention through the Secretariat. The Conference of the Parties shall consider confirmation of such appointment at its next meeting. [↑](#footnote-ref-4)
5. The POPRC meetings are paperless, i.e. paper documents are not distributed before, during or after the meeting. CISB provides services in setting up a website structure for the paperless meeting and maintaining it up-to-date during the meeting. For details on how this service is organized please refer to the relevant paperless section in the SOP#26 on "Organization of the meetings of the conferences of the Parties (COPs) and their subsidiary bodies under the Basel, Rotterdam and Stockholm conventions". [↑](#footnote-ref-5)