



# **GUIDELINES AND PROCEDURES**

**November 2006**



## ***PREFACE***

### **INTERGOVERNMENTAL FORUM ON CHEMICAL SAFETY**

The Intergovernmental Forum on Chemical Safety (IFCS or Forum) is a unique, overarching participatory mechanism for cooperation on chemical safety. It was established in 1994 in response to a recommendation from the United Nations Conference on Environment and Development (UNCED) held in Rio de Janeiro, Brazil, in 1992. At UNCED, Heads of State and Government of the UN Member States adopted Agenda 21, thus establishing a framework for the systematic, cooperative action required to effect the transition to sustainable development. The concept of an intergovernmental forum on chemical safety was developed during the preparatory process of UNCED and included in Chapter 19 of Agenda 21 on Environmentally sound management of chemicals.

The Forum provides policy guidance and recommends strategies to build partnerships and improve coordination amongst governments, intergovernmental organisations and other representatives of civil society in dealing with chemical safety issues. Its non-institutional nature, and the wide range of participation on an equal footing means that it is well suited as a consensus builder, bringing together significant public and private stakeholders concerned with chemical safety. Between sessions of the Forum a Standing Committee guides the process of developing the Forum's agenda, provides initial input on significant new issues to be considered by the Forum, provides advice and assistance with regional efforts and monitors progress.

IFCS provides an open, transparent and inclusive forum for discussing issues of common interest and also new and emerging issues in the area of sound management of chemicals. IFCS plays a unique multi-faceted role as a flexible, open and transparent brainstorming and bridge-building forum for Governments, intergovernmental organizations and non-governmental organizations including from the private sector. This role has facilitated consensus building on issues and actions addressing the sound management of chemicals.

The Forum, with its participatory and inclusive way of working, has proven to be a useful addition to the more formal and politically charged negotiating sessions that characterize so many international gatherings. It is a broad consensus-building mechanism that all participants, in particular developing countries and NGOs, find useful to bring emerging and contentious issues to the international agenda. The IFCS provides a forum not otherwise available to emphasize special needs and concerns with respect to improving chemicals management. It has a good success record in building partnerships and improving coordination amongst governments and other representatives of civil society in dealing with chemical safety issues. The IFCS involves, encourages and supports relevant "stakeholders" to come forth with new ideas and proposals and provide their valuable contribution to the common effort.

The work of the IFCS was acknowledged at the World Summit on Sustainable Development. The adopted Plan of Implementation cites the Bahia Declaration and IFCS Priorities for Action as the basis for further development of a strategic approach to international chemicals management (SAICM) and includes specific actions supporting a number of the IFCS Priorities for Action beyond 2000.

The fifth session of the IFCS (Forum V)<sup>1</sup> was held 24-29 September 2006 in Budapest hosted by the Government of Hungary. In light of the adoption of SAICM by the International Conference on Chemicals Management (ICCM) in February 2006, Forum V considered the future role of IFCS as a contribution to the implementation of SAICM and in particular "the invitation by the International Conference on Chemical Management to the Forum to continue its important role in providing an open, transparent and inclusive forum for discussing issues of common interest and also new and

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<sup>1</sup> <http://www.who.int/ifcs/forums/five/en/index.html>

emerging issues, and to continue to contribute through this to the implementation of the Strategic Approach and the work of other chemicals-related international organizations and institutions".

Forum V, recognizing the desirability to continue to have such a forum, adopted a resolution on the future of IFCS. The Resolution<sup>2</sup> expresses appreciation for "the unique multi-faceted role that IFCS has played as a flexible, open and transparent brainstorming and bridge-building forum for Governments, intergovernmental organizations and non-governmental organizations including from the private sector which has facilitated consensus building" and establishes a working group to draft a decision on the future role and functions including options for institutional arrangements of IFCS for consideration at Forum VI. Forum VI shall if it so decides propose a draft decision for possible consideration by the next ICCM.

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<sup>2</sup> <http://www.who.int/ifcs/documents/forums/forum5/report/en/index.html>

**I F C S**  
**GUIDELINES AND PROCEDURES**  
**CONTENTS**

Resolution on the establishment of an Intergovernmental Forum on Chemical Safety	IPCS/IFCS/94.Res.1 29 April 1994
IFCS Terms of Reference	IFCS/FORUM III/23w, Annex 1
The Role of the President	IFCS/FORUM III/23w, Annex 2
Regional Roles and Responsibilities of Vice-Presidents	IFCS/FORUM IV/16w, Annex 8
Guidelines for National Focal Points	IFCS/FORUM IV/16w, Annex 9
Forum Standing Committee Terms of Reference	IFCS/FORUM III/23w, Annex 5
Conduct of Business Plenary Sessions of the Forum, Regional Group Meetings and Ad Hoc Working Groups <i>Prepared by the Forum Standing Committee for Forum Sessions</i>	Forum Sessions Room Document
Official Meeting Documents – types and organization	IFCS/FSC/01.63 Rev 2
Hosting Meetings of the Forum: Guidelines and Criteria for Selection of Hosts	IFCS/FORUM IV/16w, Annex 10
Supporting NGO Participation in IFCS activities	IFCS/ISG3/8.50w Executive Summary, para ES-25
Twining Arrangements . IFCS Meetings, Guidelines	IFCS/FSC/97.7 Rev2
Guidelines for Organizing Regional and Sub-regional Meetings	IFCS/FSC/99.06 Rev2
Designation and Criteria for Meetings Held Under the Auspices of the IFCS	IFCS/FORUMII/97.25w Annex 13
IFCS Award of Merit	IFCS/FORUMII/97.25w, Annex 14
Special Recognition Award	
Administrative Arrangements with WHO	



**Resolution on the establishment of an  
Intergovernmental Forum on Chemical Safety**





## **Resolution on the establishment of an Intergovernmental Forum on Chemical Safety**

### **The International Conference on Chemical Safety,**

*Having met* in Stockholm, at the invitation of the Government of the Kingdom of Sweden, from 25 to 29 April 1994 at a Conference convened by the Executive Heads of the International Labour Office, the United Nations Environment Programme and the World Health Organization,

*Being aware* that a substantial use of chemicals is essential to meet the social and economic goals of the world community and of the need to achieve sustainable development,

*Aware also* of the potentially harmful impact on human health and the environment that adverse effects of chemicals may cause,

*Mindful* of the relevant and fruitful work which has been carried out at the national level, and by a great number of intergovernmental and non-governmental organizations to promote chemical safety,

*Having regard* to the recommendations of the Meeting of Government-designated Experts held in London, 16-19 December 1991 to discuss draft proposals for an intergovernmental mechanism for chemical risk assessment and management,

*Having regard* to the invitation by the United Nations Conference on Environment and Development in paragraph 76 of Chapter 19 of Agenda 21 to further consider the recommendations of the London Meeting and initiate action on them, as appropriate,

*Determined* to promote environmentally sound management of chemicals to ensure that chemicals be used with the highest degree of safety,

*Convinced* that a strengthened direct cooperation between all those concerned in the field of chemical safety would offer new opportunities to provide policy guidance, identify priorities and develop strategies in a coordinated and integrated manner, and provide the required political support and foster understanding of the issues,

*Noting* with appreciation the generous offer of the Director-General of the World Health Organization to offer the Organization's facilities and provide an interim Secretariat for the Forum,

1. *Decides* to establish the Intergovernmental Forum on Chemical Safety and to adopt the terms of reference as given in Annex I.

2. **Invites** the Executive Heads of the International Labour Office, the United Nations Environment Programme and the World Health Organization, as well as of other intergovernmental organizations that may participate as cooperating organizations in a strengthened International Programme on Chemical Safety, to make the necessary interim and longer term arrangements, for a cost-effective Secretariat for the Intergovernmental Forum on Chemical Safety, bearing in mind the offer made by the Director-General of the World Health Organization and as permitted by resources.

3. **Recommends** with respect to the above that the Secretariat for the Forum should be within, but functionally distinct from, the Secretariat for a strengthened International Programme on Chemical Safety and that its work should not jeopardize the scientific and technical work carried out within the framework of the International Programme on Chemical Safety.

4. **Considers** that the administrative and financial estimates contained in Annex II provide a reasonable basis for the interim and longer term arrangements for the Forum.

5. **Invites** the Director-General of the World Health Organization, in consultation with the Executive Heads of the cooperating organizations, to provide for the establishment of a Trust Fund for voluntary contributions that will finance the costs related to the Forum including those activities of the Secretariat related to the Forum.

6. **Recommends** that the Forum conduct a full review of the organizational, administrative and financial aspects of the Forum, as well as an assessment of its effectiveness, for consideration by the third session of the Forum.

7. **Declares** that, for the purpose of commencing the work of the Forum, this Conference shall, at its completion, be considered as though it were the first session of the Forum.

## **IFCS Terms of Reference**



## Intergovernmental Forum on Chemical Safety Terms of Reference

### 1. Purpose and Aims

1.1 The Intergovernmental Forum on Chemical Safety (hereinafter called 'the Forum') is a non-institutional arrangement to provide analysis and report on progress of governments, international organizations and intergovernmental bodies in achieving the environmentally sound management of chemicals, and to provide advice, guidance and make recommendations.

1.2 The Forum seeks consensus amongst representatives of governments, in consultation and collaboration with other participants (see paragraph 3), on the development of priorities and strategies for the implementation of Agenda 21, Chapter 19 (Environmentally Sound Management Of Toxic Chemicals Including Prevention Of Illegal International Traffic In Toxic And Dangerous Products) and related issues, and undertakes periodic review of such strategies.

1.3 The purpose of the Forum is to provide policy guidance with particular emphasis on regional and sub-regional cooperation. It aims to develop strategies in a coordinated and integrated manner and foster an understanding of the issues. In promoting the required support needed to discharge these functions, the Forum will engage the attention of governments, donor agencies and financing institutions on the need for adequate resources.

1.4 The Forum shall provide:

- (a) clear and consistent advice for cost-effective, integrated risk assessment and management of chemicals using environmentally sound and generally accepted principles, including advice on alternatives to banned or severely restricted chemicals;
- (b) improved delineation and mutual understanding of roles, initiatives and activities both within and among governments and international organizations having responsibilities for chemical safety.

### 2. Functions

The functions of the Forum shall be to:

- (a) identify priorities for cooperative action on chemical safety, advise and, where appropriate, recommend concerted international strategies for hazard identification and risk assessment of chemicals, including occupational exposure, and for environmentally sound management of chemicals, including risk reduction programmes and risk communication, particularly taking into account the special needs of developing countries;

- (b) assist in securing the collaboration, through governments, of national, regional and international bodies active in the field of chemical safety, and avoid any duplication of effort in this area;
- (c) promote the strengthening of national coordinating mechanisms and of national capabilities and capacities for chemicals management, especially in relation to infrastructure building, training, education, research and monitoring, and provision of information;
- (d) promote international agreements and commitments on harmonized classification and labelling of chemicals;
- (e) assist in identifying gaps in scientific knowledge and promote information exchange and scientific and technical cooperation, including training, and education and technology transfer;
- (f) review periodically the effectiveness of relevant ongoing activities to implement recommended international strategies concerning chemical safety and make recommendations for further activities and, where necessary, advise on the strengthening or establishing the necessary follow-up mechanisms;
- (g) advise governments in their work on chemical safety with particular reference to legislative aspects, promote cooperation among governmental, intergovernmental and non-governmental organizations and encourage the appropriate distribution of work among organizations and other bodies within and outside the United Nations system in as clear and consistent a way as possible;
- (h) promote the strengthening of national programmes and international cooperation for the prevention of, preparedness for, and response to chemical accidents including major industrial accidents;
- (i) promote the strengthening of programmes for the prevention of and response to poisoning by chemicals; and,
- (j) perform other functions in pursuance of the purposes and aims of the Forum, as agreed by the Government Participants.

### **3. Participation**

3.1 All Member States of the United Nations, of its Specialized Agencies and of the IAEA (International Atomic Energy Agency) shall be invited to participate in the Forum ("Government Participants"). Associate Members of any of the Specialized Agencies shall also be invited to participate, without the right to vote, in the Forum.

3.2 Relevant United Nations bodies and Specialized Agencies, as well as intergovernmental organizations representing subregional and regional geographic, political and economic groups of countries involved in the field of chemical safety ("Intergovernmental Participants"), shall be invited to participate, without the right to vote, in the Forum.

3.3 International non-governmental organizations concerned with science, health, workers' interests, the environment, consumers and industry, involved in the field of chemical safety shall be invited to participate, without the right to vote, in the Forum ("Non-governmental Participants").

3.4 The term "participants" in these Terms of Reference refers to all of the above governments, Associate Members and intergovernmental and non-governmental organizations.

3.5 Participants shall have the right to attend all Forum organized meetings (e.g. regional, *ad hoc* working groups, plenary etc). Exceptions should be for specific, limited and sensitive topics. The reasons for exclusion should be stated one day in advance to the secretariat.

#### **4. Government Representation**

The representative of each government should be a senior official concerned with chemical safety, including health and environmental issues. Advisers as appropriate may accompany each representative. It is expected that governments would ensure that their delegations reflect the full range of national interests.

#### **5. Sessions**

Subject to availability of funds, it is expected that sessions of the Forum will be held at intervals of 2-3 years. Periodically, sessions will review progress on Chapter 19 of Agenda 21 and the need for further sessions, as recommended by the Forum Standing Committee.

#### **6. Officers**

At each session, the Forum shall elect, from among the representatives of the Government Participants, Officers consisting of a President and five Vice-Presidents. They shall take office immediately after closure of the session during which they are elected and hold office until the end of the session following their election. Collectively, Officers carry out responsibilities delegated by a Session of the Forum or by the Forum Standing Committee to coordinate and support their work.

#### **7. Forum Standing Committee**

7.1 There shall be a Forum Standing Committee to:

- (a) bring forward new issues for their timely inclusion on the agenda at Sessions of the Forum;
- (b) provide guidance on the development of documents and other items on the agenda of the Forum;
- (c) assist in fund-raising for the Trust Fund and for funds to support participation in IFCS activities;

- (d) assist in regional efforts;
- (e) channel the views of participants into the planning of sessions of the Forum;
- (f) coordinate taking forward IFCS recommendations through national representatives to the governing bodies of international organizations, as appropriate;
- (g) coordinate transmittal of IFCS reports and information to the UN Commission on Sustainable Development, as appropriate; and,
- (h) perform other functions referred to it by the Forum.

7.2 The Forum Standing Committee shall consist of the elected officers, the immediate Past President, the Chairperson, *pro tem.*, of the Inter-Organization Coordinating Committee (IOCC) of the Inter-Organization Programme for the Sound Management of Chemicals (IOMC), a government participant representing the host country for the next Forum session, twelve government participants to be elected at each session of the Forum (taking into account equitable regional and geographic representation), and four representatives of non-governmental organizations designated by non-governmental participants present at the session and representing the interests of science, the public, industry and workers.

7.3 The Executive Secretary shall be an *ex officio* member of the Forum Standing Committee.

## **8.0 *Ad hoc* Working Groups**

Subject to the availability of funds, the Forum, or the Forum Standing Committee may establish *ad hoc* Working Groups of Government and other agreed participants for a set period of time to undertake specific tasks. In accordance with the decisions of the Forum, or the Forum Standing Committee establishing the *ad hoc* Working Group concerned, other participants may participate, without the right to vote, in meetings of *ad hoc* Working Groups.

## **9.0 National Focal Points**

9.1 Each country should have a single National Focal Point for the purpose of communication with IFCS. The National Focal Point should be a designated government position at a policy level, preferably in the Department or Agency with responsibility for coordination of chemical safety activities within the country.

9.2 The National Focal Point should provide the Forum with information on national priorities and progress respecting the environmentally sound management of chemicals. The National Focal Point should also disseminate information on Forum activities within the country, including to appropriate governmental and non-governmental organizations.



## **10. Administering Organization**

Acting on instructions from the Forum Standing Committee, the President shall enter into agreements with an organization approved by the Forum Standing Committee respecting the employment of a secretariat and administrative services (including accommodations) required by the Secretariat.

## **11. Secretariat**

The Forum, the Forum Standing Committee and *ad hoc* Working Groups shall be served by a Secretariat.

## **12. Decisions**

12.1 The Forum shall make every effort to reach agreement on all matters by consensus. If all efforts to reach consensus have been exhausted and no agreement reached, the decision shall, as a last resort, be taken by a simple majority of the Governments present and voting. Each Government Participant shall have one vote. For the purposes of these Terms of Reference, the phrase "Government Participants present and voting" means Government Participants casting a valid affirmative or negative vote. Government Participants abstaining from voting are considered as not voting.

12.2 Elections of Officers of the Forum shall be decided by consensus; where consensus cannot be achieved, the election shall be decided by secret ballot.

## **13. Procedures**

The Forum shall adopt, and may, at any session, amend its own rules of procedure. The Forum Standing Committee and *ad hoc* Working Groups shall apply, *mutatis mutandis*, the rules of procedure adopted by the Forum.

## **14. Agenda**

The Secretariat, in consultation with and under the guidance of the President of the Forum, shall prepare a Provisional Agenda for each session of the Forum, including a recommendation for the meeting rapporteur. Any participant in the Forum may request the Secretariat to include specific items in the Provisional Agenda prior to its distribution. The Provisional Agenda shall be communicated to all participants in the Forum at least two months before the opening of the session. After the communication of the Provisional Agenda and before the adoption of the Agenda by the Forum, participants may propose only items of an important and urgent nature.

## **15. Budget and Expenses**

15.1 The Forum Standing Committee shall prepare for consideration by each session of the Forum an estimate of expenditure related to the Forum, the Forum Standing Committee, and *ad hoc* Working Groups established by the Forum and a Secretariat, together with information concerning expenditures for the period since the last Forum. This estimate, with such modifications as may be considered appropriate

by the Forum in the light of potential funding, shall subsequently be considered in the budget of the Forum.

15.2 Any types of expenses related to participation in the Forum, Forum Standing Committee, regional meetings or *ad hoc* Working Groups are to be borne by participants unless otherwise agreed by the Forum. Nonetheless, the Forum, through its secretariat, shall undertake efforts towards the obtaining of funding in order to assure the participation of representatives of developing countries, countries with economies in transition, and non-governmental organizations.

## **16. Reports**

The Forum shall consider and adopt a report at each session embodying the recommendations adopted. A statement summarizing minority views will be included when appropriate. Reports will be distributed to all participants in the Forum and, through appropriate channels, to the Commission on Sustainable Development and to the governing bodies of the IOMC participating organizations.

## **17. Languages**

17.1 The working languages of the Forum shall be Arabic, Chinese, English, French, Russian and Spanish.

17.2 The agenda and final report of sessions of the Forum shall be in Arabic, Chinese, English, French, Russian and Spanish. All working documents shall include a section "Issues for consideration and action required by the Forum" which will be translated into Arabic, Chinese, English, French, Russian and Spanish. Simultaneous interpretation will be provided at sessions of the Forum.

17.3 The working language of the Forum Standing Committee is English. The Forum Standing Committee will consider the need for other languages on a case by case basis.

## **The Role of the President**



## THE ROLE OF THE PRESIDENT

The Office of President was created by resolution of the International Conference on Chemical Safety held in Stockholm, Sweden in April 1994. The President is appointed by a government elected to hold Office at a session of the Forum and serves from the conclusion of the session in which elected until the conclusion of the session following.

The President represents all participants of the Forum when carrying out official functions, whether participating in IFCS events, addressing international conferences or meeting people in a wide range of informal settings. The President must strive to demonstrate impartiality and act in a fair and impartial manner to all participants. Duties and responsibilities of the President include the following:

- As the presiding officer in the Forum, the President acts as its chairman, directs discussions in plenary sessions, ensures observance with the IFCS Terms of Reference and rules of procedure, and provides guidance for the efficient conduct of business during and between sessions of the Forum;
- The President chairs the Forum Standing Committee and has the authority to convene meetings either at his or her initiative or in response to requests from members of the Forum Standing Committee. The President will assist the secretariat in developing the proposed agenda for meetings and teleconferences.
- The President ensures that election of Officers of the Forum and members of the Forum Standing Committee are conducted in accordance with the Terms of Reference and the practices of the Forum. The President shall not serve as the representative of his or her government at IFCS meetings.
- The President actively promotes the IFCS in all regions of the world, and communicates information relating to the work of the Forum to governments, relevant NGOs and others on a regular basis.
- The President advises and assists the Vice-Presidents in the organization of regional and sub-regional meetings.
- The President shall consult the World Health Organization (WHO) on arrangements for the facilities and services to be provided by WHO for the IFCS Executive Secretary and other IFCS staff.
- The President provides advice and support to the Executive Secretary as required to ensure the orderly conduct of day-to-day business, including promoting awareness of the IFCS and seeking funding for its activities.



## **Regional Roles and Responsibilities of Vice-Presidents**





## REGIONAL ROLES AND RESPONSIBILITIES FOR VICE PRESIDENTS

In carrying out its work, the Intergovernmental Forum on Chemical Safety (IFCS or Forum) emphasises regional and sub-regional cooperation. Thus, it is incumbent on the Vice Presidents of the Forum to:

- actively promote the IFCS in their region/subregion, including recommendations from the Forum;
- communicate to governments, relevant non-governmental organizations and others information on IFCS matters;
- support the organization of sub-regional cooperation;
- foster good intersectoral contacts throughout the region/subregion, having in mind the specific institutional and administrative framework of each country, and helping to promote an increased understanding of the various role and responsibilities of the different sectors;
- solicit and organize input from countries and other Forum participants in the region/subregion on issues and matters being addressed by the Forum, including the identification of regional/subregional priorities;
- represent regional views at Forum, Forum Standing Committee and other meetings;
- convene regional meetings, and support sub-regional meetings where appropriate, with broad participation, including that of non-governmental and intergovernmental organizations, between Forum meetings and, as appropriate, during IFCS meetings;
- organize regional efforts for election of officers of the Forum and members of the Forum Standing Committee, in accordance with the IFCS Terms of Reference and general guidance provided by the President;
- organize nomination and designation of regional representatives to IFCS *ad hoc* working groups, coordinating groups and committees, ensuring equitable geographical representation for the region; and
- work in close collaboration with the IFCS National Focal Points in their region, assisted by the Executive Secretary as required.



## **Guidelines for National Focal Points**



## GUIDELINES FOR IFCS NATIONAL FOCAL POINTS

The following criteria are intended as guidelines to be adopted, as appropriate, according to organizational structures and coordinating mechanisms in each government.

1. Each government should have a single National Focal Point identified by the respective Ministry or Department where the National Focal Point is located, or by the Ministry of Foreign Affairs as appropriate to act as conduit for communication on IFCS activities and information dissemination. The IFCS President and Executive Secretary will be in communication with governments in order to ascertain their position with regard to the nomination.
2. The Focal Point should be a designated government position, not a person, and be at a sufficiently high policy level so that all national departments sharing responsibilities in chemical safety (health, environment, agriculture, industry, etc.) and their respective concerns can be fully addressed. If possible, it should be located in the Department or Agency that has the responsibility of coordinating national chemical safety activities. Some countries, however, may find it more appropriate for their country's needs to nominate a particular individual as Focal Point.
3. The Focal Point, with guidance from the Secretariat, as required, should promote intersectoral coordinating efforts and develop a mechanism for disseminating information within the country on IFCS activities to appropriate governmental and non-governmental organizations and for providing national inputs into policy directions and recommendations of the IFCS.
4. The National Focal Point should report at least once a year to the IFCS Secretariat on the progress in the implementation of the Priorities for Action and other matters concerning relevant chemical safety issues at the national level. The Forum Standing Committee, after consultation with governments, will approve the basic format to be used for the report. The IFCS Secretariat will propose this format.
5. The Focal Point for the IFCS should liaise with focal points of the participating organizations in the Inter-Organization Programme for the Sound Management of Chemicals (IOMC) and other relevant international organizations in the country to promote the sound management of chemicals. Their efforts can be assisted by expanded IOMC efforts to inform Focal Points of sponsored meetings.
6. Governments should seek to ensure continuity of National Focal Points. The Forum Secretariat should be advised of any changes by the respective Ministry or Department where the National Focal Point is located, or by the Ministry of Foreign Affairs as appropriate. The representative of a government attending each session of the Forum is requested to inform the Secretariat, upon registration, about any new designation of their National Focal Point.
7. Where a government has not yet identified a National Focal Point, the Forum Secretariat should communicate through the respective Ministry of Foreign Affairs until a Focal Point has been nominated.



## **Forum Standing Committee Terms of Reference**





## FORUM STANDING COMMITTEE Terms of Reference

### *Composition and elected members*

President

5 Vice-Presidents

1 IOMC (Chairperson of IOCC)<sup>1</sup>

4 NGOs<sup>2</sup> - industry, science, public interest, workers

2 Africa

2 Central and Eastern Europe

2 Latin America & Caribbean

3 Asia and the Pacific

3 Western Europe and Other Groups

Host Country for next Forum meeting

Immediate past president of the IFCS

This gives a total of 25 participants.

The Executive Secretary of the IFCS will support the Forum Standing Committee.

### *Role and responsibilities*

- The Forum Standing Committee will guide the process of development of meeting materials and documents following the practice of lead country/sponsor/organization approach to preparing materials for agenda items.
- The Forum Standing Committee will assist the Secretariat of the IFCS in fund raising for the Trust Fund and for funds to support participation in IFCS activities ("twinning" arrangements).
- As needed, the Forum Standing Committee will provide initial input on significant new issues to be considered by the Forum, preparing needed relevant materials on the matter for dissemination to IFCS participants.
- The Forum Standing Committee will assist in regional efforts.
- The Forum Standing Committee will coordinate taking forward IFCS recommendations through national representatives to the governing bodies of international organizations, as appropriate.
- The Forum Standing Committee will coordinate transmittal of IFCS reports and information to the UN Commission for Sustainable Development, as appropriate.

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<sup>1</sup> IOMC - Inter-Organization Programme for the Sound Management of Chemicals  
IOCC – Inter-Organization Coordinating Committee

<sup>2</sup> Non-governmental organizations

- The Forum Standing Committee is not empowered to take decisions for the President, Vice-Presidents or the Forum itself.
- Except for the President who, as an independent chairperson acts in accordance with the recommendations of the Forum as a whole, members of the Forum Standing Committee will serve as conduits for the views of participant countries in their respective IFCS regions or respective NGO or IGO constituency. To the extent possible, consultations and discussions should be undertaken with those countries or organizations by members of the Forum Standing Committee. The Forum Standing Committee should actively support such efforts e.g. by allowing time for consultations or making meeting materials available.

### *Working procedures*

- To the extent possible the Forum Standing Committee will undertake its work through correspondence and teleconferencing.
- The President and Executive Secretary will develop the proposed agenda for meetings and teleconferences in consultation with other members of the Forum Standing Committee.
- The working language will be English, with the provision of interpretation during meetings decided on a case by case basis.
- To provide for consistency and involvement, alternates should be designated to participate in meetings only as an exception. Members may, subject to prior discussion with the President, be accompanied at meetings by co-workers where their expertise is specifically required, keeping in mind that the effectiveness of the work of the group is best served by keeping the attendance as small as possible.
- A government member, when first joining the Forum Standing Committee will nominate another government, as agreed to in its regional group, to act as an alternate or substitute when necessary. The Executive Secretary could call on this alternate or substitute government, as appropriate.
- The President has the authority to convene meetings either at his or her initiative or in response to requests from members of the Forum Standing Committee.
- The Forum Standing Committee will keep the IFCS participants regularly informed on their work. Various means will be considered, including the issuing of a “news bulletin” letter as well as posting information on the Internet. The papers and records of the Standing Committee will be made available to the participants of the IFCS upon request.

## **Conduct of Business**

### **Plenary Sessions of the Forum**

### **Regional Group Meetings and Ad Hoc Working Groups**

**Prepared by the Forum Standing Committee**



## **Conduct of Business in Plenary Sessions of the Forum**

1. Participants may address the session when recognized by the President. The President shall call upon speakers in the order in which they signify their wish to speak. The President may call a speaker to order if his or her remarks are not relevant to the matter under discussion.
2. In order to give maximum opportunity for speakers to contribute to the discussion, the President may limit the time allowed to each speaker. Normally, a speaker will not be granted permission to intervene for a second time in the discussion of any one item if another delegate who has not spoken on the discussion item requests the floor. However, the President may grant the right of reply to any speaker who requests it. Speakers are requested to be brief.
3. Observers may address the session as time permits when recognized by the President.
4. During the discussion on an item of business, the President may announce the list of speakers and, with the consent of the Forum, declare the list closed. The President may, however, accord the right of reply to any member if an intervention made after the list is declared closed makes this desirable.
5. During the discussion of any matter before the Forum, any participant may rise on a point of order, which shall immediately be decided upon by the President. The participant may appeal against the ruling in which case the appeal shall be immediately voted upon.

### Voting

6. Voting rights are defined in the IFCS Terms of Reference. Except for the election of officers, the normal method of voting is by voice or show of hands and the President shall immediately announce the result of each vote. Any government representative who doubts the correctness of the result announced by the President may request that the President appoint tellers to count the vote and request those voting in the affirmative to stand while counted. The President then invites those voting in the negative to stand while being counted. The report of the tellers is then compiled and announced by the President.

## **Conduct of Business**

### **Regional Group Meetings and *ad hoc* Working Groups.**

1. Regional Group Meetings and meetings of duly constituted *ad hoc* working groups are open to the attendance of any IFCS participants and others attending Forum sessions as observers. Any “closed” session during a meeting must be announced well in advance of the meeting.
2. Regional Group Meetings and meetings of duly constituted *ad hoc* working groups will follow the same general procedures as plenary sessions of the Forum.

## **Official Meeting Documents - types and organization**





## **IFCS - Forum Sessions**

### **Official Meeting Documents - types and organization**

This paper reviews the types of IFCS documents produced and distributed at previous IFCS meetings including the rationale for each.

In preparation for Forum III FSC discussed various options for addressing the problem of the volume of papers distributed at previous IFCS meetings. The FSC took the following decisions:

1. The types of documents should be limited to three categories: working/decision, information/background, and room documents
2. Only working papers to be translated
3. One (1) working document be prepared per agenda item
4. Working/decision documents be limited in length to 5 pages (2000 words maximum)
5. Information papers limited in length to 5 pages (2000 words maximum); requests for exceptions will be considered by the FSC

**Contents:**

- Categories of document distributed for IFCS meetings
- Guidelines for Development of Working Documents

## Categories of Documents distributed for IFCS Meetings:

### 1. Working documents:

- the most important documents for IFCS meetings
- deal with topics on which the participants were invited to take action or reach decisions.
- guidelines covering the organization, content and length of these papers were adopted (IFCS/FSC/01.65 Rev 2).
  - The first section of the papers succinctly presents the key issues for consideration and the actions requested of the Forum.
- this category of papers also dealt with arrangements for the meeting (e.g., agenda).
- working documents bear document numbers ending in “w”
- issue & action section translated into all 6 UN languages; remainder of paper translated into 6 UN languages time and resources permitting.

### 2. Information/Background Papers:

- contributed papers intended to present an update on issues previously considered by IFCS, or to present a backdrop or framework within which meeting participants will be considering various issues.
- background papers bear document numbers ending in “INF”
- not translated; provided in original language only

### 3. Room Documents:

- distributed for general information
- includes various types of documents, such as statements of participants or groups on key topics, reports from international meetings dealing with chemical safety issues, information reports on specific activities of a group.
- as a general rule not translated; provided in versions submitted by contributor; (note: for Forum III papers addressing procedural matters and regional papers on prevention of illegal traffic and awareness raising were by exception translated given the importance of the subject matter.)

### Others

### 4. Thought Starter Papers:

- originally developed to allow for further discussion and development of ideas in the time period between the deadline for submitting working papers and the meeting
- contributed papers intended to provoke thought and bring about discussion on some of the topics on the agenda. It is hoped that delegates will have used these as a basis for dialogue with colleagues in their and other countries and organizations involved in chemical safety before coming to the IFCS meeting.
- Thought Starter Papers bear document numbers ending in "TS"
- translated into working languages of meeting

### 5. Briefing Notes

- for ISG3 each of the thematic session sponsors prepared a 1 to 3 page briefing note on the key issues to be considered and the expected outcomes of the sessions. The briefing notes were intended to assist the Vice Presidents in organizing the regional meeting discussions.
- the notes were translated into the working languages of ISG3 (E,F,S) and distributed to all participants

### 6. Papers produced during course of meeting:

- Additionally, meeting documents include reports of regional group meetings and working groups and the draft report (or products) of the IFCS meeting that become available during the meeting.

## **Guidelines for Development of Decision/Working Documents\***

**Sponsors of papers are reminded of the need to collaborate with co-sponsors and obtain regional input as appropriate.**

Total Length 2000 words maximum (5 pages or less)

### Sections

#### I. Issues for consideration and Actions requested of the Forum

The issues for consideration are to be succinctly presented in 400 words or less (1/2 to 1 page).

The actions requested could then be presented in bullet format in no more than 1/2 page.

#### II. Background

Background information should be briefly presented in no more than 800 words (2 pages or less); dividing information into titled subsections may be helpful.

#### III. Current situation/status

Information on the current situation or status should be briefly presented in no more than 800 words (2 pages or less); dividing information into titled subsections may be helpful.

\* source: IFCS/FSC/01.65 Rev 1

## **Forum Meetings: Guidelines and Criteria for Selection of Hosts**



## **Hosting Meetings of the Forum Guidelines and Criteria for Selection of Hosts**

### ***Selection of a Host Country***

1. The honour of hosting a Forum meeting is entrusted by the Forum Standing Committee (FSC) to a country, which is designated as the host country.
2. In awarding a country the right to host a future Forum meeting, the FSC shall take into consideration:
  - a country's ability to meet the criteria listed in Addendum A
  - the previous interest and involvement by the country in IFCS events and business
  - the desirability of geographical equity for IFCS meetings.
3. The FSC shall take reasonable steps to ensure that no other important international meetings related to chemical safety have been scheduled to conflict with the proposed timing of the Forum meeting.
4. The FSC reserves the right to cancel (and/or change venue of) a Forum if circumstances arise that necessitate such a decision.

### ***Submission of Proposal***

1. A proposal to the FSC to host a future Forum meeting must be submitted in writing and communicated to the IFCS Executive Secretary.
2. The proposal should include information relevant to the criteria certain listed in Annex A.
3. In addition, the proposal should include a written acknowledgement that the candidate has taken into account the financial and technical requirements for hosting a Forum meeting and is in a position to respect these requirements. It must state such financial guarantees that can be made to ensure a satisfactory Forum meeting. Such guarantees may be given by governments, the city where the Forum is proposed to be held, or by other specified third parties. No expenses relating to the hosting of a Forum are to be borne by the Forum Trust Fund. A general guidance list of the meeting technical and other requirement may be obtained from the IFCS Secretariat.
4. The proposal letter may be submitted at any time. The date of the proposal letter shall not accord any priority *per se* to any prospective host country.

### ***Local Organizing Committee***

1. Upon selection to host a Forum meeting, the host country shall appoint a local organizing committee.

2. The local organizing committee shall be entrusted by the FSC to lead the organization of all aspects that are the responsibility of the host government. The Executive Secretary, or designated representative(s), shall be in ongoing and frequent contact with the local organizing committee to provide advice and assistance. The chairperson of the local organizing committee shall immediately alert the Executive Secretary of any events or other difficulties that may significantly interfere with the smooth running of the Forum.
3. The local organizing committee shall report regularly to the FSC on all aspects of progress and shall take into account FSC advice and recommendations.
4. Post Forum Meeting: The local organizing committee, working with the secretariat, shall provide (within 6 months) an information report on the whole process, to be used as guidance for the next Forum host. The report should specifically address 'the levels at which things worked well, or not' and include a detailed summary of actual-costs.

#### ***IFCS Secretariat***

1. The IFCS Secretariat is the body that holds the accumulated practical experience of Forum meetings; it provides the link for information exchange, guidance and advice between the Local Organizing Committee and the FSC. The secretariat plays a key operational role in organizing Forum meetings and bears (much of) the responsibility for a successful outcome. Consequently, the Secretariat will be in regular communication with the host country/ local organizing committee.
2. Prior to each Forum meeting and after the agenda and programme are set, the secretariat will issue a document detailing the meeting technical and other requirements to the local organizing committee. The document will cover the detailed daily logistics / requirements for the duration of the Forum meeting, and as such will constitute the reference working document for the local organizing committee. In view of the mandate of the Forum to address new and emerging issues as they arise, it is understood that it may be necessary to modify the meeting requirements to allow for the needed flexibility in the programme.
3. The technical and other requirements for Forum meetings are similar at the overall level, but the details may be expected to vary according to the specific meeting agenda and programme as well as local conditions. As examples for information purposes only, copies of Requirement documents from previous Forum meetings may be obtained from the Secretariat.



## Addendum A

### **Criteria for Awarding the Right to Host a Forum Meeting**

The following factors are to be taken into account by the FSC in awarding a country the right to host a Forum meeting. No priority is implied in the order of listing. In the event that more than one country has indicated a willingness to act as host for a Forum meeting during the same time period, the FSC will take these factors into account in selecting the host country.

#### **Proposed Meeting Venue and Conference Facilities**

Suitability of proposed venue for the meeting, e.g., hotels, conference facilities:

- 1) Location of conference facility (e.g., downtown, resort hotel, airport hotel, etc).
- 2) Size and number of meeting rooms available for plenary, regional and other meetings.
- 3) Facilities for simultaneous interpretation and translation in IFCS official languages.
- 4) Arrangements for work space for secretariat and delegates.
- 5) Availability of informatics equipment including internet/web access.
- 6) Availability of presentation equipment (e.g. data display shows, computers).
- 7) Availability of photocopying services.
- 8) Availability of exhibition space.
- 9) Adequate local support staff.
- 10) Availability and choice of hotels to accommodate delegates.
- 11) Catering arrangements on-site or in the immediate vicinity for delegates (refreshment breaks, luncheon).
- 12) Stability of utility services (e.g., electricity, air conditioning) and back-up arrangements.
- 13) Transportation
  - a) Airlines access from other countries and regions.
  - b) Local transportation, including transport of delegates on arrival in host city.
- 14) Accessibility of medical services.

#### **History of previous IFCS meetings in the geographic region.**

Type (e.g., Forum, ISG meeting, *Ad hoc* working group meetings) and date(s) of previous IFCS meetings in the geographic region/subregion.

#### **Previous interest and involvement by the country in IFCS events and business.**

#### **Finances/Budget**

1. Country estimate of costs associated with hosting a Forum meeting
2. Financial guarantees, including source(s) of funding.

#### **Visa requirements and application procedures.**

#### **Year and time of year proposed for the meeting.**



## **Supporting NGO Participation in IFCS activities**



## **EXECUTIVE SUMMARY**

### **ISG3 AGREED ACTION ITEMS AND RECOMMENDATIONS**

#### **Support NGO participation in IFCS activities**

ES-25. In response, especially, to declining NGO participation due to funding difficulties, ISG3 recommended that the Forum Standing Committee continue to develop ways to enhance NGO participation in IFCS activities and encouraged governments to promote NGO participation at national and international levels, enhancing their opportunities to gain funding from a variety of agencies (see also Paragraphs ES-22 and ES-23 above).



## **Twinning Arrangements - IFCS Meetings, Guidelines**





## **Twinning Arrangements - IFCS Meetings Guidelines**

*The Revised Guidelines were adopted by the Forum Standing Committee  
at 13<sup>th</sup> FSC Teleconference on 15 April 1999*

Forum II requested that the Forum Standing Committee investigate the possibility of setting up an ongoing “twinning” fund to be used to assist countries requiring financial aid to participate in the IFCS meetings.<sup>1</sup>

ISG3 recommended that the Forum Standing Committee continue to develop ways to enhance NGO participation in IFCS activities and encouraged governments to promote NGO participation at national and international levels, enhancing their opportunities to gain funding from a variety of agencies.<sup>2</sup>

Donors may designate contributions to the IFCS twinning fund to support particular categories of IFCS participants, e.g. countries in a particular geographical region or NGO participation. Designated contributions should be managed separately in the twinning fund.

Guidelines for selection of **government** recipients:

- donor designated countries and/or regional or other groupings of countries
- least developed or developing countries - UN ECOSOC classification
- for ISG meetings, recipient should be from an ISG country
- for *ad hoc* working group meetings, priority should be given to government designated members of the working group
- IFCS Officer, designated IFCS national focal point or head of government delegation with priority given to those from ISG countries
- countries with acknowledged substantive chemicals management issues
- need for balanced regional and geographic distribution
- not more than 1 delegate per country<sup>3</sup>
- previous interest/participation in IFCS meetings
- governmental concurrence with application for assistance
- request for assistance received by established deadline

**Government** recipients will be chosen by the IFCS Secretariat in consultation with the President.

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<sup>1</sup> Forum II Final Report, Executive Summary, para 14 (IFCS/FORUM-II/97.25w, March 1997)

<sup>2</sup> ISG3 Final Report, Executive Summary, para ES-22, ES-23, ES-25, and Meeting Summary para 72 (IFCS/ISG3/98.50w, December 1998)

<sup>3</sup> Exceptional circumstances may require that this criteria be waived. This will be determined on a case-by-case basis.

Guidelines for selection of *non-governmental organization* recipients:

- donor designated area of focus (environment, public interest, labour) and/or geographical area
- NGOs with substantive activities in the area of chemicals management
- need for balanced NGO participation (i.e. adequate representation from all categories: labour, public interest/environment, science, industry)
- previous interest/participation in IFCS meetings
- not more than 1 delegate per organization
- request for assistance received by established deadline

**Non-governmental organization** recipients will be chosen by the IFCS Secretariat in consultation with the President and NGO members of the Forum Standing Committee.

# **Guidelines for Organizing Regional and Sub-Regional Meetings**



## Intergovernmental Forum on Chemical Safety

### Guidelines for Organising Regional and Sub-regional Meetings

*prepared by the Secretariat*

*approved by the FSC February 1999*

There are a number of issues that need to be dealt with in order to organise effective Regional and/or Sub-regional meetings. Most of these are inter-related, and have to be considered together e.g., the availability of finance will affect the size, location, length etc. of any meeting.

#### 1. Responsibility

The IFCS Vice Presidents are responsible for designating meetings as being IFCS Regional/Sub-regional meetings.

Each IFCS Vice-President may organise, or authorise another IFCS participant to organise Regional/Sub-regional Meetings. In the latter case, the Regional Vice-President should be kept informed on all planning and organizational matters.

IFCS Vice-Presidents, and others, are encouraged to involve regional Forum Standing Committee members in the planning and organization of meetings.

The IFCS Secretariat can only provide limited assistance in the organisation of meetings, but should be kept informed about all IFCS meetings. It is the responsibility of each Vice-President to ensure that agendas, lists of participants, and final reports are sent to the Secretariat. If required, the Secretariat will co-ordinate any necessary representation by IFCS officers from other the regions.

#### 2. Purpose

Meetings that are organised under the auspices of the IFCS should have objectives that are directly supportive of the work of the IFCS. Broadly the objectives could include one or more of the following:

- preparation for a Forum meeting;
- co-ordination of regional positions during Forum meetings;
- information exchange on national/sub-regional/regional IFCS related activities;
- setting of priorities for action at national/sub-regional/regional level;
- co-operation on IFCS related activities, where sharing experience etc. can lead to more effective programmes;
- co-ordination of activities which affect more than one country within a region/sub-region.

Objectives should be well defined and the agenda, meeting papers and information distributed to all invitees and participants in advance to enable them to prepare for the meetings, and provide appropriate representation.

### 3. Location

Location will depend on the type of meeting. Normally Forum meetings provide facilities for regional meetings both prior to the formal opening session and during the course of the meeting. Other meetings will be best organised in the region/sub-region involved, taking account of the need to minimise costs. Small scale meetings, may be held in government buildings where adequate rooms are available at minimal or no cost. IFCS meetings that are attached or back-to-back to other meetings may be co-located for minimal extra cost.

### 4. Duration

Duration will depend on the objectives and meeting agenda as well as the possible organizational arrangements.

### 5. Resources

The organizer(s) should be responsible for the costs of all local arrangements. The following suggestions may be useful for keeping costs at a minimum and arranging for the necessary resources:

- as far as possible, all participants should be asked to cover their own participation expenses; travel and subsistence costs may be subsidized entirely or in part by available “twinning” or assistance funds;
- when possible, meetings should be held in government buildings, or other minimal cost facilities, rather than hotels/conference centres;
- solicit funding from national/regional industry associations and relevant international organization(s) as “sponsors” for example for twinning, printing, interpretation/translation;
- schedule IFCS meetings in conjunction with other meetings having appropriate participation (note the issue of appropriate participation is a very important consideration);
- partnership with countries in other IFCS regions who can provide expertise and/or funding; e.g. countries in same geographical area.

### 6. Participants

Invitations should be sent to IFCS National Focal Points (NFP). In countries not having yet designated an IFCS NFP, the invitation may be sent to the country’s participant at a previous Forum or ISG meeting with a copy to the Ministry of Foreign Affairs.

In general invitations should be sent to pertinent regional and/or national NGOs and to the FSC NGO representatives. Invitations to the IOMC participating organizations may be sent to the chair person of the IOMC/IOCC serving as the representative on the FSC and/or the IOMC/IOCC representatives of the participating organizations, and to the regional/national offices of the organizations.

The meeting must be conducted following the adopted IFCS “open” meeting policy, i.e. any IFCS participant is welcome to attend at their own expense. Any sessions restricted to a selected group of participants should be announced in advance.

#### 7. Agenda

The agenda should be prepared in consultation with other IFCS regional representatives. The agenda should be well focussed with a few specific topics and a clear indication of the desired outcomes. It should be sent out to invitees/participants in advance, together with relevant papers, so that they can be adequately prepared for the meeting.

#### 8. Speakers

In many cases speakers will be available from within the Region. IGOs and NGOs may also be able to contribute speakers on issues within their expertise.

#### 9. Format

The format will depend on the objectives of the meeting. While some meetings may be to provide participants with information, it is generally better to provide this in advance by means of information papers; referring, if necessary, to other published documents. The majority of time should be allotted for discussion and decisions. Consideration may be given to organizing small working groups following plenary sessions to allow for targeted detailed discussions. An overview of the desired outcomes and the expected types of follow-up that will need to be organized should be provided in an introductory session to facilitate focused discussions.

#### 10. Language/Translation

In general the main language of the meeting should be one of the official languages of the IFCS (English, French, Spanish, Russian, Arabic, Chinese). When feasible, there should be interpretation and/or translation of documents into as many regional official languages as possible. It will rarely be possible to provide translation for all languages, and consideration should be given to which are the most frequently used (as first and second languages). Guest speakers may not speak the regional languages, therefore interpretation to/from their preferred language (usually, but not always English) will need to be provided.

#### 11. Reporting

A report of the meeting should be prepared and sent to all participants as soon as possible after the meeting. Copies of the report (in the meeting language and, where possible, in English) should be sent to the IFCS Secretariat. The Secretariat will distribute the meeting report to members of the FSC and post it on the Regional Page of the IFCS Internet site.

Reports should clearly outline what was decided at the meeting, and who is responsible for implementing any follow-up actions with a time schedule for their completion. The individual(s) designated to serve as rapporteur(s) should possess the necessary qualifications to ensure the accuracy and quality of meeting reports.

## 12. Follow-up

A list of recommendations for action that are agreed at the meeting should be prepared and monitored by the organiser.

An evaluation of each meeting should be conducted by the organizer. The evaluation should cover both organizational arrangements and the agenda content with input solicited from the participants. The evaluation results should be shared with the FSC so that lessons can be learnt for future meetings.



## **Designation and Criteria for Meetings Held Under the Auspices of the IFCS**



**Provisional<sup>1</sup>****DESIGNATION AND CRITERIA FOR MEETINGS HELD UNDER THE AUSPICES OF IFCS**

The IFCS is a non-institutional arrangement whereby representatives of governments meet together with intergovernmental and non-governmental organizations to consider all aspects of the assessment and management of chemical risks. The purpose is to assist in policy and strategy development in a coordinated and integrated manner, foster understanding of issues and promote the required policy support.

The IFCS does not, in and of itself, carry out programmatic work, rather this is a task for the participants in the Forum whether governments, IGOs or NGOs.

The IFCS operates on the basic principle of *partnership* in the spirit of Agenda 21: in order to achieve the sound management of chemicals, governments and social partners, industry, scientific organizations, environmental, labour and public interest groups, need to be able to contribute and constructively work together. The transparency of the working procedures and the active participation of all members has resulted in a unique approach in dealing with global chemical safety issues.

IFCS meetings may be of a global, regional or subregional nature.

The decision on designation of a meeting as an IFCS meeting will be taken by the IFCS Bureau<sup>2</sup>. A request for designation should be sent to the Secretariat. Based on the purpose and the partnership principle above, the following are proposed as general criteria and guidelines for designation of IFCS meetings:

- the subjects to be treated at, and the objectives of, the meeting are of direct relevance to, and in conformity with, the IFCS goals and purpose;
- the meeting is open to all IFCS participants, subject to the restrictions on voting given in the IFCS Terms of Reference;
- IFCS Bureau and Secretariat participate actively in the planning and organization of the meeting;
- sources of funding are assured and publicly/clearly defined. No economic responsibility must rest on IFCS, beyond any explicit commitments stated in the planning of the meeting.
- any report of a meeting held under the auspices of the IFCS will be circulated to all IFCS participants.

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<sup>1</sup>To be reviewed at Forum III.

<sup>2</sup>The term "Bureau" is used to collectively represent the Officers of the Forum



## **IFCS Award of Merit**



**PROPOSAL: FORUM AWARD OF MERIT**

<i>Establishment</i>	<p>Under the title Award of Merit a prize is established within the framework of the Intergovernmental Forum on Chemical Safety.</p>
<i>Prize</i>	<p>The prize shall consist of a plaque to be given to a person, or persons, who have made outstanding contributions to international activities on chemical safety. The prize shall be presented during the meeting of the Forum to the recipient or, in his/her absence, to a person representing him/her.</p>
<i>Proposal and selection of candidates</i>	<p>The Executive Secretary of the Forum will solicit nominations for the Award.</p> <p>Any participant in the Forum, as defined in paragraph 3 of the Terms of Reference, may put forward the name of any person whose candidature is thought worthy of consideration with a view to the Award.</p> <p>All nominations must be accompanied by a written statement of the reasons on which it is based.</p> <p>The same candidature may be submitted on several occasions, if unsuccessful.</p> <p>No condition is made as to the age, sex, profession or nationality of the candidate proposed.</p> <p>The proposals, together with the complete candidature forms, should reach the Executive Secretary not later than eighteen months before the session of the Forum.</p>
<i>Prize Committee</i>	<p>The Committee shall be composed of the President and Vice-Presidents of the Forum. The Executive Secretary of the Forum will act as Secretary to the Prize Committee.</p> <p>The Committee will make, by majority of its members, a recommendation to the Forum Standing Committee</p> <p>Should the Forum Standing Committee not accept any of the proposals which have been put forward by the Committee, the matter should be referred back to the Prize Committee.</p>

# INTERGOVERNMENTAL FORUM ON CHEMICAL SAFETY

Candidature for the Award of Merit  
(Please type or print all information clearly)

<b>Name</b>	
<b>Address</b>	
<b>Nationality</b>	
<b>Date of Birth</b>	
<b>Sex:</b>	

Qualifications	Give details in chronological order, starting with most recent qualification	
Date	Institution	Qualification obtained

<b>PRESENT POSITION</b>	
<b>From:</b>	

POSITIONS HELD	Give details in chronological order, starting with first position held
Date	Position held

AWARDS AND HONOURS	Including fellowships	
Date	Awarding body	Name of Award



<b>SPECIAL ACHIEVEMENTS</b>	Give details of outstanding innovative work in the area of chemical safety which would qualify the candidate for the Award.
<b>Submitted by:</b> <b>Date of submission:</b> <b>Date of receipt in Forum Secretariat</b>	



## **IFCS Special Recognition Award**





**Intergovernmental Forum on Chemical Safety**

## **SPECIAL RECOGNITION AWARD**

### **NOMINATION FORM**

*The Forum Standing Committee has decided to present an IFCS Special Recognition Award at the Forum to recognize those contributing in an exceptional way on a special chemical topic or activity.*

*It is distinguished from the Award of Merit which recognizes outstanding contributions on a global scale of a broader scope and nature.*



Intergovernmental Forum on Chemical Safety

## SPECIAL RECOGNITION AWARD

### Nomination Procedures:

This official nomination is all that you need. Please complete it fully, including all pertinent information about the candidate's qualifications for the special recognition. Nominations already submitted in another format do not need to be re-submitted.

### General Instructions:

Please follow the instructions below, to ensure consideration of your candidate.

- Nominations must be typed or printed clearly.
- Selection will be based solely upon the information contained in the nomination.
- Include relevant facts and figures. Be as specific as possible.
- Include as much information about the candidate as possible. Remember, achievements that you consider obvious may not be known to the Award Committee. If you wish, you may include letters of recommendation.

### Deadline for nomination: (take in date)

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*I am pleased to nominate the following candidate for the IFCS Special Recognition Award and to provide background information for your consideration.*

TYPE OF PRINT CLEARLY

### Nominee:

Family Name/Name of Organization

_____	_____
First Name/Contact Person	Mr/Mrs/Ms/Dr/Prof
_____	
Address	
_____	
_____	
_____	_____
City/State/Code	Country
_____	_____
Telephone	Fax
_____	

Give details of the outstanding innovative work in the area of chemical safety that would qualify the candidate (person or organization) for **special recognition**.

**Submitted by**

Family name: First Name: Mr/Mrs/Ms/Dt/Prof

Title:

Government Department or Organization:

Address:

City/State/Code:

Country:

Telephone:

Fax:

Email:

**Date of submission:**

**Date of receipt in IFCS Secretariat:**

**Return this nomination form to:**  
**Dr Judy A. Stober**  
**IFCS Executive Secretary**  
**C/o World Health Organization**  
**20 Avenue Appia**  
**CH-1211 Geneva 27, Switzerland**  
**Fax: (+41) 22 791 4875**  
**Email: ifcs@who.int**





## **Administrative Agreement**



**STATEMENT OF ADMINISTRATIVE AND FINANCIAL ARRANGEMENTS  
RELATING TO THE PROVISION OF THE SECRETARIAT FOR THE  
INTERGOVERNMENTAL FORUM ON CHEMICAL SAFETY AT THE  
HEADQUARTERS OF THE WORLD HEALTH ORGANIZATION (WHO)**

**Extension of arrangement**

**1. Purpose**

1.1 The purpose of this Statement is to explain the administrative and financial arrangements relating to the provision of secretariat services to the Intergovernmental Forum on Chemical Safety (henceforth called "Forum") at the Headquarters of the World Health Organization (WHO) which has been hosted by WHO since 1994.

**2. Staff Arrangements**

2.1 WHO will provide such staff, both at the professional and general service levels, as requested by the Forum and covered by sufficient financial resources in the Forum Trust Fund, to act as Secretariat ("the Secretariat") for the Forum. All staff of the Secretariat will be WHO officials and, as such, subject to the WHO Staff Regulations and Rules. The Secretariat will be subject to the administrative supervision of the Director-General.

2.2 Appropriate arrangements may also be made for the secondment or loan of staff, to be assigned to work with the Secretariat.

2.3 Except as otherwise provided below, all costs incurred in connection with the provision of such staff to provide secretariat services to the Forum, including the cost of all duty travel, shall be charged to the Forum Trust Fund.

2.4 The Director-General will designate an Executive Secretary in consultation with the Officers of the Forum. The Executive Secretary will assign duties to the staff and evaluate their performance in accordance with WHO rules and regulations.

**3. Accommodation**

3.1 WHO will provide, without charge, office space in accordance with its standards, for up to six persons. Any additional office space would have to be charged to the Trust Fund established for the Forum (see paragraph 7), at the rate applicable at the time and subject to availability.

3.2 Subject to availability, and on adequate notice, conference accommodation will be provided free-of-charge by WHO upon request of the Executive Secretary of the Forum in accordance with existing procedures. The servicing of meetings (conference staff, interpreters, etc.) can be arranged by WHO and will be charged to the Forum Trust Fund.

3.3 Storage space will be provided within WHO insofar as reasonably possible.

**4. Services**

4.1 The heating, lighting and cleaning of the aforementioned offices will be provided free-of-charge.

4.2 Direct dial telephone lines will be provided and the Forum Trust Fund will be billed for their use, as well as for the use of all other communication facilities (e.g. postage, telegrams, telex, facsimile, electronic mail, etc.).

4.3 Any Mainframe computing services required by the Secretariat will be provided in accordance with existing procedures, and charged to the Forum Trust Fund.

4.4 Document reproduction services (photocopying and printing) will be provided by WHO in accordance with existing procedures, and charged to the Forum Trust Fund. The Executive Secretary may opt to sub-contract the printing and publications of documents outside WHO at his/her discretion.

## **5. Supplies**

5.1 Basic furniture such as desks, tables chairs, cupboards, will be provided free-of-charge for the aforementioned offices, subject to availability.

5.2 A flat rate of US\$1,200/year will be charged for standard office supplies.

5.3 Office equipment utilised by the Secretariat, such as typewriters, calculators, dictaphones, etc., will be provided by WHO against reimbursement, and the maintenance and repair of such equipment will be charged to the Forum Trust Fund.

5.4 The Executive Secretary will be authorized to decide on the Secretariat's requirements with respect to the acquisition or rental of capital assets such as computer equipment, subject to availability of accommodation and budgetary resources.

## **6. Consultants, etc**

Any provision for accommodation, services and supplies required for short-term consultants, contractors and short-term staff required for the provision of the Secretariat services to the Forum shall be subject to prior mutual agreement.

## **7. Financial arrangements**

7.1 A Trust Fund for the Forum, including the Secretariat, has been established by WHO. The Executive Secretary, in consultation with Financial Services, shall call forward, at the appropriate time and in advance, the contributions required to finance the WHO costs incurred on behalf of the Forum and the Secretariat through the Trust Fund. All activities of the Forum financed by the Trust Fund, including the Secretariat, will operate within a fully-funded, approved budget and an appropriate allotment will be issued to the Executive Secretary. A statement of income and expenditure and balance of funds held by WHO on behalf of the Forum will be provided by WHO as and when reasonably required, but in any event as at 31 December of each calendar year.

7.2 Interest earned on funds held by WHO on behalf of the Forum which exceed thresholds established in accordance with WHO financial policy, will be accredited to the Trust Fund. Nevertheless, all activities financed from the Trust Fund will be subject to the Organization's standard programme support charge.

7.3 The Executive Secretary will be authorized to approve disbursements from the Trust Fund in accordance with WHO rules and regulations.

**8. Terms of Arrangements**

8.1 Except as otherwise specified, the administrative and financial arrangements may be modified at any time upon an Exchange of Letters between the Executive Director, General Management, WHO and the President of the Forum.

8.2 This statement of administration and financial arrangements may be terminated by WHO or by the President of the Forum subject to three months written notice.

