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2 **Consultation with Governments and Partners on an**
3 **Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services**
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5 **This note was prepared by UNEP and France upon an invitation included in the Statement adopted**
6 **by the Steering Committee of the IMOSEB process of consultation (Montpellier, Nov. 2007); it is**
7 **based on consultations with the MA and IMOSEB networks of experts.**
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11 **CONCEPT NOTE**
12 **AN INTERGOVERNMENTAL SCIENCE-POLICY PLATFORM**
13 **ON BIODIVERSITY AND ECOSYSTEM SERVICES**

14 *Building on the global strategy for follow-up to the Millennium Ecosystem*
15 *Assessment (MA) and the consultative process towards an International Mechanism*
16 *of Scientific Expertise on Biodiversity (IMoSEB)*

17 Executive Summary

18 This concept note responds to the final meeting of the multi-stakeholder
19 international steering committee for the consultative process initiated by the
20 Government of France on an International Mechanism of Scientific Expertise on
21 Biodiversity (IMoSEB). The steering group invited the Executive Director of UNEP in
22 collaboration with the government of France, other governments and other partners to
23 convene an intergovernmental and multi-stakeholder meeting to consider an
24 intergovernmental mechanism for biodiversity and ecosystem services. This concept
25 note was developed by the United Nations Environment Programme in close
26 consultation with the Government of France and a number of experts in their individual
27 capacities.

28 The aim of this concept note is to support consultations with governments and
29 partners in the lead up to such an inter-governmental and multi-stakeholder meeting
30 scheduled for November 2008. It is envisaged that this concept note would constitute
31 the basis for the documentation of the meeting.

32 The concept note builds primarily on the MA follow-up initiative and the
33 outcomes of the IMoSEB consultative process, but also draws on lessons learned from

1 IPCC, GEO and IAASTD, as well as ongoing networking and capacity building
2 initiatives.

3 The current science-policy interface for biodiversity and ecosystem services is
4 comprised of a number of national and international mechanisms and processes.
5 However, the contribution of all these processes for policy making at all levels can be
6 further strengthened if they are supported by credible, legitimate and salient emerging
7 scientific findings and recommendations which are provided by an intergovernmental
8 science-policy platform.

9 It is envisaged that the overarching benefit of an intergovernmental science-
10 policy platform is increased support to multiple actors at multiple scales for mitigation
11 and adaptation to unprecedented changes in biodiversity and ecosystem services. The
12 main deliverable would be improved policy-relevant information from all relevant
13 sources about the state, trends and outlooks of human-environment interactions, with
14 focus on the impacts of ecosystem change on human well-being. In addition, the
15 science-policy platform would provide decision-makers with support in the
16 development of tools and methodologies to translate knowledge for policy-making.

17 A phased approach is recommended for delivering the benefits outlined above. A
18 phased approach will provide an evaluation and monitoring framework to measure
19 progress and success of the platform. The modalities for the first phase (Phase I) should
20 be agreed at the intergovernmental and multi-stakeholder meeting. Activities in this
21 phase which include influencing the science research agenda, building capacity at the
22 national level for undertaking sub-global assessments, and providing scientific findings
23 on emerging issues, would be conducted over a four-year timeframe under the auspices
24 of a light operational and scientific oversight structure, with a geographically, gender
25 and disciplinarily balanced composition, and with clear terms of reference. The
26 activities for the second phase (Phase II) over a second four-year time period could
27 include a second global ecosystem services assessment in addition to the continuation of
28 Phase I activities. Details of Phase II will however be finalized following an evaluation
29 of the Phase I and based on the demand expressed by members.

1 ***Overcoming Barriers to Development:*** *The world is witnessing unprecedented losses of*
2 *biodiversity and ecosystem services, which are impacting human well-being and*
3 *sustainable development. The future development of all countries will be impaired if*
4 *these losses are not reversed, especially for developing countries in their fight to reduce*
5 *poverty. Public and private actors therefore need to mitigate and adapt to changes in*
6 *biodiversity and ecosystem services. Such efforts are, however, knowledge intensive and*
7 *need to be supported by a dynamic science–policy platform which has credibility,*
8 *saliency and legitimacy.*

9 **I. Background: Unprecedented losses in biodiversity and ecosystem services**

10 1. The Millennium Ecosystem Assessment (MA) showed that, over the last 50
11 years, humanity has caused losses in biodiversity and declines in ecosystem services
12 which are unprecedented in history. In fact, 60% of the 24 assessed ecosystem services
13 are in decline, and further degradation is expected if immediate action is not taken.

14 2. Scientific knowledge on the links among biodiversity, ecosystem services and
15 human well-being, although not complete, has increased significantly since the
16 completion of the MA. However, there is a need for a stronger international science-
17 policy platform to allow emerging scientific knowledge to be translated into concrete
18 policy action at all levels.

19 3. The current science-policy interface for biodiversity and ecosystem services is
20 comprised of a number of national and international mechanisms and processes. The
21 biodiversity and ecosystem-related multilateral environmental agreements (MEAs), for
22 example, contain a number of provisions on scientific and technical cooperation.
23 However, the contribution of these scientifically credible processes to policy-making at
24 all levels could be further strengthened if they are supported by credible, legitimate and
25 salient emerging scientific findings and recommendations which are provided by an
26 intergovernmental science-policy platform.

27 4. The consultation towards an International Mechanism for Scientific Expertise on
28 Biodiversity (IMoSEB) and the global strategy on MA follow-up both demonstrate a
29 growing demand for such an intergovernmental science-policy platform on biodiversity
30 and ecosystem services.

31 5. This concept paper is intended to support consultations with governments and
32 partners on an intergovernmental science-policy platform on biodiversity and ecosystem
33 services. The paper explores the rationale and modalities for such a platform. In doing
34 so, it draws not only from the MA and IMoSEB processes, but also from lessons learned

1 from global processes like the IPCC (Intergovernmental Panel on Climate Change),
2 GEO (Global Environmental Outlook), IAASTD (International Assessment of
3 Agricultural Science and Technology for Development), national processes for linking
4 science and policy such as in Brazil, as well as ongoing networking and capacity
5 building initiatives.

6 **II. Rationale: Harvesting the benefits of an intergovernmental science-policy** 7 **platform on biodiversity and ecosystem services**

8 6. The overarching benefits of an intergovernmental science-policy platform on
9 biodiversity and ecosystem services are:

- 10 a) Increased scientific support to the MEAs and to other multilateral
11 agreements affected by biodiversity and ecosystem services changes at all
12 levels;
- 13 b) Provide the scientific basis to achieve better coordination and coherence
14 among the various biodiversity and ecosystems-related MEAs;
- 15 c) Provide scientific support to national governments concerned about the local
16 consequences of biodiversity and ecosystem changes;
- 17 d) Provide credibility, salience and legitimacy to the science supporting the
18 multilateral agreements, intergovernmental organizations and national
19 governments;
- 20 e) Ensure the timeliness, relevance, quality and quantity of information flows to
21 decision-makers at appropriate levels.

22 7. Specific recommendations from the MA follow-up partners and the IMoSEB
23 consultation for the intergovernmental science-policy platform on biodiversity and
24 ecosystem services include:

- 25 a) ***Influence the Scientific Research Agenda:*** inform and support, in
26 association with requests of the global change programs, development of a
27 scientific program of research to better understand and predict the causes and
28 consequences of changes in the biosphere at the global scale, and possible
29 responses;
- 30 b) ***Generating the Knowledge:*** undertake regular independent assessments of
31 changes in the biosphere at multiple scales;
- 32 c) ***Policy Support:*** respond to requests from multilateral agreements,

- 1 intergovernmental organizations and/or national governments for
2 information and decision support on specific issues;
- 3 d) **Horizon Scanning**: proactively alert such organizations to emerging issues
4 and threats in order to allow timely responses and provide rapid assessments
5 of these threats;
- 6 e) **Capacity Building**: support international action to build the capacity to
7 undertake regular monitoring and assessment of changes in biodiversity and
8 ecosystem services at the national level.
- 9 8. The science-policy platform should be structured such that the credibility,
10 salience, and legitimacy are ensured by:
- 11 a) Independence;
- 12 b) Responsiveness to user needs;
- 13 c) A governance structure that includes the multilateral agreements,
14 intergovernmental organizations and national governments.
- 15 9. The science-policy platform would generate a range of outcomes, including:
- 16 a) Promotion of dialogue among diverse knowledge systems and
17 understandings, perspectives and values regarding biodiversity and
18 ecosystem services, to help make policy decisions more effective, efficient
19 and equitable;
- 20 b) Improved communication to aid understanding and application of scientific
21 results on biodiversity and ecosystem services by all relevant audiences;
- 22 c) Support to the subsidiary advisory bodies of MEAs, national governments,
23 civil society, development agencies, multilateral banks and the GEF by
24 providing proactive scientific advice on existing and emerging threats;
- 25 d) Identification of biodiversity and ecosystem services research priorities and
26 gaps implied by decision-makers' concerns at all levels, and
27 promotion/diffusion of these to the scientific community and the science
28 funding agencies;
- 29 e) Provide decision-makers at all levels with appropriate tools and
30 methodologies to turn assessment findings (knowledge) about biodiversity
31 and ecosystem services losses into action, in an effective, efficient and
32 equitable manner.

1 **III. Proposal: A phased approach for implementing the activities of the**
2 **intergovernmental science-policy platform.**

3 10. It is suggested that the specific activities of the intergovernmental science-policy
4 platform should be phased, and performance should be evaluated in each phase.

5 11. The first inter-governmental meeting tentatively planned to be held in the last
6 quarter of 2008 should approve both the phasing of activities, and the objectives
7 associated with Phase I, as well as determine the timing for when an evaluation of Phase
8 I should be undertaken to enable a subsequent decision on Phase II.

9 **IV. Key components of Phase I**

10 12. Influencing the Research Agenda. Phase I will support the global change
11 programs of the Earth System Science Partnership (ESSP), DIVERSITAS in particular,
12 and key research funding agencies in the identification of research needs and
13 programmes. This will include advancing understanding of the dynamic interactions
14 among global drivers of change, ecosystem services, biodiversity, and human well-
15 being at multiple scales.

16 • *Objective:* Continue to build and improve the knowledge base on the links
17 among biodiversity, ecosystem functioning, ecosystem services and human well-
18 being, and develop tools for mainstreaming ecosystem services into
19 development and economic decision-making.

20 • *Expected Accomplishments:*

21 i) A group of research funding agencies and development funding agencies
22 have identified options for resourcing global collaborative research on
23 changes in the biosphere that affect the global public good;

24 ii) A robust set of targets that build upon the 2010 biodiversity targets for 2020
25 to be presented at the Tenth Conference of Parties to the Convention of
26 Biological Diversity in Nagoya in 2010.

27 13. Generating the Knowledge through Sub-Global Assessments. A key component
28 of the global strategy for MA follow-up is the mobilization and facilitation of sub-global
29 assessments (SGAs). Phase I will provide support for existing SGAs, as well as for the
30 sharing of lessons learned and experiences among ongoing SGAs. It will also initiate
31 additional SGAs according to the ecosystem services framework provided by the MA,
32 with an emphasis on ecosystems and regions not well covered by the original and
33 ongoing set of MA SGAs. This component will primarily respond to needs and requests

1 from individual governments and biodiversity-relevant MEAs and other bodies for help
2 in developing the policy-relevant information base and establishing baselines on the
3 links among biodiversity, ecosystem services and human well-being.

- 4 • *Objective:* Additional support catalyzed for existing sub-global assessments and
5 initiating new sub-global assessments based on the MA framework, with an
6 emphasis on ecosystems and regions not well-covered by the existing set of
7 sub-global assessments.

- 8 • *Expected Accomplishments:*

- 9 i) Policy-driven sub-global assessments undertaken in selected countries, in
10 close cooperation with national governments and regional bodies, including
11 economic valuations and scenarios development focused on supporting
12 policy-making processes;
- 13 ii) A clearing house mechanism to facilitate information exchange among sub-
14 global assessments is established.

15 14. Policy Support. Phase I will harness networks of scientific experts across natural
16 and social science disciplines to provide decision-makers with timely responses to
17 queries on biodiversity and ecosystem change, and provide policy and decision support
18 where requested. This will include methodologies for the economic analysis of trade-
19 offs among ecosystem services based on monetary and non-monetary valuation of
20 ecosystem services, as well as tools for integrating assessment findings into
21 development and economic planning and budgetary processes, programs and policies at
22 the national level.

- 23 • *Objective:* Build understanding and promote learning for the application of the
24 ecosystem service framework by governments and civil society.

- 25 • *Expected Accomplishments:*

- 26 i) Capacities of national governments are strengthened to track changes in
27 ecological assets, identify budgetary appropriations for investment in
28 ecological infrastructure, incorporate incentive mechanisms into national and
29 sub-national development planning and implementation, and develop
30 appropriate governance mechanisms;
- 31 ii) Governance mechanisms for the resources of the biosphere that are affected
32 by the interdependency of local, regional and global processes are identified
33 and evaluated;

1 iii) Incentives for sustaining ecosystem services are identified and evaluated,
2 including the promotion of taxation mechanisms, schemes for payments for
3 ecosystem services and other market mechanisms, elimination of distorting
4 subsidies, with support for national testing of such mechanisms in pilot
5 projects.

6 15. Horizon-scanning and Awareness. Phase I will monitor, evaluate and
7 communicate information on emerging issues in the science of biodiversity and
8 ecosystem service change. These would include general alerts disseminated to the
9 MEAs, UN bodies, national governments and others, and targeted policy briefs to the
10 agencies specifically affected by particular issues.

11 • *Objective*: Identify and report on emerging issues that have the potential of
12 causing significant impacts on biodiversity, ecosystem services and human well-
13 being.

14 • *Expected Accomplishments*:

15 i) A networked panel of experts to identify, evaluate and communicate
16 emerging issues with potentially significant implications for biodiversity,
17 ecosystem services and human well-being is established;

18 ii) Evaluations of current emerging issues including food security and bio-fuels
19 are produced.

20 16. Capacity Building. There are on-going efforts to build capacity all levels on
21 understanding the links among biodiversity, ecosystem services and human well-being.
22 Phase I will contribute to these efforts by building capacity for undertaking SGAs,
23 integrating the monetary and non-monetary values of biodiversity and ecosystem
24 services into national accounts, disseminating decision-support tools and methods, and
25 including younger national scientists in particular from developing countries within the
26 activities of the intergovernmental science-policy platform.

27 • *Objective*: Build the capacity of scientists at the national level to support
28 decision making with credible, salient and legitimate scientific support.

29 • *Expected Accomplishments*:

30 i) National level processes for linking science and policy are strengthened in
31 selected countries, drawing on lessons learned from countries such as Brazil;

32 ii) A programme awarding fellowships to young scientists from developing
33 countries is established, to provide increased opportunities for participation

1 in the activities of the science-policy platform;

2 iii) Targeted support to specific national and international agencies for capacity
3 building in the science and assessment of changes in the biosphere, and in
4 the development of appropriate policy is provided.

5 **V. Modalities for implementing Phase I**

6 17. The proposed structure and dynamics of Phase I are illustrated in Figure 1 and
7 outlined below.

8 18. Kickoff meeting, fourth quarter 2008. An initial intergovernmental meeting
9 scheduled for the fourth quarter of 2008 can agree on the modalities, objectives, scope,
10 principles and procedures of Phase I. It is proposed that the meeting be co-chaired by a
11 prominent scientist and a prominent policy-maker, chosen in a manner which takes into
12 account the need for geographical and gender balance. Deliberations will be based on
13 this concept paper and a draft statement.

14 19. Key operating principles for Phase I. It is proposed that Phase I should be:

- 15 a) Flexible, intergovernmental but also include non-governmental stakeholders,
16 and build upon existing networks of scientists and knowledge-holders;
- 17 b) Scientifically independent, credible, inclusive, and subject to critical expert
18 peer review as appropriate;
- 19 c) Responsive to policy needs as identified by decision-making organs at
20 multiple scales, including biodiversity-related MEAs, by being legitimate
21 and policy-relevant without being policy prescriptive;
- 22 d) Linked to relevant assessment processes such as IPCC and GEO;
- 23 e) Monitored from the outset with procedures for measuring its effectiveness.

24 20. Operational structure. It is proposed that the structure for Phase I be comprised
25 of an Operational Steering Group, a Scientific Steering Group, and a Secretariat. The
26 structure should be light with a geographically, gender and disciplinarily balanced
27 composition, with clear terms of reference (see below).

28 21. Timeframe. Phase I is suggested to span four years from 2008 to 2012. An
29 evaluation of Phase I will allow for possible adjustments after the first four years.

30 22. Procedures. It is suggested that the procedures guiding activities in Phase I draw
31 lessons from existing processes such as the IPCC, MA, IAASTD and be approved by

1 the initial intergovernmental and multi-stakeholder meeting (see Annex I).

2 23. Operational Steering Group. It is proposed that the Operational Steering Group
3 be co-chaired by a prominent scientist and a prominent policy-maker chosen in a
4 manner which takes into account the need for geographic and gender balance. The
5 Operational Steering Group will comprise government-nominated representatives,
6 representatives from civil society including scientific organizations and the private
7 sector, and ex-officio members from UN bodies and MEAs, and be composed in a
8 geographically and gender balanced manner. The terms of reference of the group would
9 include:

- 10 a) Oversee the implementation of Phase I according to the principles and
11 procedures agreed at the intergovernmental and multi-stakeholder meeting;
- 12 b) Consider and approve, based on inputs from Scientific Steering Group as
13 appropriate:
- 14 • Additional procedures as needed;
 - 15 • Expert nominations, identification of co-sponsors and donors, and
16 partnership arrangements for the implementation of Phase I;
 - 17 • Budget and work programme for Phase I, and financial reports prepared
18 by the Secretariat;
- 19 c) Consider findings arising out of sub-global assessments, rapid assessments
20 of emerging issues and observations and information networking, which may
21 require action by governments, international organizations and civil society;
- 22 d) Consider the possible scope, process and parameters for conducting a
23 comprehensive global assessment in Phase II, based on the recommendations
24 of the Scientific Steering Group.

25 24. Scientific Steering Group. It is proposed that the Scientific Steering Group be
26 limited in size and be composed of prominent scientific experts chosen in a regionally,
27 gender and disciplinary balanced manner which reflect the need to also take into
28 account traditional knowledge. The terms of reference of the group would include:

- 29 a) Ensure scientific and technical credibility of all activities under Phase I,
30 including the nomination and selection of scientific experts for programme
31 activities;

- 1 b) Guide the development of tools, guidelines and methodologies for sub-global
2 and global assessments, networking, capacity building, outreach and policy
3 support;
- 4 c) Promote the use of existing scientific, assessment and information networks
5 and support the further development of such networks;
- 6 d) Oversee the nomination of experts for conducting such assessments in
7 accordance with the procedures agreed for Phase I;
- 8 e) Identify emerging problems, information gaps and research needs and issue
9 alerts relating to biodiversity and ecosystems as needed;
- 10 f) Develop recommendations for the scope, process and parameters for
11 conducting a comprehensive global assessment in Phase II for the
12 consideration of the Operational Steering Group;
- 13 g) Provide scientific advice and input to the Operational Steering Group as and
14 when needed.

15 25. Secretariat. It is envisaged that Phase I will be supported by a partnership of co-
16 sponsoring agencies in accordance with guidelines set out by the Operational Steering
17 Group. Activities under Phase I will be supported through joint programming by
18 partners and a separate trust fund. A multi-year work programme approved by the
19 Operational Steering Group will be coordinated by the Secretariat, based on the key
20 components and outcomes of Phase I described above.

21 **VI. Consideration of Phase II**

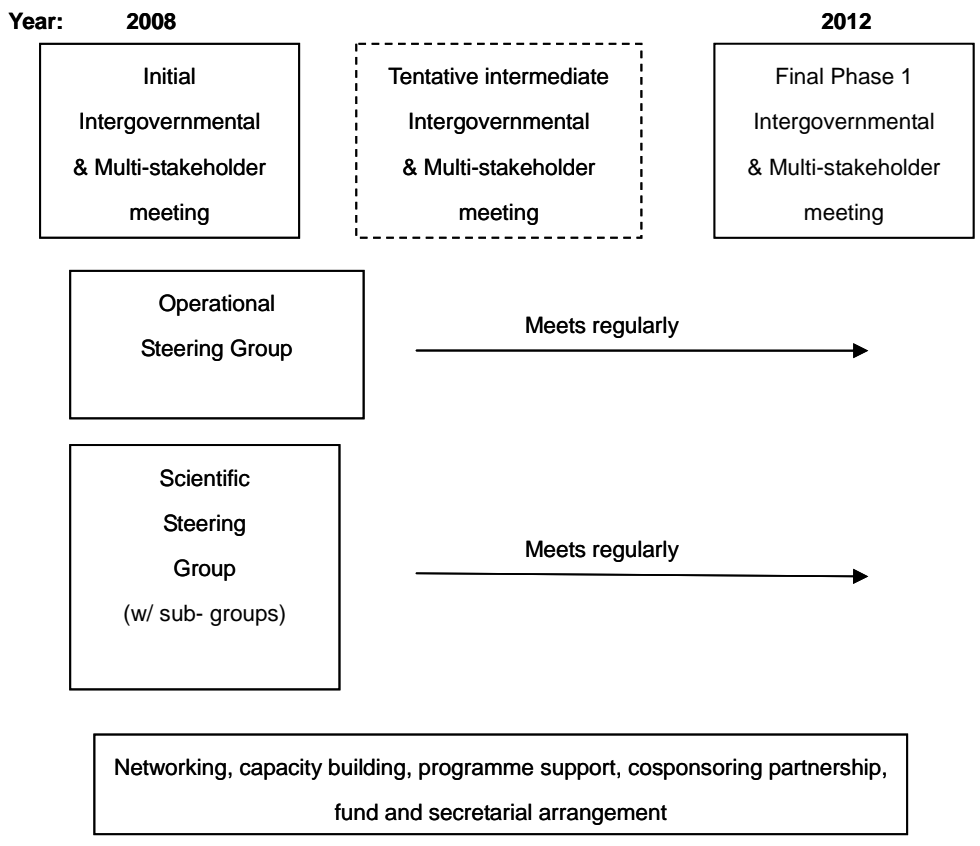
22 26. The Operational Steering Group may request the Secretariat to convene
23 intermediate intergovernmental and multi-stakeholder consultations within the
24 timeframe of Phase I to:

- 25 i) Review the accomplishments of Phase I and consider if adjustments to the
26 modalities or governance structure are needed;
- 27 ii) Consider the need for continuation or modification of Phase I activities
28 beyond the first four-year timeframe; and
- 29 iii) Consider the scope and modalities of a comprehensive global assessment, in
30 preparation for Phase II. Findings of any such assessment should also be
31 subject to the consideration (approval/endorsement/acceptance) of an
32 intergovernmental and multi-stakeholder consultation at a later stage.

1 27. It is envisaged that a final intergovernmental and multi-stakeholder meeting of
2 Phase I will be convened with the aim to consider the effectiveness of Phase I, and the
3 need and modalities for a Phase II. The evaluation should be initiated and completed in
4 time for consideration by governments and partners prior to this final meeting.

Fig 1. Modalities of Phase I

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Principles and Procedures Governing the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES)

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Introduction

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1. The Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) is a scientific and social process to strengthen relations between knowledge holders on biodiversity and ecosystem services (scientists, local communities, private sector) and actors involved in decision/policy-making processes. IPBES is designed to foster exchanges between these communities and to deliver policy-relevant information in order to support decision-making at appropriate scales.

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Purpose

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2. The Platform shall concentrate its activities in the gathering of what is currently known on biodiversity and ecosystem services, and include reflection of what is needed in terms of knowledge, research priorities and organization.
 3. Based on a collective intelligence approach, the role of the Platform will be to put at decision-makers disposal, the knowledge, tools, and techniques available in appropriate and relevant ways, and present policy alternatives for decision-making.
 4. The Platform will also promote and oversee independent scientific, technical and socio-economic assessments, the scope, scale and range of which will be based on the priorities and demand expressed by decision-making bodies.
 5. Review of the knowledge base is an essential component of the Platform and will be undertaken by experts from scientific bodies, academia, governments and civil society, with expertise in the relevant topic areas.

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Organization

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6. The IPBES governance structures shall comprise the following:
 - The Plenary Assembly;
 - The Operational Steering Group (OSG);
 - The Scientific Steering Group (SSG);
 - The Secretariat.
 7. The Plenary Assembly shall be composed of experts representing governments, NGOs, academic and scientific organizations, the private sector and other major groups. Experts representing NGOs, academic and scientific organizations, the private sector and other major groups, shall constitute half of the members of the Plenary Assembly, and shall be co-opted by a meeting of the government experts. Experts representing academic and scientific organizations shall comprise no less than one-quarter of the Assembly membership. IGOs will be given the status of ex-officio members. The Plenary Assembly shall be co-chaired by a prominent scientist and a prominent policy-maker, taking into account the needed for geographic and gender balance.
 8. The Plenary Assembly shall be responsible for:
 - Designating members of the OSG and SSG;
 - Adopting a programme of work including a list of topics to be addressed by the Platform;

- 1 • Reviewing and accepting/adopting/approving major reports or executive summaries as
2 transmitted by the OSG;
3 • Amending existing procedures, or adopting additional rules of procedure, as may be necessary.
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- 5 9. The OSG shall be responsible for:
- 6 • Overseeing the implementation of Phase I activities according to the principles and procedures
7 established by the Plenary Assembly;
8 • Identifying co-sponsors and donors, and partnership arrangements for the implementation of
9 Phase I;
10 • Considering and approving the budget and detailed work programme for Phase I, and financial
11 reports prepared by the Secretariat;
12 • Approving specific procedures related to the conduct of assessments and other studies,
13 including the selection of experts, upon the recommendation of the SSG;
14 • Considering and endorsing findings arising out of sub-global assessments, assessments of
15 emerging issues and other publications, for transmission to the Plenary Assembly;
16 • Considering the possible scope, process and parameters for conducting a comprehensive
17 global assessment in Phase II, based on the recommendations of the SSG.
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- 19 10. Members of the OSG shall be appointed by the Plenary Assembly. The OSG shall include
20 government-nominated experts, representatives from civil society, scientific and academic
21 organizations, NGOs and the private sector, and ex-officio members from UN bodies and MEAs,
22 and be composed in a geographically and gender balanced manner. The co-chairs of the Plenary
23 Assembly shall also act as the co-chairs of the OSG.
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- 25 11. The SSG will oversee the scientific credibility of the Platform; it will be limited in size and be
26 composed of prominent scientific experts chosen in a regionally, gender and disciplinarily
27 balanced manner which reflects the need to also take into account traditional and other forms of
28 knowledge. SSG members will be appointed by the Plenary Assembly upon the recommendation
29 of the OSG. The SSG shall be co-chaired by two prominent scientists, taking into account the
30 needed for geographic and gender balance.
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- 32 12. The SSG shall be responsible for:
- 33 • Recommending to the OSG the establishment of, and selecting the appropriate scientific
34 experts for, the working groups and task forces to undertake activities under the Phase I work
35 programme;
36 • Overseeing the peer review process to ensure the highest levels of scientific quality and
37 credibility for all products delivered by the Platform;
38 • Certifying reports and findings for onward transmission to the OSG;
39 • Providing scientific advice and input to the OSG as and when needed, including
40 recommendations for the scope and parameters for Phase II.
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- 42 13. The Secretariat, operating in accordance with UN rules, shall be supported by a partnership
43 between the United Nations Environment Programme and co-sponsoring partners in accordance
44 with guidelines set out by the OSG; it will be responsible for carrying out the day-to-day
45 operations of IPBES and coordinating the implementation of Phase I.
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- 47 14. The Secretariat will set up monitoring procedures for measuring effectiveness of Phase I actions,
48 used from the outset for programme evaluation, development and continuation.
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50 **Participation**

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- 52 15. Invitations to participate in the sessions of the Platform and in its working groups, task forces, and
53 activities shall be extended to governments and other bodies by the co-chairs of the Plenary
54 Assembly.

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2 16. IPBES shall encourage governments and other organizations to nominate experts to participate in
3 the Platform’s working groups, task forces, and activities.
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5 17. Experts from international organizations, IGOs or NGOs may be invited in their own right to
6 contribute to the work of the IPBES working groups and task forces. Governments shall be
7 informed in advance of invitations extended to experts from their countries, and may nominate
8 additional experts.
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10 **Procedures**

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12 18. In taking decisions, including approving, adopting or accepting reports, all constituent bodies of
13 the Platform shall endeavor to reach consensus. If consensus is judged by the relevant body to be
14 impossible: (a) for decisions on procedural issues, these shall be decided according to established
15 procedures of the UNEP Governing Council; (b) for approval, adoption and acceptance of reports,
16 differing views shall be explained and, upon request, recorded. Differing views on matters of a
17 scientific, technical or socio-economic nature shall, as appropriate to the context, be represented in
18 the document concerned. Differing views on matters of policy or procedure shall, as appropriate to
19 the context, be recorded in the report of the session concerned.
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21 19. Conclusions drawn by IPBES Working Groups and Task Forces are not official IPBES views until
22 they have been certified by the SSG, endorsed by the OSG, and accepted by the Plenary Assembly.
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24 20. Invitations to participate in the sessions of the Platform and its Working Groups, Task Forces and
25 activities should be extended at least six weeks in advance of the relevant session.
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27 21. Major reports, including assessment reports, special reports, methodology Reports, technical
28 documents, basic documentation and other materials for consideration at the sessions of the
29 Platform and its workinggGroups shall normally be made available by the Secretariat at least four
30 weeks in advance of the session and, to the extent possible, in all official UN languages.
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32 22. Interpretation into all official UN languages shall be provided if required for all sessions of the
33 Plenary Assembly.
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35 23. The scheduling of all sessions of the Platform and shall be coordinated, to the extent possible, with
36 other related international meetings.
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38 **Procedures for the preparation, review, acceptance, approval, adoption and publication of**
39 **IPBES reports**

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41 24. Definitions

- 42 • “Acceptance” signifies that the material has not been subjected to line-by-line discussion and
43 agreement, but represents a comprehensive, objective and balanced view of the subject matter.
- 44 • “Adoption” is a process of endorsement section by section (i.e., not line-by-line).
- 45 • “Approval” signifies that the material has been subjected to line-by-line discussion and
46 agreement.
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48 25. Overall process for IPBES reports
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50 To ensure proper preparation and review, the following steps should be taken:

- 51 • Compilation of governmental and non-governmental focal points and nominees for
52 Coordinating Lead Authors, Lead Authors, Contributing Authors, Expert Reviewers, and
53 Review Editors;
- 54 • Selection of Coordinating Lead Authors, Lead Authors, and Review Editors;
- 55 • Preparation of a first-order draft report;

- 1 • Government/expert (peer) review of the first-order draft report;
- 2 • Preparation of a second-order draft report;
- 3 • Government/expert review of the second-order draft report;
- 4 • Preparation of the final report; and
- 5 • Review and acceptance/adoption/approval of the final report at a session of the Plenary
- 6 Assembly.

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8 26. Compilation of nominees for authors, reviewers and review editors

9
10 The Secretariat shall request that all governments and participating organizations identify
11 appropriate experts to act as Coordinating Lead Authors, Lead Authors, Contributing Authors,
12 Expert Reviewers or Review Editors. To facilitate the identification of experts and peer review by
13 governments and non-governmental stakeholders, governments and non-governmental
14 stakeholders should designate focal points for this purpose. The SSG should ensure, where
15 necessary, balanced representation of experts and reviewers from industrialized countries,
16 developing countries, and countries with economies in transition. These recommendations shall be
17 maintained by the Secretariat and be available to all members of the Platform.

18
19 27. Selection of authors, reviewers and review editors

20
21 The SSG shall make recommendations to the OSG on the selection of Coordinating Lead Authors,
22 Lead Authors, and Review Editors from those experts nominated by governments and participating
23 organizations. The composition of all categories shall reflect the need to aim for a range of views,
24 expertise, gender and geographical representation, taking into account different forms of
25 knowledge. The Coordinating Lead Authors and Lead Authors may enlist other experts as
26 Contributing Authors to assist in their work.

27
28 28. Review

29 The purpose of the review process is to ensure that IPBES reports present a comprehensive,
30 objective and balanced view of the current state of knowledge.

31
32 Three general principles should govern the review process of the Report, which should include the
33 latest scientific, technical and social findings as comprehensively as possible:

- 34 • Circulation should aim to involve as many experts as possible, with particular attention to
- 35 independent experts (not involved in the preparation of the document) from all countries;
- 36 • The review should be objective, open and transparent; and
- 37 • Appropriate experts should review material related to traditional, local, institutional, and other
- 38 forms of knowledge.

39
40 At least six weeks should be allowed for review by experts and governments. All written expert
41 and government review comments will be made available to reviewers on request during the
42 review process and will be retained in an open archive in a location determined by the IPBES
43 Secretariat.

44
45 29. Approval and publication

46
47 While reports shall be accepted/adopted/approved by the Plenary Assembly, the content of the
48 authored chapters is the primary responsibility of the authors. After acceptance/adoption/approval,
49 only grammatical and/or minor editorial changes may be made prior to publication.