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## RULES OF PROCEDURE OF THE SCIENTIFIC AND TECHNICAL ADVISORY PANEL (STAP) OF THE GLOBAL ENVIRONMENT FACILITY

(Prepared by the United Nations Environment Programme)

1. The STAP Rules of Procedure are being submitted by UNEP to the Council for its information. The rules were prepared at a meeting with the Chair and Vice-Chair of STAP, as well as two other STAP members, chaired by Klaus Töpfer, Executive Director of UNEP, on January 26, 2004. The rules were further discussed at the meeting of STAP held on March 3-5, 2004.



## RULES OF PROCEDURE OF THE SCIENTIFIC AND TECHNICAL ADVISORY PANEL (STAP) OF THE GLOBAL ENVIRONMENTAL FACILITY

**Recalling** the Instrument for the Establishment of the Restructured Global Environment Facility;

**Recalling** the Principles of Cooperation among the Implementing Agencies contained in Annex D of the GEF Instrument;

**Recalling** also the Terms of Reference of the Scientific and Technical Advisory Panel: mandate, composition and role (GEF/C.6/Inf 7), adopted by the GEF Council at its meeting held in October 1995;

**Recalling** also the relevant decisions related to STAP adopted by the GEF Council;

**Recalling** the recommendations related to STAP contained in the New Delhi Statement adopted by the First GEF Assembly held in New Delhi, India in April 1998;

**Recalling** the recommendations related to STAP by the Second Overall Performance Study of the GEF, endorsed by the Second GEF Assembly held in Beijing, China in October 2002;

The following Rules of Procedure shall guide the operations of the Scientific and Technical Advisory Panel of the Global Environment Facility.

### ARTICLE 1

#### *Definitions*

For the purpose of the STAP Rules of Procedure, the definitions contained in Article 1 shall apply:

- a. "Instrument" means the Instrument for the Establishment of the restructured Global Environment Facility, accepted by representatives of the States participating in the GEF at their meeting in Geneva, Switzerland, from March 14-16, 1994, and subsequently adopted by the Implementing Agencies.
- b. "GEF" means the restructured Global Environment Facility established in accordance with, and for the purposes set forth in, the Instrument.
- c. "Panel" means the Scientific and Technical Advisory Panel (STAP), established in accordance with paragraph 24 of the Instrument.
- d. "Chair" means the Chairperson of STAP.

- e. "Implementing Agencies" means the United Nations Development Programme (UNDP), the United Nations Environment Programme (UNEP) and the World Bank in accordance with paragraphs 22 of the Instrument.
- f. "Secretariat" means the Secretariat of the STAP established in accordance with paragraph 24 of the Instrument.
- g. "Members" means the persons designated by the Executive Director of UNEP to act as members of STAP.
- h. "Meeting" means any regular or special meeting of STAP.
- i. "Council" means the Council of the GEF established in accordance with paragraphs 11 and 15 to 20 of the Instrument.

## **ARTICLE 2**

### **ESTABLISHMENT OF STAP**

Paragraph 24 of the Instrument for the Establishment of the Restructured GEF provides that, "UNEP shall establish, in consultation with UNDP and the World Bank on the basis of guidelines and criteria established by the Council, the Scientific and Technical Advisory Panel (STAP) as an advisory body to the Facility. UNEP shall provide the STAP's secretariat and shall operate as the liaison between the facility and the STAP." Paragraph 11 of the Instrument on Governance and Structure provides that, "the GEF shall have an Assembly, a Council and a Secretariat. In accordance with paragraph 24 a Scientific and Technical Advisory Panel (STAP) shall provide appropriate advice". Paragraph 11(b) of Annex D of the Instrument on Principles of Cooperation among the Implementing Agencies provides that, "UNEP will also be responsible for establishing and supporting the Scientific and Technical Advisory Panel (STAP) as an advisory body to the GEF". Article 20(f) of the Instrument provides that the Council, "approve and periodically review operational modalities for the Facility including...the mandate, composition and role of STAP".

## **ARTICLE 3**

### **Mandate**

STAP, in accordance with terms of reference adopted by the Council, shall provide independent, objective, strategic and technical advice on GEF policies, operational strategies, and programmes. STAP shall advise the GEF on ways to advance a better understanding of the issues of the global environment and how to address them; provide a forum for integrating expertise on science and technology, including their social, economic and institutional aspects; and function as an important conduit between the GEF and the natural and social science communities and relevant technologists and synthesize, promote and galvanize state of the art contributions from them. STAP shall also promote targeted research policy and projects, review targeted research projects, conduct selective reviews and maintain a roster of experts. In carrying out its role, STAP

shall mobilize the scientific and technical communities in support to the GEF objectives and shall interact in a complementary manner with other relevant scientific and technical bodies, particularly with the scientific subsidiary bodies of the GEF related environmental conventions.

#### **ARTICLE 4** **ROLE**

STAP's role in providing strategic advice to the GEF shall be as follows:

- a. Advise on the state of scientific, technical and technological knowledge related to each focal area of the GEF, highlighting policy and operational implications for the GEF;
- b. Advise on the scientific and technical aspects of specific strategic matters such as cross-cutting issues and the emerging emphasis on the interlinkages between the Conventions; scientific coherence of GEF operational strategies and programmes, and their consistency with GEF policies and objectives; and the integration of national and global benefits in GEF interventions;
- c. Advise on research, by identifying targeted research, which would improve the design and implementation of GEF projects, and by reviewing the research work of the Implementing Agencies and the GEF Secretariat. STAP shall promote targeted research in accordance with the procedure for review of targeted research contained in Annex I, and
- d. Participate in the editorial review board for GEF scientific and technical publications.

In fulfilling its role to provide strategic advice, STAP shall assist in identifying GEF priorities on the basis of a broad understanding of global environment issues and the global perspective of GEF operations in their totality.

#### **ARTICLE 5** **COMPOSITION**

The Executive Director of UNEP, in consultation with UNDP, the World Bank and the GEF Secretariat, and subject to the approval of the GEF Council, shall appoint fifteen (15) members of STAP and shall designate a Chairperson and Vice Chairperson. The Chair and the Vice Chair are appointed for the duration of the GEF phase. Other members are appointed for a term of two years, renewable at the end of that term. With the view to retain a continuity of experience within the Panel by applying staggered terms of membership, about one third of members will be replaced every two years. A familiarization seminar shall be organized for new STAP members at the beginning of their term. Members may be removed during the course of an appointed term by the Executive Director of UNEP only for cause.

## **ARTICLE 6**

### **SEARCH COMMITTEE**

In fulfilling his mandate, the Executive Director shall be assisted by a Search Committee on the reconstitution of STAP chaired by UNEP and comprising the officially designated representatives of the GEF Secretariat, UNDP and World Bank. The Secretary of STAP shall be the secretary of the Search Committee. The Search Committee shall consult the chairs of the scientific subsidiary bodies of GEF related conventions as well as the Third World Academy of Science and International Council of Scientific Unions.

## **ARTICLE 7**

### **SELECTION CRITERIA**

The selection criteria require that the composition of the Panel reflect:

- a. Recognized leadership in specific relevant fields in the GEF focal areas of biodiversity / biosafety, climate change, land degradation, international waters and persistent organic pollutants (POPs), with an ability to bridge scientific, technological, economic, social and policy issues;
- b. Balance between relevant scientific disciplines including natural and social science.
- c. Geographical and gender balance;
- d. Experience in the management of science and with knowledge of issues in the implementation of complex international initiatives;
- e. An understanding of the organizational and operational settings of the GEF and of the Implementing Agencies, particularly the context of programme and project development and implementation;
- f. Knowledge about the scientific processes required for the implementation of relevant Conventions in developing countries and familiarity with relevant international assessments; and,

## **ARTICLE 8**

### **RESPONSIBILITIES**

In fulfilling her/his mandate, the Chairperson of STAP shall devote six months a year of his/her time. The Vice Chair shall devote three months and the other members two months per annum. In accordance with the UNEP rules and regulations a Special Service Agreement shall be offered to the members on a six-month basis which will include their respective work plan based on the agreed annual work plan of STAP. It will also include a delineation of responsibilities between the Chair, the Vice Chair and the other members. In addition members shall attend the two annual STAP meetings and, as appropriate, STAP workshops and brainstorming sessions and other GEF corporate activities including Monitoring and Evaluation activities. To that effect an air ticket and daily subsistence allowance will be offered in accordance with the United Nations rules and regulations. The delineation of responsibilities of the members of the Panel is contained in Annex II.

**ARTICLE 9**  
**CONFLICT OF INTERESTS**

Members shall fulfill their responsibility guided and inspired by the objectives of the GEF. They should in no circumstances use their position to promote the interests of their respective country or institutions. To avoid any potential conflict of interest, members who hold positions in government or non-governmental organizations, or who are working in, or have any contractual arrangements, as consultant or otherwise, with an Implementing/Executing agency of the GEF or the GEF Secretariat, shall disclose this information to the Executive Director of UNEP. If such a conflict of interest occurs during the term of a STAP member, the Executive Director of UNEP shall inform the Chair of the STAP. At the discretion of the STAP Chair, members may be excluded from attending Panel discussions in which they have personal interests or have had significant involvement in any capacity.

**ARTICLE 10**  
**MEETINGS**

STAP shall convene two meetings a year at least six weeks in advance of GEF Council meetings. The meetings shall be held in Washington D.C. or Nairobi with the participation of the Deputy CEO of the GEF and the Heads of the Executive Coordination Offices of the Implementing Agencies. The Chairpersons of the scientific subsidiary bodies of GEF-related environmental conventions and the representatives of the GEF Executing Agencies shall be invited by the Panel to attend the meetings as appropriate. A high level segment of the Panel, comprising the CEO of the GEF and Heads of Implementing Agencies shall be convened at the discretion of the Chair. Draft agenda for the Panel's meetings shall be prepared by the Chair, in consultation with the GEF Secretariat and the Implementing Agencies. The agenda will be finalized by the Chair. The Secretary of STAP shall dispatch the agenda and the background documents no later than one week in advance of a meeting. A report of each meeting shall be finalized no later than four weeks after the end of the meeting and shall be dispatched as an information note to the GEF Council. Special meetings of STAP to address GEF corporate needs may also be convened by the Chair, in consultation with GEF partners.

**ARTICLE 11**  
**WORK PROGRAMME**

In consultation with the GEF Secretariat and the Implementing Agencies, a triennial work programme will be adopted by STAP at the start of each GEF phase. The triennial work programme shall reflect the priorities for GEF during its current phase and shall include forward-looking and cross-cutting issues responding to the challenges of the phase. The work programme shall have a balance between focal areas and cross-cutting issues, and between urgent needs and longer-term strategic vision, including emerging issues of relevance to the GEF. The procedures guiding the preparation and adoption of the triennial work programme are contained in Annex III. On the basis of the triennial

work programme, and on inputs received through consultation within the GEF, a more detailed annual work programme containing clear priorities and well-defined deliverables shall be adopted at the spring session of the Panel for endorsement by the GEF Secretariat and Implementing Agencies. A summary of the annual work programme shall be included in the GEF Business Plan submitted to the Council. The GEF partners shall provide to STAP written feedback on the outputs of the STAP work programme.

## **ARTICLE 12**

### **WORKSHOPS AND BRAINSTORMING SESSIONS**

STAP may convene workshops and brainstorming sessions to deliver the outputs contained in its annual work programme. Meetings held outside the headquarters of the GEF partners shall be held on the basis of an offer by a host institution, bearing in mind the United Nations General Assembly requirements regarding the convening of meetings outside United Nations headquarters. The procedures guiding the convening of STAP workshops and brainstorming sessions are contained in Annex IV.

## **ARTICLE 13**

### **OPERATIONAL PROCEDURES**

STAP meetings shall be held through plenary sessions and focal area working groups. The meetings shall be held with the participation of the GEF Secretariat and the Implementing Agencies. At the discretion of the Chair, STAP members can convene, in conjunction with regular STAP meetings, executive sessions. The Deputy CEO and the Executive Coordinators of the Implementing Agencies shall act as the STAP focal points. Corporate demands shall be conveyed to STAP in a written and structured manner. The GEF partners shall provide feed back on STAP requested outputs. STAP shall attend GEF Inter-agency Task forces meetings. The Secretary of STAP shall act as the focal point for coordination with GEF partners and STAP members.

## **ARTICLE 14**

### **ROSTER OF EXPERTS**

In accordance with its Terms of Reference, STAP shall be responsible for establishing, managing and keeping under constant review a STAP roster of experts to review the scientific and technological soundness of all GEF projects requiring GEF funding of more than US\$ 1 million. In accordance with the GEF project cycle approved by the Council, STAP is responsible for ensuring the quality of the Roster. Nominations to the Roster may be submitted by the Implementing Agencies and by Panel members, bearing in mind the need for a Roster whose size is commensurate with GEF's demand for expert review. The Secretariat of STAP shall conduct with the Implementing Agencies an annual survey of the quality of expert reviews and report to the Panel every two years. A comprehensive review of the STAP Roster shall be carried out at the end of each GEF phase. The final decision on the composition of the Roster shall be the

responsibility of the Panel. The operational guidelines of the STAP roster of experts are contained in Annex V and shall be updated by the Panel as often as required.

## **ARTICLE 15** **TARGETED RESEARCH**

STAP shall take the lead in promoting the GEF targeted research policy, and shall in accordance with its mandate, as well as with article 9 above and with the Principles for GEF Financing of Targeted Research, identify broad areas of targeted research to support the GEF operational strategy. STAP shall also propose eligible targeted research and review targeted research project proposals submitted for GEF funding. The STAP Chair shall convene and chair the Targeted Research Committee established in accordance with the Principles for GEF financing of Targeted Research adopted by the GEF Council. The procedures for review of targeted research proposals are contained in Annex I and shall be updated by the Panel, in consultation with the GEF Secretariat and the Implementing Agencies, as required.

## **ARTICLE 16** **MONITORING AND EVALUATION**

STAP shall contribute, in accordance with its work programme, to the work of the GEF Monitoring and Evaluation Unit by providing, upon request of the Monitoring and Evaluation Unit guidance on and reviewing issues related to science and technology. To this end STAP, in consultation with the GEF partners, may conduct selective reviews in accordance with its terms of reference, and shall participate in meetings and reviews of Monitoring and Evaluation tools as needed.

## **ARTICLE 17** **ENHANCING THE IMPACT OF SCIENTIFIC ADVICE AND PROMOTING SCIENTIFIC COOPERATION**

The advisory process of STAP shall be guided by practices characterizing the delivery of objective, credible and high-quality scientific and technical advice. These practices include the identification of experts for STAP workshops and brainstorming sessions representing a balance of views and disciplines, and peer review of the technical reports of STAP at the discretion of the STAP Chair. In fulfilling its terms of reference, the Panel shall draw on its network with the wider scientific community, and shall interact in a complementary manner with and take into account the work done by the subsidiary bodies on scientific, technical and technological advice of the GEF related environmental conventions.

## **ARTICLE 18**

### **BUDGET**

The annual budget, comprising components for administration and STAP activities, is approved by the spring session of GEF Council. The component of the budget for STAP activities shall be determined on the basis of the agreed annual work programme of the Panel to be adopted at its spring meeting. While ensuring the independence of operations of the agreed activities of Panel, the STAP budget shall be managed by UNEP in accordance with the United Nations Financial Rules and Regulations, including those related to delegation of authority to the Secretariat of STAP. To this end, the Secretariat, under the guidance of the Chair, will elaborate a draft detailed budget allocation for the activity component of the annual budget, which will include activities, costs and expected outputs. UNEP shall submit at each STAP meeting, a detailed financial report on the Panel expenditure related to the activity component of the budget, identifying what has been spent on each STAP activity.

## **ARTICLE 19**

### **SECRETARIAT**

STAP, and its ad-hoc working groups, shall be served by a Secretariat co-located at UNEP's office in Washington and UNEP's headquarters in Nairobi. The Secretary of STAP shall be responsible for the Secretariat functions. The job description of the post of Secretary of STAP is contained in Annex VI. On all administrative, procedural and financial issues, the Secretary of STAP is accountable to the Executive Director of UNEP. On all substantive issues, the Secretary is accountable to the Chair. The functions of Secretary of STAP shall include:

- a. Making arrangements for STAP meetings, workshops, brainstorming sessions etc., and providing support services as required;
- b. Compiling and transmitting reports;
- c. Preparing the annual budget and reporting on its status quarterly;
- d. Ensuring the necessary coordination with the GEF Secretariat, Implementing Agencies, Conventions, subsidiary bodies and other relevant bodies;
- e. Entering into such administrative and contractual arrangements as may be required by STAP for the effective discharge of its functions in accordance with the rules and regulations of UNEP;
- f. Assisting in maintaining, keeping under review and constantly updating the roster of expert;
- g. Assisting in facilitating the preparation of documents, reviews and reports; and
- h. Provide support for the preparation of the triennial as well as annual STAP work programmes;
- i. Prepare and update a handbook of the Panel for the new members;
- j. Performing such other support functions as may be assigned by the Panel.

**ARTICLE 20**  
**AMENDMENTS**

Amendments of STAP rules and procedures in accordance with the Instrument and UNEP's role as the Secretariat of STAP may be suggested, as appropriate, by the Executive Director of UNEP, following consultation with GEF partners and the Chairperson of the Panel, and shall be submitted to the GEF Council for approval.

## ANNEX I

### PROCEDURES FOR THE REVIEW OF TARGETED RESEARCH

1. Targeted Research proposals should initially be submitted for concept clearance and reviewed first by the GEF Secretariat for eligibility (consistent with GEF operational programs) with a copy to the STAP Secretariat for information.
2. Proposals deemed eligible by GEFSEC will be distributed to the STAP Secretary for circulation to the Research Committee. At the discretion of the STAP Chair, appropriate experts will be identified for the review of the proposals. This may include members of STAP, the Roster of Experts, or other acknowledged authorities in the relevant field. The Chair selects the experts for the review and advises the Research Committee members on the selection. This process will be coordinated by the Chair to assure adequate peer review.
3. The Chairs of the subsidiary bodies of the principal Conventions are ex officio members of the Research Committee.
4. Proposals will be circulated to the Secretary of the Research Committee on a rolling basis for review and comment.
5. At the discretion of the STAP Chair meeting of the Research Committee may be convened
6. Research Committee reviews should be done within 15 working days on the assumption that prior circulation to identify experts has been possible. If not, a further period of up to 15 working days may be necessary to identify relevant experts in the discretion of the Chair.
7. The Research Committee Secretary shall send the review to the Research Committee by the agreed date. The Implementing Agency should respond to the review by letter to the Research Committee members and Secretary.
8. Implementing Agencies should also provide the STAP Secretary with a list of pending Targeted Research project concepts on a timely basis for inclusion in the distribution of materials for STAP meetings. Early notification of research projects to the STAP Secretary is also desirable to facilitate review by appropriate experts.
9. Project presentation and review will be guided by a standardized format (annex) that provides the following points:
  - i. Brief outline of research hypothesis to be tested in the project;

- ii. Explanation of how the results of the research project will contribute to the objectives of existing operational programs, or the assessment of potential need for new operational programs; and
  - iii. Establishment of incrementality by describing the baseline for relevant research.
10. Comments of Committee members (or designated experts) may be exchanged by electronic communication and need not require a formal meeting or teleconference. However, requests for a meeting on particular issues or projects may be submitted to the Chair. The conclusions of the Committee are advisory but become part of the project record maintained by GEFSEC.
11. When proposals are expected to be reviewed at a relatively early state, the Committee will normally delegate its authority to review the full proposal to a STAP Roster Expert or other acknowledged authority in the relevant field. This review will be limited to assessing the adequacy of responses to earlier comments by the Committee. This review and the Implementing Agencies' response should be included in the final project document as part of the record of Committee consideration, and any necessary financial resources should be included in project preparation process.

## APPENDICES

1. Briefly outline the research hypothesis to be tested in the project

2. Explain how the results of the research project will contribute to the objectives of existing operational programs, or the assessment of potential need for new operational programs

3. Establish the incrementality by describing the baseline for relevant research.

## ANNEX II

### ROLE AND RESPONSIBILITIES OF THE PANEL'S MEMBERS

The Panel comprises the Chair, the Vice Chair and the members.

#### **A. The Chair of STAP shall:**

1. Act as the spokesperson of STAP at GEF related meeting, including the GEF Council and the GEF Assembly;
2. Attend the meetings of the GEF Council and make a statement at the opening of the GEF Council presenting STAP strategic advice and reports, including the reports of the brainstorming sessions and STAP technical workshops;
3. Attend the meetings of the GEF Assembly and make a statement at the opening of the Assembly presenting STAP strategic advice and reports, including the STAP quadrennial report;
4. Attend a GEF familiarization seminar at the beginning of his/her term;
5. Coordinate the preparation of the quadrennial report of STAP to the Assembly.
6. Prepare and finalize with the support of the Secretariat and in consultation with GEF partners the triennial and annual STAP work programmes;
7. Prepare and finalize the costed work programme to be included in the annual STAP budget.
8. Coordinate and oversee the implementation of the STAP work programme;
9. Chair the meetings of STAP;
10. Chair the high level segment of STAP with the participation of the CEO and the Heads of Implementing Agencies;
11. Convene special meetings of STAP members when necessary.
12. Prepare in consultation with GEF partners the agenda of the STAP meetings and provide guidance to the Secretariat of STAP for the preparation of the background documents;
13. Review and finalize the minutes of the STAP meetings with the support of the Secretariat;
14. Review STAP workshop and meeting reports before submission to the Council
15. Participate in the implementation of the activities including in the work programme of relevance to his/her field of expertise;
16. Report to the panel on meetings and events in which the chair represented STAP;
17. Coordinate and guide the secretariat on all substantive issues related to the STAP ;
18. Coordinate and guide the secretariat on the preparation of the STAP handbook and its updating;
19. Chair the GEF targeted research committee;
20. Identify, with help from Panel members, broad areas for targeted research and review targeted research proposals in accordance with the GEF principles for funding targeted research and the rules of procedure for the review of targeted research proposals, bearing in mind article 9 of the STAP rules of procedures;
21. Participate in meetings of the GEF Operational Committee;

22. Participate in the GEF editorial board;
23. Represent or designate a member to represent STAP at the meetings of GEF related conventions of relevance to the STAP mandate;
24. Coordinate the work of the panel in mobilizing the scientific community in support to the GEF objectives;

**B. The Vice Chair shall:**

1. In addition to his/her role as a member of the Panel, assist the Chair in fulfilling his/her responsibilities;
2. In the absence of the Chair represent the Panel and chair the Panel;
3. Undertake any other assignment falling within the Panel's mandate requested by the Chair;

**C. The Members of the Panel shall:**

1. Attend a GEF familiarization seminar at the beginning of their term;
2. Participate actively in STAP meetings and its working groups;
3. At the request of the Chair coordinate the activities of the STAP working groups;
4. Participate in other meetings and events organized by STAP, the GEF Secretariat; Monitoring and Evaluation, and the subsidiary bodies of the GEF related conventions, and the conventions, as required, and at the request of the STAP Chair;
5. Circulate reports to the members and to the Secretariat on meetings and events in which the panel members represented the Panel;
6. Provide inputs to the preparation of the STAP triennial and annual work programmes, including identifying trends and emerging issues that could impact the GEF operations;
7. Take an active part in the STAP work programme, and to this end prepare documents, workshop and brainstorming proposals, identify and network with the best global experts capacity to contribute to the task, and prepare the final report of the activity for which financial support can be made available.
8. In providing strategic advice to the GEF, ensure that the best expertise is drawn upon and that a balance of views is reflected.
9. Provide expert inputs to and undertake reviews of M&E led activities, as per the agreed STAP work programme.
10. Identify areas for targeted research and review targeted research proposals in accordance with the GEF principle for funding targeted research and the rules of procedure for the review of targeted research proposals, bearing in mind article 9 of the STAP rules of procedure.
11. Mobilize their respective scientific and technical networks in support to the GEF objectives;
12. Contribute to the review and upgrading of the STAP roster of experts;
13. Ensure that the work of STAP contributes and benefits from the work undertaken by the Implementing Agencies, the GEF Secretariat and the GEF related convention

## **ANNEX III**

### **RULES OF PROCEDURE GUIDING THE PREPARATION AND ADOPTION OF THE WORK PROGRAMME**

1. At the beginning of the GEF phase, the STAP Secretariat in collaboration with the GEF Secretariat shall coordinate the identification of priorities for STAP, in consultation with UNDP, UNEP and the World Bank. The priorities shall reflect the priorities of the phase of the GEF and the need for scientific and technical inputs, information and guidance, and will take into consideration the mandate of STAP in terms of its role in providing advice on GEF programmes, policies and projects, targeted research, monitoring and evaluation, and the STAP roster of experts. The priorities shall be transmitted to STAP in writing at least four weeks before the first meeting of STAP.
2. STAP's triennial work program shall be prepared and determined at the first meeting of STAP at the start of a phase of the GEF on the basis of priorities communicated to STAP by the GEF Secretariat and the Monitoring and Evaluation Unit. Forward-looking/emerging and cross-cutting issues may be identified by the panel, and included in the work programme in consultation with the GEF Secretariat and the Implementing Agencies. The work programme should be drawn up allowing for adjustments and the inclusion of tasks that will emerge during the course of the phase.
3. The panel, under the guidance of the Chair, shall identify which tasks it considers can be undertaken in the triennium within the available human and financial resources and shall agree on a draft work programme. The detailed budget reflecting the resources required per activity will be worked out with an allowance for new and emerging activities, which will be discussed with the GEF Secretariat and the Implementing Agencies.
4. The STAP Secretariat shall circulate by e-mail the agreed work programme with a deadline for inputs of four weeks. Based on the inputs received, the Chair with the support of the Secretariat shall prepare the final version of the work programme.
5. On the basis of the triennial work programme, the panel shall prepare more detailed annual work programmes. The annual work programme shall be endorsed by the GEF partners and shall be included in the GEF Business Plan to be adopted by the GEF Council. The GEF partners shall provide on a regular basis feed back to the STAP on its agreed outputs.

## ANNEX IV

### RULE OF PROCEDURE GUIDING STAP WORKSHOPS AND BRAINSTORMING SESSIONS

1. Where the STAP Chair, in consultation with the GEF partners, determines that a technical expert workshop or brainstorming is required to deliver an output contained in the work programme, resources permitting, a workshop/brainstorming proposal shall be prepared by the lead panel member for the activity in the panel. Members charged with leading specific STAP events may receive financial support to assist with the preparation, with the agreement of the Chair. A Memorandum of Understanding between UNEP and the respective STAP members will be prepared as appropriate.
2. A workshop/brainstorming proposal shall include the identification of experts to prepare technical materials for the workshop and to be invited to the workshop or brainstorming session. The selection of experts shall be guided by the need for a balance of views and disciplines. Due consideration shall be given to geographical and gender balances. The STAP Secretariat shall assist in preparing the workshop/brainstorming proposal.
3. The draft workshop/brainstorming proposal and documents shall be circulated to the Focal Area Interagency Task Force members and the Convention Secretariats, as appropriate, for comments.
4. On the basis of an agreed workshop/brainstorming proposal, meeting documents will be prepared by the lead person for the activity on the panel. The documents shall include a background note providing the background, aims and objectives and expected outputs of the workshop, an agenda and list of participants. The STAP Secretariat shall assist in preparing the workshop documents.
5. Should the panel, in consultation with the GEF Secretariat, determine that a technical background document is required, the STAP Secretariat shall arrange as necessary for contracts to be drawn up.
6. Invitations, including documentation, to experts to participate in STAP workshops shall be extended by the STAP Secretary at least four weeks in advance of the workshop/brainstorming.
7. Participation in STAP workshops/brainstorming is open to all members of the GEF family and the subsidiary bodies of the Conventions. Notification of the workshop shall be circulated to GEF partners and the secretariats of the GEF related conventions by the STAP Secretariat as soon as the dates and venue are agreed and no later than four weeks before the convening of the meeting.

8. STAP workshops and brainstorming sessions shall be held, to the extent possible, back to back with STAP meetings.
9. Preparatory meetings, in the form of brainstorming sessions and other forms, for the preparation of STAP workshops may be organized as appropriate.
10. STAP workshops and brainstorming sessions shall be chaired by the lead person for the task on the panel.
11. A draft report of STAP workshops and brainstorming sessions shall be prepared by the lead person for the task with the assistance of the STAP Secretariat. The draft report shall be circulated by the STAP Secretariat to the workshop/brainstorming participants not later than three weeks after the workshop for comments and inputs. Participants shall be given two weeks to respond. A second draft shall be prepared by the lead person for the task, with the assistance of the STAP Secretariat, as soon as possible thereafter. .
12. The STAP Secretary shall ensure that comments are solicited and addressed as appropriate. The STAP Chair, with the support of the STAP Secretariat and after consulting the GEF partners, will review the final report before submission to the GEF Council. The Chair shall present the Panel's advice to the GEF Council.
13. Should STAP determine that peer review of the scientific and technical information contained in the report is required, a peer review will be organized by the panel, with the assistance of the STAP Secretariat and UNEP.
14. In writing reports of STAP workshop and brainstorming sessions, the panel shall use all the best endeavours to present a consensus view. If consensus is not possible, differing views shall be explained in the reports.

## ANNEX V

### OPERATIONAL GUIDELINES OF THE STAP ROSTER

#### Nominations to the roster

1. The Implementing Agencies may nominate experts to the roster. Panel members who may also nominate experts will consider the applications. The STAP is responsible for approving experts for inclusion on the roster based on an evaluation of their level of expertise, the relevance of their expertise to the GEF strategic priorities, and the overall thematic and geographical balance of the roster. Nominees are requested to submit their Curriculum Vitae to address indicated in the web page: <http://stapgef.unep.org> or by fax to the STAP Secretariat: (202) 223-2004 and (254) 20 62 31 40.

#### Selection criteria

2. Experts on the STAP Roster are selected on the basis of the criteria set out below, their broad scientific and technical understanding of the GEF focal areas, and their ability to assess projects within a global context. Consideration is also given to country and/or regional expertise.
  - Relevant academic and/or professional qualifications (Ph.D. or equivalent)
  - Major publications/reports in the relevant subject area
  - Professional experience (at least 10 years)
  - Project experience, as either advisor or participant (at least 5 years)
  - Participation in relevant scientific and technical committees (governmental or non-governmental, and at national, regional and international levels)
  - Involvement in, or familiarity in, dealing with key stakeholders in the field of global environmental issues (e.g. non-organizations, community groups, local governments, and private industry)
  - Experience in networking and outreaching to individual and groups of scientists familiar with the regional aspects of his/her field of expertise.

#### Management of the roster

3. The STAP Secretariat is responsible for managing the roster. The following section details the performance management conducted by the STAP Members and the STAP Secretariat to monitor and assess frequently the quality of the roster expertise, lists the roster procedures on using a non-roster reviewer, and delineates the exemptions to serve on the roster.

#### Performance Management

4. To ensure the highest quality reviews, the STAP Secretariat will maintain a system to measure the performance of reviewers listed in the roster, and to

analyze the review process. The performance management system led by the STAP Secretariat consists of the following elements:

5. Individual task managers of the Implementing and Executing Agencies will be requested to fill out a very brief evaluation questionnaire for each roster review, and submit it to the STAP Secretariat within two weeks of the review.
6. On an annual basis, the STAP Secretariat will analyze the evaluations of the reviews. The annual roster review will be submitted to the GEF Council during the autumn session. The evaluation will specifically address the following issues:
  - The quality of the reviews.
  - Important conclusions, recommendations or impacts of the reviewers. The extent to which the recommendations of the reviewers are taken into account by the Implementing or Executing Agencies in the subsequent revisions of the project.
7. Additionally, the STAP Member(s) will be assigned to evaluate the performance of the reviewers using the evaluation forms completed by the task managers, and they may request further information from the Implementing and Executing Agencies. Members will be responsible for evaluating the performance of the reviewers once during their tenure on the panel. On the basis of this information and analysis, the STAP Secretariat will evaluate the effectiveness and impact of the review process and make decisions about future editions of the STAP roster, including about the content of the roster expertise, the roster guidelines, and the project review system.

### **Using a non-roster reviewer**

8. When an Implementing or Executing Agency determines, in consultation with the STAP Secretariat and the STAP Chair, that the roster does not include a particular expertise necessary for the technical review of a project, the Agencies may request the use of a non-roster reviewer. To initiate the process, the project task manager must provide the STAP Secretariat with a written justification for the use of a non-roster reviewer.
9. Upon approval by the STAP Secretariat and STAP Chair, the task managers or the STAP Members may recommend an outside expert for the project review. In either case, the appropriate STAP Members will assess the reviewer's expertise, and decide whether the expert is qualified for the review. Subsequently, the reviewer will be asked to join the roster.

### **Conflict of Interest**

10. Upon the request to review a project, the roster reviewer is required to bring to the attention of the Implementing and Executing Agencies any potential conflict of interest of which he or she is aware.
11. Upon completion of the review, and attached to it as an annex, the reviewer will disclose any contracts he or she has had with the implementing bodies, and other connections with any party involved with the proposed project. Nationality and country of domicile should also be mentioned.

### **Exclusions**

12. The following individuals will be automatically excluded from serving on the STAP roster: STAP Members, current staff members from the GEF Secretariat, Implementing Agencies, and Executing Agencies with expanded opportunities (the African Development Bank, the Asian Development Bank, the European Bank for Reconstruction and Development, the Inter-American Development Bank, the Food and Agricultural Organization of the United Nations, and the United Nations Industrial Development Organization).

## ANNEX VI

### JOB DESCRIPTION OF THE POST OF SECRETARY OF STAP

POST: **Scientific and Technical Advisory Panel (STAP) Secretary, GEF office**  
Level: **P-5**  
Vacancy Nos: **INTERNAL**  
Vacancy Nos. **EXTERNAL**  
Duty Station: **Washington**  
Entry on Duty:  
Duration:

The Scientific and Technical Advisory Panel (STAP) is an advisory body to the Global Environment Facility, which is a financial mechanism that provides grant and concessional funds to developing countries for projects and activities that aim to protect the global environment. UNEP is an Implementing Agency of the GEF, along with the United Nations Development Programme and the World Bank. The STAP is appointed by the Executive Director of UNEP and supported by UNEP. The Secretary of the STAP supervises day-to-day functioning of the STAP Secretariat in providing support to the Panel.

#### Functions

Under the direct supervision and oversight of the UNEP, GEF Director and the overall guidance of the Chairperson of the GEF Scientific and Technical Advisory Panel (STAP), the incumbent will perform the following functions:

1. Supervise the day-to-day functioning of the STAP Secretariat in providing management, coordination, and administrative support to the Panel by:
  - (a) Overseeing the organization of STAP meetings, including developing agendas, arranging meeting facilities, and preparation of minutes and meeting reports and meeting follow-up.
  - (b) Assisting in organizing and preparing STAP documents and distributing them to STAP members;
  - (c) Supervising the editing, publication and dissemination of STAP papers;
  - (d) Providing guidance to GEF staff on administrative and financial support needed by the STAP Secretariat; and
  - (e) Assisting in providing support for STAP, through helping identify STAP candidates and its Roster of Experts.
  
2. Helping to organize and oversee the interaction between STAP and the GEF Council, GEF Secretariat, and Implementing Agencies, by:
  - (a) Reviewing the use of the STAP Roster of Experts by the Implementing Agencies in their project development practices, discussing issues with Implementing Agencies, and helping STAP evaluate the performance of the experts;

- (b) Following-up on STAP's contribution to GEF operational strategies and projects, and reviewing compliance with STAP's guidelines for technical reviews of GEF projects;
  - (c) Organizing and overseeing the distribution of project documentation, and recommending revisions to STAP's procedures for project document preparation and distribution;
  - (d) Arranging for STAP's detailed selective review of GEF projects, including discussing with the Implementing Agencies necessary information and modalities for such reviews;
  - (e) Keeping the STAP chairperson informed about the views of Council members and assisting in preparing drafts for the Chairperson of STAP'S report to the council; and
  - (f) Ensuring that there is adequate consultation between STAP and the GEF Secretariat and Implementing Agencies on their respective work on strategic scientific and technical issues.
3. Appraising STAP members of strategic scientific and technical issues affecting GEF policies, operational strategies, and programmes, by:
    - (a) Identifying, reviewing and recommending to STAP, policy, strategic and operational issues requiring STAP's analysis and advice;
    - (b) Preparing background papers for STAP discussions, including consolidating and synthesizing issues and options;
    - (c) Developing cooperative activities with scientific bodies and conventions related to STAP work
    - (d) Providing substantive comments on STAP's papers and reviews
  4. Assist in mobilization of scientific and technical expertise in the GEF through STAP, its working groups and Roster of Experts, so that STAP functions as a conduit between the GEF and the scientific community at large, by:
    - (a) Assessing and finalizing recommendations of nominees for members of STAP, its working groups and Roster;
    - (b) Promoting the participation of STAP members in international scientific initiatives, including proposing and developing cooperative activities between STAP and other scientific organizations and panels, such as those related to conventions, and
    - (c) Informing STAP on major scientific and technical activities undertaken by UNEP and other UN agencies, and identifying opportunities for their participation in STAP ad-hoc working groups.

### **Qualifications**

Advanced university degree, preferably Ph.D. in national, environmental or social sciences (e.g. law, sociology, or related fields, with specialization in global environmental issues), or resource management or economics. Interdisciplinary background, experience in managing international scientific and technical programmes.

Ability to interact with the scientific community with high levels of expertise, would be an asset.

Excellent command of English; working knowledge of other United Nations languages (Arabic, Chinese, French, Russian and Spanish) an asset.