

Annex I

Resolution

Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services

We, the representatives of the Governments listed hereunder, assembled on the occasion of the second session of the plenary meeting to determine modalities and institutional arrangements for an intergovernmental science-policy platform on biodiversity and ecosystem services, convened in Panama City, Panama, from 16 to 21 April 2012,

Recalling the Busan outcome, adopted at the third ad hoc intergovernmental and multi-stakeholder meeting on an intergovernmental science-policy platform on biodiversity and ecosystem services, convened in Busan, Republic of Korea, from 7 to 11 June 2010,

Recalling also General Assembly resolution 65/162 of 20 December 2010 and decision 26/4 of 24 February 2011 of the Governing Council of the United Nations Environment Programme,

Recalling further the work of the first session of the plenary meeting to determine modalities and institutional arrangements for an intergovernmental science-policy platform on biodiversity and ecosystem services, convened in Nairobi from 3 to 7 October 2011,

Recalling the Rio Declaration on Environment and Development,¹ Agenda 21,² the Programme for Further Implementation of Agenda 21,³ the Johannesburg Declaration on Sustainable Development⁴ and the Plan of Implementation of the World Summit on Sustainable Development (“Johannesburg Plan of Implementation”),⁵

1. *Decide* to establish an independent intergovernmental body to be known as the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services;
2. *Also decide* that the first session of the Plenary of the Platform will decide on the link between the Platform and the United Nations system;
3. *Further decide*, in order to fully operationalize the Platform:
 - (a) That the functions, operating principles and institutional arrangements of the Platform are to be those set out in appendix I to the present resolution;
 - (b) To request the secretariat of the United Nations Environment Programme to facilitate the Platform until the secretariat of the Platform is established, with a view to its being administered by one or more of the following: the United Nations Environment Programme, the United Nations Educational, Scientific and Cultural Organization, the Food and Agriculture Organization of the United Nations and the United Nations Development Programme;
 - (c) That the seat of the secretariat of the Platform is to be located in Bonn, Germany;
 - (d) That the rules of procedure, as contained in appendix II to the present resolution, are to be used by the Platform and may be modified by the Plenary of the Platform;
 - (e) That the present resolution and any future decisions of the Platform have a legally non-binding nature.

1 *Report of the United Nations Conference on Environment and Development, Rio de Janeiro, 3–14 June 1992*, vol. I, *Resolutions Adopted by the Conference* (United Nations publication, Sales No. E.93.I.8 and corrigendum), resolution 1, annex I.

2 *Ibid.*, annex II.

3 General Assembly resolution S-19/2, annex.

4 *Report of the World Summit on Sustainable Development, Johannesburg, South Africa, 26 August–4 September 2002* (United Nations publication, Sales No. E.03.II.A.1 and corrigendum), chap. I, resolution 1, annex.

5 *Ibid.*, resolution 2, annex.

Consenting Governments:

Albania, Algeria, Andorra, Antigua and Barbuda, Argentina, Australia, Azerbaijan, Bahrain, Bangladesh, Belgium, Bhutan, Bosnia and Herzegovina, Botswana, Brazil, Cambodia, Canada, Central African Republic, Chad, Chile, China, Colombia, Congo, Cook Islands, Costa Rica, Croatia, Cuba, Democratic Republic of the Congo, Denmark, Dominican Republic, Ecuador, El Salvador, Ethiopia, Fiji, Finland, France, Georgia, Germany, Ghana, Guatemala, Guinea-Bissau, Guyana, Honduras, India, Indonesia, Iran (Islamic Republic of), Iraq, Israel, Japan, Kenya, Kyrgyzstan, Latvia, Liberia, Libya, Malawi, Mexico, Monaco, Montenegro, Morocco, Netherlands, New Zealand, Nicaragua, Niger, Norway, Pakistan, Panama, Peru, Philippines, Portugal, Republic of Korea, Republic of Moldova, Russian Federation, Saint Lucia, Saudi Arabia, Senegal, Slovakia, South Africa, Spain, Sri Lanka, Sudan, Swaziland, Sweden, Switzerland, Thailand, Togo, Trinidad and Tobago, Tunisia, Turkey, Uganda, United Kingdom of Great Britain and Northern Ireland, United Republic of Tanzania, United States of America, Uruguay, Yemen, Zimbabwe.

Adopted on 21 April 2012

ADVANCED

Appendix I

Functions, operating principles and institutional arrangements of the Platform

I. Functions of the Platform

1. The Platform's objective is to strengthen the science-policy interface for biodiversity and ecosystem services for the conservation and sustainable use of biodiversity, long-term human well-being and sustainable development, with the following functions:

(a) Focusing on Government needs and based on priorities established by the Plenary, the Platform responds to requests from Governments, including those conveyed to it by multilateral environmental agreements related to biodiversity and ecosystem services as determined by their respective governing bodies. The Plenary welcomes inputs and suggestions from, and the participation of, United Nations bodies related to biodiversity and ecosystem services as determined by their respective governing bodies. The Plenary also encourages and takes into account, as appropriate, inputs and suggestions made by relevant stakeholders, such as other intergovernmental organizations, international and regional scientific organizations, environment trust funds, non-governmental organizations, indigenous peoples and local communities and the private sector. To facilitate this, and to ensure that the work programme of the Platform is focused and efficient, a process to receive and prioritize requests, inputs and suggestions will be established by the Plenary;

(b) The Platform identifies and prioritizes key scientific information needed for policymakers at appropriate scales and catalyses efforts to generate new knowledge by engaging in dialogue with key scientific organizations, policymakers and funding organizations, but should not directly undertake new research;

(c) The Platform performs regular and timely assessments of knowledge on biodiversity and ecosystem services and their interlinkages, which should include comprehensive global, regional and, as necessary, subregional assessments and thematic issues at appropriate scales and new topics identified by science and as decided upon by the Plenary. These assessments must be scientifically credible, independent and peer-reviewed, and must identify uncertainties. There should be a clear and transparent process for sharing and incorporating relevant data. The Platform maintains a catalogue of relevant assessments, identifies the need for regional and subregional assessments and helps to catalyse support for subregional and national assessments, as appropriate;

(d) The Platform supports policy formulation and implementation by identifying policy-relevant tools and methodologies, such as those arising from assessments, to enable decision makers to gain access to those tools and methodologies and, where necessary, to promote and catalyse their further development;

(e) The Platform prioritizes key capacity-building needs to improve the science-policy interface at appropriate levels and then provides and calls for financial and other support for the highest-priority needs related directly to its activities, as decided by the Plenary, and catalyses financing for such capacity-building activities by providing a forum with conventional and potential sources of funding.

II. Operating principles of the Platform

2. In carrying out its work the Platform will be guided by the following operating principles:

(a) Collaborate with existing initiatives on biodiversity and ecosystem services, including multilateral environment agreements, United Nations bodies and networks of scientists and knowledge holders, to fill gaps and build upon their work while avoiding duplication;

(b) Be scientifically independent and ensure credibility, relevance and legitimacy through peer review of its work and transparency in its decision-making processes;

- (c) Use clear, transparent and scientifically credible processes for the exchange, sharing and use of data, information and technologies from all relevant sources, including non-peer-reviewed literature, as appropriate;
 - (d) Recognize and respect the contribution of indigenous and local knowledge to the conservation and sustainable use of biodiversity and ecosystems;
 - (e) Provide policy-relevant information, but not policy-prescriptive advice, mindful of the respective mandates of the multilateral environmental agreements;
 - (f) Integrate capacity-building into all relevant aspects of its work according to priorities decided by the Plenary;
 - (g) Recognize the unique biodiversity and scientific knowledge thereof within and among regions and the need for the full and effective participation of developing countries and balanced regional representation and participation in its structure and work;
 - (h) Take an interdisciplinary and multidisciplinary approach that incorporates all relevant disciplines, including social and natural sciences;
 - (i) Recognize the need for gender equity in all relevant aspects of its work;
 - (j) Address terrestrial, marine and inland water biodiversity and ecosystem services and their interactions;
 - (k) Ensure the full use of national, subregional and regional assessments and knowledge, as appropriate, including by ensuring a bottom-up approach.
3. The Platform's efficiency and effectiveness will be independently reviewed and evaluated on a periodic basis as decided by the Plenary, with adjustments to be made as necessary.

III. Institutional arrangements for the Platform

A. Plenary

4. The Plenary is the Platform's decision-making body.

1. Membership

5. The Platform is open to States Members of the United Nations, who may become members by expressing their intent to do so.

2. Participation of States not members of the Platform, United Nations bodies and other intergovernmental and non-governmental organizations

6. Any State not a member of the Platform, any United Nations body and any other body, organization or agency, whether national or international, governmental, intergovernmental or non-governmental, [including any organization of][accredited representative of] indigenous peoples and local communities, which is qualified in matters covered by the Platform, and which has informed the secretariat of the Platform of its wish to be represented at sessions of the Plenary, may participate in the Platform as an observer, subject to the Platform's rules of procedures.

3. Functions

7. The functions of the Plenary include:

- (a) Acting as the Platform's decision-making body;
- (b) Responding to requests from Governments, including those conveyed to it by multilateral environmental agreements related to biodiversity and ecosystem services as determined by their respective governing bodies;
- (c) Welcoming inputs and suggestions from, and the participation of, United Nations bodies related to biodiversity and ecosystem services as determined by their respective governing bodies;

- (d) Encouraging and taking into account, as appropriate, inputs and suggestions made by relevant stakeholders, such as other intergovernmental organizations, international and regional scientific organizations, environmental trust funds, non-governmental organizations, indigenous peoples and local communities and the private sector;
- (e) Ensuring the active and efficient participation of civil society in the Plenary;
- (f) Selecting one Chair and four Vice-Chairs, taking due account of the principle of geographical balance among the five United Nations regions, based on criteria, a nomination process and length of service to be decided by the Plenary;
- (g) Selecting members of any subsidiary body, taking due account of the principle of geographical balance among the five United Nations regions, based on criteria, a nomination process and length of service to be decided by the Plenary;
- (h) Approving a budget and overseeing the allocation of the trust fund;
- (i) Deciding on an evaluation process for independently reviewing the Platform's efficiency and effectiveness on a periodic basis;
- (j) Adopting a programme of work for the Platform, including on knowledge generation, assessments, policy support and capacity-building;
- (k) Establishing subsidiary bodies and working groups as appropriate;
- (l) Setting up a transparent peer review process for the production of reports by the Platform;
- (m) Deciding on a process for defining the scope of reports and for the adoption or approval of any reports produced by the Platform (following agreement on the work programme);
- (n) Adopting and amending rules of procedures and financial rules.

4. Officers of the Plenary

(a) Composition

8. With regard to the officers of the Plenary, one Chair and four Vice-Chairs will be selected by Governments that are members of the Plenary, taking due account of geographical balance among the five United Nations regions. Guidelines covering the nomination process, length of service and any rotation of the Chair of the Plenary among the regions are provided for in the rules of procedure of the Plenary.

(b) Functions

9. As set out in the rules of procedure and as decided and directed by the Plenary, the functions of the Chair include the following:

- (a) Presiding over meetings of the Plenary;
- (b) Chairing the Bureau of the Plenary;
- (c) Representing the Platform as its Chair.

10. As set out in the rules of procedure and as decided and directed by the Plenary, the functions to be carried out by the Vice-Chairs include the following:

- (a) Serving as rapporteur of the Plenary;
- (b) Participating in the work of the Bureau;
- (c) Acting as the representative of the Platform as Vice-Chair as necessary.

(c) Guidelines for the nomination and selection of the Chair and Vice-Chairs

11. The following guidelines will be taken into account in the processes for nominating and selecting the Chair and Vice-Chairs of the Plenary:

- (a) Ability to carry out the agreed functions of the Chair and Vice-Chairs;

- (b) Scientific expertise in biodiversity and ecosystem services with regard to both natural and social sciences among the officers of the Plenary;
- (c) Scientific, technical or policy expertise and knowledge of the main elements of the Platform's programme of work;
- (d) Experience in communicating, promoting and incorporating science into policy development processes;
- (e) Ability both to lead and work in international scientific and policy processes.

12. The guidelines for the selection of officers by the Plenary might need to be viewed in the light of the programme of work adopted by the Plenary and agreement on the work programme. The extent to which the skills of the Chair and the Vice-Chairs complement one another might also need to be taken into consideration in the nomination and selection processes.

B. Administrative and scientific functions to facilitate the work of the Platform

13. One or more subsidiary bodies will be established by, and report to, the Plenary to support the smooth, effective and timely operation of the Platform. The subsidiary body or bodies will, as decided by the Plenary, provide administrative and scientific oversight and facilitate the operations of the Platform.

14. Such administrative functions include:

- (a) Addressing requests related to the Platform's programme of work and products that require attention by the Platform between sessions of the Plenary;
- (b) Overseeing communication and outreach activities;
- (c) Reviewing progress in the implementation of decisions of the Plenary, if so directed by the Plenary;
- (d) Monitoring the secretariat's performance;
- (e) Organizing and helping to conduct the sessions of the Plenary;
- (f) Reviewing the observance of the Platform's rules and procedures;
- (g) Reviewing the management of resources and observance of financial rules and reporting thereon to the Plenary;
- (h) Advising the Plenary on coordination between the Platform and other relevant institutions;
- (i) Identifying donors and developing partnership arrangements for the implementation of the Platform's activities.

15. Such scientific and technical functions include:

- (a) Providing advice to the Plenary on scientific and technical aspects of the Platform's programme of work;
- (b) Providing advice and assistance on technical and/or scientific communication matters;
- (c) Managing the Platform's peer-review process to ensure the highest levels of scientific quality, independence and credibility for all products delivered by the Platform at all stages of the process;
- (d) Engaging the scientific community and other knowledge holders with the work programme, taking into account the need for different disciplines and types of knowledge, gender balance, and effective contribution and participation by experts from developing countries;
- (e) Assuring scientific and technical coordination among structures set up under the Platform and facilitating coordination between the Platform and other related processes to build upon existing efforts;
- (f) [Exploring approaches to facilitating the sharing and transfer of technology in the context of assessment, knowledge generation and capacity-building according to the work programme of the Platform;]

(g) Exploring ways and means to bring different knowledge systems, including indigenous knowledge systems, into the science-policy interface.

C. Subsidiary bodies of the Plenary

16. The following subsidiary bodies of the Plenary will be established:

(a) A Bureau comprising the Chair and four Vice-Chairs and five additional officers that will oversee the administrative functions listed above;

(b) A Multidisciplinary Expert Panel that will carry out the scientific and technical functions listed above. An interim arrangement for the membership of the Panel will be put in place until the final regional structure and expert composition of the Panel is determined by the Plenary. The interim membership will be based on equal representation of five participants from each of the five United Nations regions, and the arrangement will be in place for not more than a two-year period in order to allow the final regional structure and expert composition to be agreed at a session of the Plenary. [The Chair and four Vice-Chairs will also be members of the Panel.] The chairs of the scientific subsidiary bodies of the multilateral environmental agreements related to biodiversity and ecosystem services and the Intergovernmental Panel on Climate Change will be observers.

[D. Working groups

17. In addition to the above subsidiary bodies, and depending on the decisions related to their establishment, the Plenary might establish working groups or other structures to implement the Platform's work programme. The functions to be performed by such groups or structures could include:

(a) Identifying and prioritizing key scientific information needed for policymakers and catalysing efforts to generate new knowledge (without undertaking new research);

(b) Performing regular and timely assessments of knowledge on biodiversity and ecosystem services [and functions] and their interlinkages, which might include comprehensive global, regional and, as necessary, subregional assessments, thematic issues at appropriate scales and new topics identified by science;

(c) Identifying policy-relevant tools and methodologies, such as those arising from assessments, enabling decision makers to gain access to those tools and methodologies and, where necessary, promoting and catalysing their further development;

(d) Prioritizing capacity-building needs to improve the science-policy interface at appropriate levels and then providing and calling for financial and other support for the highest-priority needs related directly to its activities, as decided by the Plenary, and catalysing financing for such capacity-building activities by providing a forum with conventional and potential sources of funding.

18. While recognizing that any agreement to establish working groups would take place only after more detailed discussion of the work programme, preliminary options for the establishment of working groups or other structures to deliver the Platform's work programme might include:

(a) *Option 1:* Two working groups are established, one to undertake assessments, generate knowledge and support policy, and the other to oversee the capacity-building work on the Platform in relation to knowledge generation, assessment and policy support. Both working groups are established with geographic, disciplinary and gender balance;

(b) *Option 2:* Two working groups are established, one to undertake assessments and the other to oversee the work on knowledge generation, policy support and capacity-building. Both working groups are established with geographic, disciplinary and gender balance;

(c) *Option 3:* Regional structures are established (whether working groups or centres), to oversee the full programme of work (knowledge generation, assessment, policy support and capacity-building) at the regional level. Regional working groups would comprise regional experts with gender, disciplinary and within-region geographic balance. In addition, ad hoc and time-bound working groups might be formed to undertake global and/or thematic assessments. Such global and/or thematic groups would be formed with geographic, disciplinary and gender balance.]

E. Secretariat

19. The secretariat will have the following indicative administrative functions, acting under the direction of the Plenary:

- (a) Organizing meetings and providing administrative support for meetings, including the preparation of documents and reports to the Plenary and its subsidiary bodies as needed;
- (b) Assisting the members of the Plenary, the Bureau and the Multidisciplinary Expert Panel to undertake their respective functions as decided by the Plenary, including facilitating communication between the various stakeholders of the Platform;
- (c) Facilitating communication among any working groups that might be established by the Plenary;
- (d) Disseminating public information and assisting in outreach activities and in the production of relevant communication materials;
- (e) Preparing the Platform's draft budget for submission to the Plenary, managing the trust fund and preparing any necessary financial reports;
- (f) Assisting in the mobilization of financial resources;
- (g) Assisting in the facilitation of monitoring and evaluation of the Platform's work.

20. Furthermore, the secretariat may be tasked by the Plenary with undertaking technical support functions, such as providing relevant assistance to ensure that the Platform implements its work programme. Such potential functions need to be developed following discussion of the work programme and would be implemented under the direction of the Plenary.

21. There will be a single central secretariat dealing with administrative functions only. In such an arrangement, one or more United Nations organizations and specialized agencies (such as the United Nations Environment Programme, the United Nations Educational, Scientific and Cultural Organization, the Food and Agriculture Organization of the United Nations and the United Nations Development Programme) may consider seconding fully dedicated staff to the Platform. At its inception, the secretariat will operate from a single location while exploring networking with regional and thematic technical structures.

F. Financial and other contributions to the Platform

22. A core trust fund to be allocated by the Plenary will be established to receive voluntary contributions from Governments, as well as from United Nations bodies, the Global Environment Facility, other intergovernmental organizations and other stakeholders such as the private sector and foundations, on the understanding that such funding will come without conditionalities, will not orient the work of the Platform and cannot be earmarked for specific activities. Its use will be determined by the Plenary in an open and transparent manner. Specific requirements for governing the trust fund will be specified in financial rules and procedures to be adopted by the Plenary.

23. Exceptionally, subject to approval by the Plenary, additional voluntary contributions may be accepted outside the trust fund, such as direct support for specific activities of the Platform's work programme.

24. In kind contributions will come without conditionalities from Governments, the scientific community, other knowledgeholders and stakeholders and will be key to the success of the implementation of the work programme.

G. Evaluation of the operation of the Platform

25. The Platform's efficiency and effectiveness will be independently and externally reviewed and evaluated on a periodic basis as decided by the Plenary, with adjustments to be made as necessary.

H. Definitions

26. For the purpose of the Platform:

[(a) “Ecosystem services” means the benefits that people obtain from ecosystems. These include provisioning services such as food, water, timber, and fibre; regulating services, such as the regulation of climate, floods, disease, waste and water quality; cultural services, such as recreation, aesthetic enjoyment and spiritual fulfilment; and supporting services, such as soil formation, photosynthesis and nutrient cycling.

(b) “Ecosystem functions” means a subset of the interactions between ecosystem structure and processes that underpin the capacity of an ecosystem to provide benefits.]

ADVANCE

Appendix II

Rules of procedure for the Plenary of the Platform

I. Scope

Rule 1

These rules of procedure apply to any session of the Plenary of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services convened in accordance with a decision of the Plenary and in compliance with these rules.

II. Definitions

Rule 2

For the purposes of these rules:

- (a) “Platform” means the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services;
- (b) “Members of the Platform” means States Members of the United Nations expressing their intent to be members of the Platform.

[Issues of membership/participation of regional economic integration organizations remain under discussion with a view to resolution as soon as possible.]⁶

- (c) “Plenary” means the Platform’s decision-making body, comprising all members of the Platform;
- (d) “Session” means any ordinary or extraordinary session of the Plenary;
- (e) “Members present and voting” means members of the Platform present at a session and casting an affirmative or negative vote. Members who abstain from voting are considered as not voting;
- (f) “Secretariat” means the secretariat of the Platform;
- (g) “Observer” means any State not a member of the Platform and any body, organization or agency, whether national or international, governmental, intergovernmental or non-governmental, or [organization of] [accredited representative of] indigenous peoples and local communities, which is qualified in matters covered by the Platform, and which has informed the secretariat of the Platform of its wish to be represented at sessions of the Plenary, subject to provisions set out in these rules of procedure;
- (h) “Meeting” means a single sitting at a session of the Plenary of the Platform;
- (i) “Bureau” refers to the body of elected members of the Bureau of the session of the Plenary as set forth in these rules of procedure;
- (j) “Bureau member” or “member of the Bureau” refers to any person who holds one of the posts in the Bureau;
- (k) “Multidisciplinarity” connotes an approach that crosses many disciplinary boundaries, knowledge systems and approaches to create a holistic approach, focusing on complex problems that require expertise across two or more disciplines. Multidisciplinarity arises when scientists (including natural and social scientists), policy and technical experts, natural resource managers, other relevant

6 Participation is open to regional economic integration organizations as observers ad interim.

knowledge holders and users, interact in an open discussion and dialogue giving consideration to each perspective.

III. Venue, dates and notice of sessions

Rule 3

The venue and dates of each session are to be decided by the members of the Platform.

Rule 4

The secretariat will invite and notify the members and observers of the Platform of the venue and dates of any session at least eight weeks before it is due to commence.

IV. Members and observers

Rule 5

1. Membership of the Platform is open to States Members of the United Nations, who may become members by expressing their intent to be members of the Platform.
2. *[Issues of membership/participation of regional economic integration organizations remain under discussion with a view to resolution as soon as possible.]*¹
3. "Observer" means any State not a member of the Platform and any body, organization or agency, whether national or international, governmental, intergovernmental or non-governmental, or [organization of] [accredited representative of] indigenous peoples and local communities, which is qualified in matters covered by the Platform, and which has informed the secretariat of the Platform of its wish to be represented at sessions of the Plenary, subject to provisions set out in these rules of procedure.

Admission of observers

Rule 6

1. The Plenary will adopt at its first session the Platform's policy and procedures on admission of observers.
2. The provisions on observers set forth in the rules of procedure of the Governing Council of the United Nations Environment Programme will apply to the first session of the Plenary, unless the Plenary decides otherwise by consensus.

Participation by observers

Rule 7

Any observer may, upon the invitation of the Chair, participate in the Plenary without the ability to cast votes or join or block consensus.

[V. Agenda

(Note: this section may be deleted if the Plenary so decides.)

Rule 8

1. The secretariat will, in consultation with and under the guidance of the Bureau, prepare a provisional agenda for each session in accordance with the guidance of the Plenary. Any member of the Platform may request the secretariat [/Chair] of the Plenary to include specific items in the provisional agenda.
2. The secretariat will distribute the provisional agenda for each session, along with other official documents to be considered at the session, to the members and those entitled to be represented as

observers in the official languages of the Platform at least six weeks before the session is due to commence.

3. Between the date of distribution of the provisional agenda and the date of adoption of the agenda by the Plenary, members of the Platform may propose supplementary items for inclusion in the agenda, provided they are of an important and urgent nature. The secretariat will, with the consent of the Bureau, include such items on the provisional agenda.

Rule 9

At the beginning of each session the members of the Platform that are present will adopt the agenda for the session on the basis of the provisional agenda and any supplementary items proposed in accordance with paragraph 3 of rule 8.

Rule 10

During any session members of the Platform may revise the agenda by adding, deleting or amending items. Only items that members consider to be of an important and urgent nature may be added to the agenda during a session.

Rule 11

Any item of the agenda of an ordinary session, consideration of which has not been completed at the session, shall be included automatically in the agenda of the next ordinary session, unless otherwise decided by the Plenary.]

VI. Representation, credentials and accreditation

Rule 12

Each member of the Platform participating in a session will be represented by a delegation consisting of a head of delegation and such other accredited representatives, alternate representatives and advisers as it may require. An alternate representative or adviser may act as a representative upon designation by the head of delegation.

Rule 13

1. The credentials of representatives of members of the Platform and the names of alternate representatives and advisers need to be submitted to the secretariat, if possible not later than 24 hours after the opening of the session. Information regarding any later change in the composition of a delegation, along with any necessary credentials, also needs to be submitted to the secretariat.

2. The credentials of the representatives of any member of the Platform need to be issued by or on behalf of the member's Head of State or Government or minister for foreign affairs consistent with each country's policies and law. [The credentials of the representatives of a regional economic integration organization need to be issued by the competent authority of that organization.]

Rule 14

The Bureau [shall] [will] examine the credentials and submit a report thereon to the Plenary.

Rule 15

Representatives of members of the plenary are entitled to participate provisionally in a session pending a decision by the Plenary to accept their credentials. These representatives [shall] [will] not have the right to make decisions until their credentials are accepted.

VII. Members and operation of the Bureau

Rule 16

1. Candidates for the Bureau will be proposed by Governments for nomination by regions and election by the Plenary. [In the event that a region cannot agree on their nomination the Plenary will decide.]

2. The Bureau of the Plenary, consisting of the Chair, four Vice Chairs, and five other officers, [shall] [will] be elected from among the members of the Platform. Each region [shall] [will] be represented by two officers in the Bureau, taking into account the principle of geographical representation. The Chair and four Vice Chairs, one of whom [shall] [will] act as Rapporteur, will be selected with due consideration to scientific and technical expertise and will be selected from each of the five United Nations regions. The five additional members of the Bureau will carry out relevant administrative functions. [The officers of the Bureau [shall][will] remain in office until their replacement is elected.]

[The term of office of the Bureau members should be staggered and should be decided by the Plenary. The term of the office of each Bureau member should start at the end of the session at which he/she is elected and end at the close of the session at which his or her successor is elected. The Chair will be rotated among the five regions every [X] years. The Plenary should decide on term limits and possible re-election of the officers]

3. Each region may designate alternates, to be approved by the Plenary, to represent the region at a Bureau meeting if the designate is unable to attend.

Rule 17

The Bureau [shall][will] meet as necessary, either in person or by means of telecommunication, to advise the Chair and the secretariat on the conduct of business of the Plenary and its subsidiary bodies.

Rule 18

1. In addition to exercising the powers conferred upon him or her elsewhere in these rules, the Chair [shall][will]:

- (a) Declare the opening and closure of each session;
- (b) Preside at sessions of the Plenary and meetings of the Bureau;
- (c) Ensure the observance of the present rules in accordance with the definitions, functions and operating principles of the Platform;
- (d) Accord participants the right to speak;
- (e) Apply the decision-making procedure in rule 28;
- (f) Rule on any points of order;
- (g) Subject to these rules, exercise complete control over the proceedings and maintain order.

2. The Chair may also propose:

- (a) The closure of the list of speakers;
- (b) A limitation on the time to be allowed to speakers and on the number of times a member or observer may speak on an issue;
- (c) The adjournment or closure of debate on an issue;
- (d) The suspension or adjournment of a meeting.

3. The Chair and the Bureau, in the exercise of their functions, remain at all times under the authority of the Plenary.

Rule 19

The Chair participates in sessions in that capacity and may not at the same time exercise the rights of a representative of a member of the Platform.

Rule 20

1. The Chair, if absent from a session or any part thereof, should designate one of the Vice-Chairs to act as Chair.

2. A Vice-Chair acting as Chair has the same powers and duties as the Chair and may not at the same time exercise the rights of a representative of a member of the Platform.

Rule 21

1. If the Chair resigns or is otherwise unable to complete his or her assigned term of office or to perform the functions of that office, a new Chair is to be elected at the next session to serve the remainder of the term of office of the departing Chair. Until a new Chair is elected, one of the Vice-Chairs, as agreed by the Bureau, serves as the Acting Chair.

2. If a member of the Bureau, other than the Chair, resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, that member [will][shall] be replaced by the alternate from the same region.

Election of members of the Bureau

Rule 22

1. The members of the Bureau will be elected by the Plenary by consensus unless the Plenary decides otherwise.

2. If the Plenary decides to elect members of the Bureau by vote:

(a) This[shall][will] be held at ordinary sessions of the Plenary;

(b) Each member of the Plenary has one vote in the elections;

(c) All elections [shall][will] be decided by a majority of the members present and voting. All elections [shall][will] be held by secret ballot, unless otherwise decided by the Plenary;

(d) After completion of the elections, the number of votes for each candidate and the number of abstentions [shall][will] be recorded.

Nominations

Rule 23

1. All nominees for election as the Chair and Vice-Chairs need to have relevant expertise from the agreed guidelines. Curricula vitae of all nominees are to be submitted to the secretariat and made available to members of the Platform before the elections.

2. The secretariat of the Platform will invite members of the Platform to submit to the secretariat written nominations [in accordance with rule 16] and accompanying curricula vitae of nominees for the Chair and the Vice-Chairs no less than four months before the scheduled election. The Plenary can accept late nominations at its discretion. [In the event that a region cannot agree on their nomination, the Plenary will decide.] The secretariat will post the names of persons nominated, as well as the identity of the region making the nomination, on the website of the Platform in a time frame that will facilitate consideration of such persons by members of the Platform.

*Guidelines for the nomination and selection of the members of the Multidisciplinary Expert Panel***Rule 24**

Each region will nominate five candidates for interim membership to the Multidisciplinary Expert Panel, subject to approval by the Plenary. The following criteria could be taken into account in nominating and selecting the members of the Multidisciplinary Expert Panel:

- (a) Scientific expertise in biodiversity and ecosystem services with regard to both natural and social sciences and traditional knowledge among the members of the Multidisciplinary Expert Panel;
- (b) Scientific, technical or policy expertise and knowledge of the main elements of the Platform's programme of work;
- (c) Experience in communicating, promoting and incorporating science into policy development processes;
- (d) Ability to work in international scientific and policy processes.

VIII. Secretariat

[To be developed]

IX. Subsidiary bodies**Rule 25**

1. The members of the Platform may:
 - (a) Establish subsidiary bodies to carry out such objectives as may be agreed upon at a session of the Plenary;
 - (b) Determine the matters to be considered by any subsidiary body;
 - (c) Establish the terms of reference of any subsidiary body.
2. The Plenary will keep under review the composition, effectiveness and need for its subsidiary bodies, including the Bureau and the Multidisciplinary Expert Panel, as part of the periodic review of the operation of the Platform.

X. Conduct of business

Quorum

Rule 26

The Chair may not declare a meeting of any session open and permit discussion to proceed unless at least one third of those members of the Platform participating in the session are present.

Quorum for decision-making

Rule 27

The presence of a majority of the members of the Platform participating in the session is needed for any decision to be taken.

XI. Decision-making

[Rule 28

The members of the Platform [should][will][must][may][should in general] take decisions on matters of substance by consensus, unless otherwise provided in these rules.

[When consensus is not reached the main reasons for the objections shall be recorded in the report of the session.]

On matters of procedure, the members of the Platform are to make every effort to achieve consensus. If all efforts by the members of the Platform to achieve consensus on a matter of procedure have been exhausted, and no consensus has been reached, the decision will, as a last resort, unless otherwise provided by these rules of procedure, be taken by a [majority][two thirds] vote of the members of the Platform present and voting.]

XII. Languages

Rule 29

1. The official languages of the Platform are Arabic, Chinese, English, French, Russian and Spanish.
2. Interpretation into all the official languages of the Platform will be provided for all the sessions of the Plenary. A member may speak in a language other than an official language if the participant provides for interpretation into one of the official languages.

Rule 30

Official documents of the Plenary [shall][will] be drawn up in one of the official languages and translated into the other official languages.

XIII. Modifications to the rules of procedure

[Rule 31

1. Modifications to these rules of procedure may be adopted by [consensus of] the members of the Platform.
2. Any modifications proposed to these rules of procedure, submitted by members of the Platform or by the Bureau, should be communicated to all members of the Platform at least eight weeks before they are submitted to the session where the proposals are expected to be discussed.]

Annex II

Intersessional work to prepare for the first session of the Platform's Plenary

1. Building on and incorporating the outcome of discussions held during the second session of the plenary meeting to determine modalities and institutional arrangements for an intergovernmental science-policy platform on biodiversity and ecosystem services, the following intersessional processes might be considered to advance consideration of various elements of the functions and operations of the Platform before the first full session of its Plenary. No decisions will be taken during these processes, and the results of the processes will be made available at least six weeks in advance of the first session of the Plenary.

A. Procedures

Rules of procedure for meetings of the Platform's Plenary

2. Rules of procedure for meetings of the Platform's Plenary were determined at the second session of the plenary meeting to determine modalities and institutional arrangements for an intergovernmental science-policy platform on biodiversity and ecosystem services. However, various rules remain to be agreed, and it was determined that some rules would be used on an interim basis, in order to operationalize the Platform for the first session of its Plenary. The secretariat of the United Nations Environment Programme was requested to compile suggestions on the interim and remaining rules and make them available to the Platform's Plenary at its first session, along with draft updated rules of procedure for its meetings.

Other procedures for the operation of the Platform

3. The secretariat was requested to provide drafts of procedures proposed during the previous intersessional process (as listed in UNEP/IPBES.MI/2/4, para. 7), building on existing procedures from relevant processes and initiatives, for an online review process, and to make all comments received, along with updated documents on the procedures, available to the Platform's Plenary at its first session.

B. Secretariat of the Platform

Joint United Nations proposal for institutional hosting

4. The plenary meeting to determine modalities and institutional arrangements for an intergovernmental science-policy platform on biodiversity and ecosystem services at its second session requested the four United Nations organizations to finalize the collaborative arrangements for providing the administrative hosting of the secretariat of the Platform to be presented for consideration by the Platform's Plenary at its first session.

Interim secretariat arrangements

5. The plenary meeting to determine modalities and institutional arrangements for an intergovernmental science-policy platform on biodiversity and ecosystem services at its second session requested the United Nations Environment Programme, working in collaboration with interested Governments and the United Nations Educational, Scientific and Cultural Organization, the Food and Agriculture Organization of the United Nations, the United Nations Development Programme and the Government of Germany, to continue to provide the interim secretariat, to organize the first session of the Platform's Plenary, to receive any financial support that is provided for the Platform and to transfer to the trust fund for the Platform the remaining funds from such contributions at the time the trust fund is established.

C. Officers of the Platform: Multidisciplinary Expert Panel consultations on regional structure and composition

6. An intersessional process, with broad participation from the scientific and policy expert community and other knowledge holders from both developed and developing countries and countries with economies in transition, would be undertaken through online and workshop arrangements to deliberate further on how the Multidisciplinary Expert Panel would be structured.

D. Preparations for an initial work programme

Overview of assessments

7. Two elements of the intersessional work on overview of assessments were agreed:

(a) The secretariat was requested to prepare a catalogue of assessments, including relevant thematic and comprehensive assessments at the national, regional, subregional and global levels, building on existing initiatives and drawing on the Platform's gap analysis and other relevant information. The catalogue will be made available to the Platform's Plenary at its first session;

(b) In addition, the secretariat was requested to compile a critical review of the assessments in the catalogue and highlight the implementation of capacity-building activities, the use of conceptual frameworks, the scope of assessments, the experiences with the integration of knowledge systems, the use of scenarios and other tools, the lessons learned with respect to achievement of the policy impact of assessments, the gaps in knowledge and coverage of assessments and capacity-building needs.

Conceptual framework

8. The secretariat was requested to prepare a draft conceptual framework document informed by the review of assessments and drawing on existing conceptual frameworks. The draft will be made available to all Governments and stakeholders for online review through an open and transparent process, and all comments received will be compiled for consideration by a multidisciplinary and regionally balanced expert workshop that will be mandated to make a proposal for a conceptual framework for consideration by the Plenary at its first session.

Capacity-building

9. Governments and other stakeholders were invited to make submissions on capacity-building needs and suggestions for the activities and partnerships that might address those needs. The secretariat was requested to compile the information and to make it available at the first session of the Plenary, together with related information on capacity-building needs identified in the national reports submitted to biodiversity and ecosystem services-related multilateral environmental agreements. Such submissions could include:

(a) Identification of means and opportunities for improving supporting mechanisms, including online tools, communities of practice and access to data, information and knowledge (including, as appropriate, improving understanding of how to use these tools);

(b) Identification of the most effective means for promoting and facilitating subglobal assessments as a means of driving capacity development and contributing to future assessments of the Platform, building on existing tools and networks;

(c) Review of the contribution of existing national and regional centres of excellence, and the contribution that they can make to building capacity within and outside their regions, including recommendations of potential mechanisms for developing this further;

(d) Identification of means by which capacity-building needs and existing and new financial and technical support can be matched, including through donor meetings and "matchmaking" tools and practices;

(e) Proposed means for ensuring balanced participating in all work programme activities of the Platform.

Requests from Governments

10. Governments, multilateral environmental agreements and other entities were invited to submit their views on the process by which requests might be submitted to the Plenary of the Platform, and on the process by which the Plenary might prioritize such requests. Based on this input, the secretariat was requested to prepare a draft procedure for consideration by the Plenary of the Platform at its first session.

Scoping process

11. Governments and other stakeholders were invited to submit their views on the process that should be followed for scoping potential assessments and other Platform activities once they had been prioritized by the Plenary of the Platform, as well as their views on what the outputs of such a process should include. Based on the suggestions of Governments and other stakeholders, the secretariat will prepare draft procedures for review online through an open and transparent process.

ADVANCE