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**Plenary of the Intergovernmental Science-Policy
Platform on Biodiversity and Ecosystem Services****Eighth session**

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Item 9 of the provisional agenda*

Improving the effectiveness of the Platform**Implementation of the roles of the Bureau and the
Multidisciplinary Expert Panel in practice****Note by the secretariat**

1. As part of the first work programme of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES), the Plenary, in section IX of its decision IPBES-2/5, requested that the Multidisciplinary Expert Panel, in consultation with the Bureau, develop a procedure for the review of the effectiveness of the administrative and scientific functions of IPBES.
2. The Plenary, in its decision IPBES-7/2, took note of the activities undertaken to implement the recommendations from the report prepared by the internal review team and welcomed the report on the review of IPBES at the conclusion of its first work programme by the review panel and the responses to the report by the Multidisciplinary Expert Panel, the Bureau and the Executive Secretary. In the same decision, the Plenary requested the Bureau, the Multidisciplinary Expert Panel and the Executive Secretary, in accordance with their respective mandates, to take the recommendations made by the review panel into account in the implementation of the rolling work programme of IPBES up to 2030 and to identify solutions and/or issues for the Plenary to consider at its eighth session.
3. In the report on the review of IPBES at the conclusion of its first work programme,¹ the external review panel, in its finding 16, found that the IPBES governance structure appeared to be over-engineered, with an overlap in the duties of the Multidisciplinary Expert Panel and those of the Bureau that often led to duplication of effort and unclear segregation of duties, which ran contrary to the principles of good governance. The review panel suggested that the separation created by the establishment of the Multidisciplinary Expert Panel and the Bureau as two distinct bodies had become cumbersome and appeared to add little value. In the light of other constraints, notably the budgetary resources and staff time used to support committees, the review panel, in its recommendation 10, recommended that the Plenary consider streamlining its governance architecture.
4. The members of the Multidisciplinary Expert Panel and Bureau considered the recommendation and found that, while there were a number of weaknesses in the current structure as set out in the rules of procedure and the procedures for the preparation of IPBES deliverables, re-opening the existing rules and procedures of IPBES would not be justified on that basis.
5. Instead, the Multidisciplinary Expert Panel and the Bureau, at their fourteenth meetings, approved the modalities and practice guidance for the implementation of their distinct roles in the IPBES assessment process and in the work of IPBES task forces in practice. That guidance is set out in section I of the annex to the present note, which is presented without formal editing. The Bureau and the Multidisciplinary Expert Panel also approved a code of practice for their members, which is set out in section II of the annex.

* IPBES/8/1.

¹ IPBES/7/INF/18.

Annex

I. Modalities and practice guidance for the implementation of the different roles of the Multidisciplinary Expert Panel and Bureau in the preparation of IPBES deliverables

Introduction

1. The resolution, by which IPBES was established in Panama City, on 21 April 2012 by 94 Governments, sets out in appendix I to the resolution the “functions, operating principles and institutional arrangements of the Platform”.² In the “institutional arrangements for the Platform” it is set out that a Bureau and a Multidisciplinary Expert Panel will be established as subsidiary bodies of the Plenary and guidance is provided with regard to the functions that they will oversee and carry out.
2. The IPBES Plenary, at its 1st, 2nd and 3rd sessions, finalized rules of procedure for the Plenary of IPBES³ and procedures for the preparation of IPBES deliverables⁴, which, together with the financial rules of IPBES, form the most fundamental rules of IPBES. The rules and procedures further specify the role of the Bureau and the Multidisciplinary Expert Panel within IPBES.
3. The review panel in its report on the review of IPBES at the conclusion of the first work programme had suggested that the separation created by the establishment of the Multidisciplinary Expert Panel and the Bureau as two distinct bodies had become both cumbersome and seemed to add little value. Considering other constraints, it saw an opportunity for a more streamlined governance architecture that it recommended that the Plenary should consider going forward.
4. The members of the Multidisciplinary Expert Panel and Bureau considering this recommendation found that while there are a number of weaknesses in the current setup as set out in the rules of procedure and the procedures for the preparation of IPBES deliverables, they would not justify re-opening the existing rules and procedures of IPBES.
5. Instead, the Multidisciplinary Expert Panel and Bureau, at their 14th meetings, approved modalities and practice guidance for the implementation of their distinct roles in the IPBES assessment process and in the work of IPBES task forces in practice, set out below. The following sections present the applicable rules and procedures as well as the approved modalities and practice guidelines (grey shading).
6. The appendix to this document presents the parts of the “functions, operating principles and institutional arrangements of the Platform”, the rules of procedure and the procedures for the preparation of IPBES deliverables that refer to the roles of the Bureau and the Multidisciplinary Expert Panel.

² Appendix to document UNEP/IPBES.MI/2/9; hereafter referred to as “functions...”.

³ Adopted in decision IPBES-1/1 and amended in decision IPBES-2/1; hereafter referred to as “rules of procedure”.

⁴ Adopted in decision IPBES-3/3.

Overview table

Overview table: Different roles of MEP and Bureau	Multidisciplinary Expert Panel	Bureau
Scoping of assessments		
Selection of experts to assist with scoping	Selects experts	Reviews observance of applicable rules in selection process
Scoping process	Oversees development of scientific and technical elements of the scoping report ⁵ and the following administrative elements ⁶ : <ul style="list-style-type: none"> - Overall activity schedule and milestones; - Consideration of data and information management for assessments; - Identification of knowledge gaps. 	Oversees development of the following administrative elements of the scoping report ⁷ : <ul style="list-style-type: none"> - Operational structures that might be necessary; - Estimated costs of the activity and potential sources of funding; - Capacity-building interventions; - Communication and outreach activities.
	Reviews relevant parts of drafts of the scoping report	Reviews relevant parts of drafts of the scoping report and ensures that drafts of the scoping report are in line with relevant decisions of the Plenary
		Provides guidance on the organization of meetings of the assessment experts, including ensuring that the meetings are within the budget adopted by the Plenary, and that participants have been selected and any cooperation with partner organizations conducted within applicable rules
Preparation of assessments		
Selection of assessment experts	Selects experts	Reviews observance of applicable rules in selection process
Preparation of draft reports	Reviews drafts of chapters and summaries for policymakers with regard to scientific and technical aspects, ensuring scientific quality, independence and credibility and bringing in different knowledge systems	Reviews drafts of summaries for policymakers to ensure they include policy-relevant materials, that messages are balanced, in line with underlying science and adhere to agreed-upon language and ensures that drafts of the assessment are in line with the approved scoping document.
		Provides guidance on the organization of meetings of the assessment experts (budget, participants, cooperation)
Work of task forces		
Selection of task force members	Selects experts	Reviews observance of applicable rules in selection process
	Reviews draft deliverables with regard to scientific and technical aspects, ensuring scientific quality, independence and credibility and bringing in different knowledge systems	Provides guidance on the identification of strategic partners and collaborative supporters.
		Provides guidance on the organization of meetings of the assessment experts (budget, participants, cooperation)
Communication and outreach		
		Oversees communication and outreach activities.

⁵ Section 3.4. (c) (i) of the procedures.

⁶ Section 3.4. (c) (i) (a.), (f.) and partly (e.) of the procedures.

⁷ Section 3.4. (c) (i) (a.) and (f.) of the procedures.

Roles and responsibilities of the Multidisciplinary Expert Panel and Bureau in IPBES deliverables

A. Scoping of assessments

1. Selection of experts to assist with the scoping

7. According to the procedures for the preparation of IPBES deliverables, the Multidisciplinary Expert Panel selects experts to assist with the scoping of an assessment from the lists of nominations in line with the criteria provided in the procedures.

8. The Bureau, as part of its general functions, reviews the observance of IPBES rules and procedures in the selection.

2. Scoping process

9. According to the procedures for the preparation of IPBES deliverables, for thematic or methodological assessments, the Multidisciplinary Expert Panel oversees the detailed scoping, including outline, costs and feasibility.

10. According to the procedures, for regional, subregional or global assessments, the Multidisciplinary Expert Panel and Bureau oversee the detailed scoping, including outline, costs and feasibility.

11. In practice, this implies for thematic or methodological assessments that members of the Multidisciplinary Expert Panel serve as co-chairs for the scoping workshops and oversee the development of the scoping reports, including the scientific and technical as well as procedural or administrative elements set out in section 3.4 of the procedures. In this case, the Multidisciplinary Expert Panel may wish to consult the Bureau, within its functions, on some of the administrative elements to be incorporated in the scoping process, including:

- (a) Operational structures that might be necessary, and the roles and responsibilities of the various entities to be involved, including the identification of strategic partners in delivering the activity, and the means by which the procedures for the implementation of the work programme will be carried out to ensure effective peer review, quality assurance and transparency;
- (b) Estimated costs of the activity and potential sources of funding, including from the IPBES trust fund and other sources, as appropriate;
- (c) Capacity-building interventions that may be required to deliver the activity, which might be included as activities in the general report delivery plan;
- (d) Communication and outreach activities that might be appropriate for the specific deliverable, including for the identification of gaps for policy support.

The Bureau is also responsible for ensuring that drafts of the scoping report are in line with relevant decisions of the Plenary.

12. For the development of the scoping reports for regional, subregional or global assessments, members of the Multidisciplinary Expert Panel and Bureau could serve as co-chairs for the scoping workshop and jointly oversee the scoping process. They would, however, oversee different aspects of the scoping process:

- (a) The Bureau would oversee, within their functions, the aspects of the procedural or administrative elements of the scoping (see previous paragraph) and ensure that drafts of the scoping report are in line with relevant decisions of the Plenary;
- (b) The Multidisciplinary Expert Panel would oversee the scientific and technical elements of the scoping process as well as, within their functions, the following procedural or administrative elements of the scoping:

- (i) Overall activity schedule and milestones;
- (ii) Consideration of data and information management for assessments;
- (iii) The identification of gaps in knowledge.

13. The Multidisciplinary Expert Panel, together with the Bureau in the case of regional and global assessments, may wish to draw upon selected experts to assist with the scoping process and lead sessions of the scoping workshop and the preparation of sections of the scoping report, as appropriate.

14. In practice:

(a) The full Multidisciplinary Expert Panel and Bureau review, within their respective roles set out in the previous paragraphs, the relevant parts of a draft scoping report before it is sent out for external review, and the final draft of the scoping report, before it is made available to the Plenary for its consideration. Otherwise, the roles of the Bureau and the Multidisciplinary Expert Panel are implemented by the management committees (see following section).

(b) The Multidisciplinary Expert Panel may wish to mandate the Multidisciplinary Expert Panel members on the management committee of a scoping process to fulfil the roles of the Multidisciplinary Expert Panel, other than the review of drafts, as set out in the previous paragraphs, in between meetings of the Multidisciplinary Expert Panel;

(c) The Bureau may wish to mandate the Bureau members on the management committee of a scoping process to fulfil the roles of the Bureau, other than the review of drafts, as set out in the previous paragraphs, in between meetings of the Bureau (see following section).

3. Management committees

15. Management committees for scoping processes are composed of designated members of the Bureau, the Multidisciplinary Expert Panel and the secretariat. They are co-chaired by members of the Multidisciplinary Expert Panel (for thematic and methodological assessments) and by members of the Multidisciplinary Expert Panel and the Bureau (for regional, subregional and global assessments).

16. The role of members of the Multidisciplinary Expert Panel and Bureau in management committees is confined to the role of the two bodies within the process of developing IPBES assessments and their overall functions (see previous section).

17. The members of the Multidisciplinary Expert Panel and Bureau on the management committees will implement the decisions taken by the full Multidisciplinary Expert Panel and Bureau on relevant matters, including:

(a) The comments provided on draft texts by their respective bodies within their respective mandate and functions;

(b) Any guidance provided by the Bureau regarding the organization of meetings of scoping experts as part of the relevant functions of the Bureau (ensuring that the meetings are within the budget adopted by the Plenary, and that participants have been selected and any cooperation with partner organizations conducted within applicable rules).⁸

18. Where the members of the Bureau and the Multidisciplinary Expert Panel on the management committees feel unable to provide guidance on an issue within their mandate, they will call upon the full Multidisciplinary Expert Panel or Bureau for guidance. Progress in the development of scoping reports is reported to each meeting of the Multidisciplinary Expert Panel and Bureau.

B. Preparation of assessments

1. Selection of authors

19. The Multidisciplinary Expert Panel selects the report co-chairs, coordinating lead authors, lead authors and review editors from the lists of nominations in line with the criteria provided in the procedures.

20. The Bureau, as part of its general functions, reviews the observance of IPBES rules and procedures in the selection.

21. In practice, the Multidisciplinary Expert Panel may wish to:

(a) First select the co-chairs of an assessment and conduct the selection of coordinating lead authors, lead authors and review editors in close consultation with the co-chairs to ensure that a coherent team is selected that the co-chairs feel confident in leading;

(b) Mandate the Multidisciplinary Expert Panel members on the management committee of an assessment to finalise the list of authors, including the filling of gaps, in close collaboration with the co-chairs of an assessment for endorsement by the Multidisciplinary Expert Panel;

⁸ Including: Reviewing the observance of the Platform's rules and procedures; reviewing the management of resources and observance of financial rules and reporting thereon to the Plenary; and advising the Plenary on coordination between the Platform and other relevant institutions.

(c) In case one or more members of the Multidisciplinary Expert Panel object to the proposed list of experts, the members are asked to put their objections, with reference to the selection criteria concerned, in writing to the Multidisciplinary Expert Panel co-Chairs. The Multidisciplinary Expert Panel co-Chairs may circulate the objections to the other members of the Multidisciplinary Expert Panel as well as the members of the Bureau on the management committee of the assessment concerned;

(d) The Multidisciplinary Expert Panel co-Chairs may organize a teleconference with the members that have objected as well as the co-Chairs of the assessment and the members of the Bureau on the management committee of the assessment concerned;

(e) The Multidisciplinary Expert Panel co-Chairs will facilitate and assist all concerned to reach agreement.

22. In practice, the Bureau may wish to:

(a) Mandate the Bureau member(s) on the management committee of an assessment to review the observance of IPBES' rules and procedures in the completion of the selection described in the previous paragraph.

2. Preparation of draft reports

23. The procedures include the following guidance:

(a) The report co-chairs, coordinating lead authors and lead authors prepare first drafts of the reports. The procedures do not foresee a specific role for the Multidisciplinary Expert Panel and Bureau in this step;

(b) The second and final drafts of the reports and the first and final drafts of the summaries for policymakers are prepared by the report co-chairs, coordinating lead authors and lead authors under the guidance of the review editors and the Multidisciplinary Expert Panel;

(c) The responsibility for preparing first drafts and revised drafts of summaries for policymakers lies with the report co-chairs and an appropriate representation of coordinating lead authors and lead authors, overseen by the Multidisciplinary Expert Panel and the Bureau;

(d) If necessary, the Multidisciplinary Expert Panel working with authors, review editors and reviewers can try to resolve areas of major differences of opinion in the preparation of the final drafts of the reports and summaries for policymakers;

(e) The Multidisciplinary Expert Panel and the Bureau assist the authors to ensure that the summary for policymakers includes the appropriate policy-relevant materials.

24. In practice,

(a) The full Multidisciplinary Expert Panel reviews all drafts of the chapters and summaries for policymakers as part of their functions⁹ and in implementation of their mandate to oversee the preparation of second and final drafts of chapters and draft and final versions of the summaries for policymakers;

(b) The full Bureau reviews all drafts of the summaries for policymakers from the perspective of its mandate to oversee, with the Multidisciplinary Expert Panel, their preparation and to assist the authors to ensure that they include the appropriate policy-relevant materials. This includes the Bureau ensuring that there is balance in the messages, that the messages are in line with the underlying science, that the messages adhere to agreed-upon language. The Bureau also ensures that drafts of the assessment are in line with the approved scoping document;

(c) The Multidisciplinary Expert Panel may wish to mandate the Multidisciplinary Expert Panel members on the management committee of an assessment to fulfil the roles of the Multidisciplinary Expert Panel, other than the review of drafts, as set out in the previous paragraphs, in between meetings of the Multidisciplinary Expert Panel;

(d) The Bureau may wish to mandate the Bureau members on the management committee of an assessment to fulfil the roles of the Bureau, other than the review of drafts, as set out in the previous paragraphs, in between meetings of the Bureau.

⁹ Including: To provide advice to the Plenary on scientific and technical aspects of IPBES' programme of work; providing advice and assistance on technical and/or scientific communication matters; managing IPBES' peer-review process to ensure the highest levels of scientific quality, independence and credibility for all products delivered by IPBES at all stages of the process and exploring ways and means to bring different knowledge systems, including indigenous knowledge systems, into the science-policy interface.

3. Management committees for assessments

25. Management committees for assessments are composed of the co-chairs of an assessment as well as designated members of the Bureau, the Multidisciplinary Expert Panel and the secretariat. They are co-chaired by assessment co-chairs.

26. It is important to note that:

- (a) Assessment co-chairs are responsible for overseeing the preparation of an assessment report and ensuring that a report is completed to the highest scientific standard;
- (b) Coordinating lead authors are responsible for coordinating major sections and/or chapters of an assessment report;
- (c) Lead authors are responsible for the production of designated sections or parts of chapters that respond to the work programme of IPBES on the basis of the best scientific, technical and socioeconomic information available;
- (d) Review editors are responsible for ensuring that all substantive expert and government review comments are afforded appropriate consideration, advising lead authors on how to handle contentious or controversial issues and ensuring that genuine controversies are adequately reflected in the text of the report concerned, and assisting the Multidisciplinary Expert Panel in identifying reviewers for the expert review process,

27. The role of members of the Multidisciplinary Expert Panel and Bureau in management committees is confined to the role of the two bodies within the process of developing IPBES assessments and their overall functions (see previous section) and needs to respect the roles of assessment co-chairs and other authors as set out in the procedures (see also previous paragraph).

28. The members of the Multidisciplinary Expert Panel and Bureau will implement the decisions taken by the full Multidisciplinary Expert Panel and Bureau on relevant matters, including:

- (a) The comments provided on draft texts by their respective bodies within their respective mandate and functions;
- (b) Any guidance provided by the Bureau regarding the organization of meetings of assessment authors as part of the relevant functions of the Bureau (ensuring that the meetings are within the budget adopted by the Plenary, and that participants have been selected and any cooperation with partner organizations conducted within applicable rules).¹⁰

29. Where the members of the Bureau and the Multidisciplinary Expert Panel on the management committees feel unable to provide guidance on an issue within their mandate, they will call upon the full Multidisciplinary Expert Panel or Bureau for guidance. Progress in the development of assessments is reported to each meeting of the Multidisciplinary Expert Panel and Bureau.

C. Task forces

30. The Plenary established five task forces to implement deliverables 2-4 of the 2030 rolling work programme of IPBES.

1. Selection of members

31. According to the procedures for the preparation of IPBES deliverables, the Multidisciplinary Expert Panel and the Bureau select experts from the lists of nominations.

32. In practice, the Bureau and the Multidisciplinary Expert Panel participate in the selection of experts within their functions, i.e.:

- (a) The Multidisciplinary Expert Panel reviews nominations received from a scientific and technical perspective; with a view to ensuring the highest levels of scientific quality, independence and credibility for all products delivered by IPBES and with a view to bringing different knowledge systems, including indigenous knowledge systems, into the science-policy interface;
- (b) The Bureau reviews the observance of IPBES rules and procedures, including achieving balance across regions and other IPBES metrics, as well as the management of resources in the

¹⁰ Including: Reviewing the observance of the Platform's rules and procedures; reviewing the management of resources and observance of financial rules and reporting thereon to the Plenary; and advising the Plenary on coordination between the Platform and other relevant institutions.

selection process; and advises on matters related to coordination between IPBES and other relevant institutions.

2. Management committees

33. Terms of reference for the current five IPBES task forces, including provisions regarding their membership and chairing, are set out in annex II to decision IPBES-7/1. The terms of reference for all task forces, except for the task force on scenarios and models, provide for co-chairing of the task forces by members of the Multidisciplinary Expert Panel and/or the Bureau. Each task force comprises up to four members of the Multidisciplinary Expert Panel and/or Bureau.

34. These members of the Multidisciplinary Expert Panel and Bureau, and, for the task force on scenarios and models also the expert co-chair, could also be referred to as a “management committees” and serve as contact point for the technical support units in between meetings of the Multidisciplinary Expert Panel and Bureau.

35. The members of the Multidisciplinary Expert Panel and Bureau participate in the work of the task forces “ex officio”, i.e. in their function of members of and representing the Multidisciplinary Expert Panel and Bureau, and their respective functions, in the task forces. Therefore, they represent the decisions taken by the full Multidisciplinary Expert Panel and Bureau on relevant matters, including:

(a) The comments provided on draft deliverables by their respective bodies within their respective mandate and functions;

(b) Any guidance provided by the Bureau regarding the organization of meetings of the task forces (ensuring that the meetings are within the budget adopted by the Plenary, and that participants have been selected and any cooperation with partner organizations conducted within applicable rules) and the identification of strategic partners and collaborative supporters within the relevant functions of the Bureau.¹¹

36. Where the members of the Bureau and the Multidisciplinary Expert Panel on the management committees feel unable to provide guidance on an issue within their mandate, they will call upon the full Multidisciplinary Expert Panel or Bureau for guidance. Progress in the work of task forces is reported to each meeting of the Multidisciplinary Expert Panel and Bureau.

D. Communication and outreach

37. According to the “functions...”, the Bureau oversees communication and outreach activities.

38. In practice the Bureau oversees and guides the work of the secretariat in implementing the IPBES communications strategy.

¹¹ Including: Reviewing the observance of the Platform’s rules and procedures; reviewing the management of resources and observance of financial rules and reporting thereon to the Plenary; and advising the Plenary on coordination between the Platform and other relevant institutions.

Appendix - Existing guidance on the roles of Multidisciplinary Expert Panel and Bureau

1. The following sections present the parts referring to the roles of the Bureau and the Multidisciplinary Expert Panel of:

- (a) The “Functions, operating principles and institutional arrangements of the Platform” appended to the resolution establishing IPBES (appendix I to document UNEP/IPBES.MI/2/9);
- (b) The rules of procedure for sessions of the Plenary of IPBES as adopted in decision IPBES-1/1 and amended in decision IPBES-2/1; hereafter referred to as “rules of procedure; and
- (c) The procedures for the preparation of IPBES deliverables adopted in decision IPBES-3/3.

A. “Functions, operating principles and institutional arrangements of the Platform” on the role of Bureau and Multidisciplinary Expert Panel

2. The “functions, operating principles and institutional arrangements of the Platform” appended to the resolution establishing IPBES state in section III B that 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.

3. In section III C, it is set out that 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 in section B of the “institutional arrangements”;
- (b) A Multidisciplinary Expert Panel that will carry out the scientific and technical functions listed in section B of the “institutional arrangements”.

4. The administrative functions listed in section III B, to be overseen by the Bureau, included:

- (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.

5. The scientific and technical functions listed in section III B, to be carried out by the Multidisciplinary Expert Panel included:

- (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.
6. Section A(c) of the “functions...” set out guidelines for the nomination and selection of the Chair and Vice-Chairs:
- (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.
7. They state that the guidelines might need to be viewed in the light of the programme of work adopted by the Plenary and agreement on the work programme, and that 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. Rules of procedure on the role of Bureau and Multidisciplinary Expert Panel

8. The rules of procedure adopted by the Plenary further specify elements related to the functioning of the Bureau and the Multidisciplinary Expert Panel and establish procedures for their election.
9. Section VII of the rules of procedure sets out the following provisions regarding **members and operation of the Bureau**:

Rule 15

1. Candidates for the Bureau will be proposed by Government[s] [members] [members of the Platform] for nomination by regions and election by the Plenary.
2. The Bureau of the Plenary, consisting of the Chair, four Vice-Chairs, and five other officers, is elected from among the members of the Platform. Each region is represented by two officers in the Bureau, taking into account the principle of geographical representation. The Chair and four Vice-Chairs, one of whom acts 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 remain in office until their replacement is elected.
3. The term of office of a Bureau member is 3 years with the opportunity for re-election for one consecutive term. Such term of office starts at the end of the session at which he/she is elected and ends at the close of the session at which his or her successor is elected. The Chair will be rotated among the five United Nations regions every 3 years without the possibility of re-election as Chair.

4. Each region may designate alternates, to be approved by the Plenary, to represent the region at a Bureau meeting if the Bureau member(s) is/are unable to attend.

Rule 16

The Bureau meets 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 17

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

- (a) Represents the Platform;
- (b) Declares the opening and closure of each session;
- (c) Presides at sessions of the Plenary and meetings of the Bureau;
- (d) Ensures the observance of the present rules in accordance with the definitions, functions and operating principles of the Platform;
- (e) Accords participants the right to speak;
- (f) Applies the decision-making procedure in Rule 36;
- (g) Rules on any points of order;
- (h) Subject to these rules, exercises complete control over the proceedings and maintains 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 18

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 19

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 20

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 is replaced by the alternate from the same region.

Rule 21

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 is held at ordinary sessions of the Plenary;
 - (b) Each member of the Plenary has one vote in the elections;
 - (c) All elections are decided by a majority of the members present and voting. All elections are 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 is recorded.

Rule 22

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 no less than four months before the scheduled election written nominations, in accordance with rule 15 and accompanying curricula vitae of nominees to the Bureau. The Plenary can accept late nominations at its discretion. The secretariat will post the names of persons nominated and their curricula vitae, 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.

10. Section VIII of the rules of procedure sets out the following **provisions regarding the Multidisciplinary Expert Panel**:

Rule 24

The Multidisciplinary Expert Panel reports to the Plenary and will carry out the scientific and technical functions agreed by the Plenary, as articulated in the document (UNEP/IPBES.MI/2/9, Annex I, Appendix I) on functions, operating principles and institutional arrangements of the Platform, and will organize itself as it considers appropriate to implement the Work Programme.

Rule 25

1. The interim membership of the Panel will be based on equal representation of five participants nominated by each of the five United Nations regions. Such a membership 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 members of the Bureau will also be observers of the Panel during this period.
2. The membership of the Panel will be based on equal representation of five participants nominated by each of the five United Nations regions.
3. The co-chairs of the Panel may invite the Bureau to participate as observers 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. The Panel may also invite experts from the United Nations organizations that are partners of the collaborative partnership arrangement to participate as observers, as appropriate.
4. The members of the Panel are elected for their personal expertise and are not intended to represent any particular region.

Rule 26

Candidates for the Panel are to be proposed by members of the Platform for nomination by the regions and election by the Plenary. In the event that a region cannot agree on its nomination, the Plenary will decide. Taking into account disciplinary and gender balance, each region will nominate five candidates for membership of the Panel. The following criteria could be taken into account in nominating and selecting members of the Panel:

- (a) Scientific expertise in biodiversity and ecosystem services with regard to both natural and social sciences and traditional and local knowledge among the members of the 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.

Rule 27

1. The secretariat of the Platform will invite members of the Platform to submit to the secretariat written nominations and accompanying curricula vitae of nominees for the Panel no less than four months before the scheduled election. Curricula vitae of all nominees are to be submitted to the secretariat and made available to members of the Platform, together with the names of persons nominated, as well as the identity of the region or observer making the nomination, on the website of the Platform.

2. The Plenary can accept late nominations at its discretion. Election of members of the Multidisciplinary Expert Panel

Rule 28

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

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

- (a) The elections will be held during ordinary sessions of the Plenary;
- (b) Each member of the Plenary has one vote in the elections;
- (c) All elections will be decided by a majority of the members present and voting;
- (d) All elections will be held by secret ballot, unless otherwise decided by the Plenary;
- (e) After completion of the elections, the number of votes for each candidate and the number of abstentions will be recorded.

Rule 29

1. The term of office of all the Panel members is 3 years with a possibility of re-election for one consecutive term. The term of the office of each Panel member should start at the end of the session at which he or she is elected and end at the close of the session at which his or her successor is elected.

2. The Chair or Co-Chairs of the Panel will be elected by the members of the Panel and the Panel should rotate the position of the Chair(s) among the range of its members at regular intervals.

Rule 30

1. A Chair, if absent from a session or any part thereof, should designate another member of the Panel to act as Chair.

2. A member of the Panel acting as Chair has the same powers and duties as the Chair.

Rule 31

1. If a 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 by the members of the Panel at the session where it is known that the Chair will be unable to complete his or her assigned term of office to serve the remainder of the term of office of the departing Chair.

2. If a member of the Panel resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, that member will be replaced by an alternate nominated by the same region and selected by the Plenary.

Rule 32

The Panel will meet as necessary, either in person or by electronic means, and conduct its business in a transparent way. Efforts shall be made to hold meetings of the Bureau and meetings of the Panel concurrently or in association, where appropriate, to allow for a maximum complementarity and coordination of work, and cost savings.

Rule 33

In addition to the procedures of the Panel, the Chair(s) of the Multidisciplinary Expert Panel:

- (a) Declares the opening and closure of each meeting of the Panel;
- (b) Presides at meetings of the Panel;
- (c) Ensures the observance of the applicable Platform rules in accordance with the functions, operating principles and institutional arrangements of the Platform;
- (d) Accords participants in the meetings of the Panel the right to speak.

C. Procedures for the preparation of IPBES deliverables on the role of Bureau and Multidisciplinary Expert Panel

11. The procedures for the development of IPBES deliverables adopted by the Plenary set out the roles of the Multidisciplinary Expert Panel and Bureau in the preparation of IPBES assessments and other products.

12. Examples for roles of the Multidisciplinary Expert Panel and Bureau include:

- (a) Scoping of assessments:
 - (i) If the Plenary approves the issue for detailed scoping, the Multidisciplinary Expert Panel, through the secretariat, will request nominations from Governments and invite relevant stakeholders to present names of experts to assist with the scoping (for thematic, methodological, regional, subregional and global assessments – see sections 3.1 and 3.3 of the procedures);
 - (ii) The Multidisciplinary Expert Panel will then select experts from the lists of nominations, of which experts selected from those presented by relevant stakeholders should not exceed twenty percent (for thematic, methodological, regional, subregional and global assessments);
 - (iii) The Multidisciplinary Expert Panel oversee the detailed scoping, including outline, costs and feasibility (for thematic or methodological assessments);
 - (iv) The Multidisciplinary Expert Panel and the Bureau oversee a detailed scoping, including outline, costs and feasibility (for regional, subregional or global assessments);
 - (v) Full scoping is a detailed scoping process, overseen by the Multidisciplinary Expert Panel, involving a scoping workshop with the experts selected by the Panel (section 3.4, scoping for IPBES deliverables).

- (b) Preparation of assessments:
- (i) The Multidisciplinary Expert Panel and Bureau will ensure that the reports are scoped, prepared and peer reviewed in accordance with the procedures (section 3.5, general procedures for preparing IPBES reports);
 - (ii) If the decision is to proceed with an assessment, the Multidisciplinary Expert Panel requests nominations from Governments and invites relevant stakeholders to present names of experts to contribute to the preparation of the report (for thematic, methodological, regional, subregional and global assessments);
 - (iii) The Multidisciplinary Expert Panel selects the report co-chairs, coordinating lead authors, lead authors and review editors using the selection criteria (set out in section 3.6.2 of the procedures) from the lists of nominations, of which experts selected from those presented by relevant stakeholders should not exceed twenty per cent (for thematic, methodological, regional, subregional and global assessments; additional requirements apply for regional and subregional assessments);
 - (iv) The first draft of a report should be circulated by the Multidisciplinary Expert Panel through the secretariat for review (section 3.6.4.1, first review);
 - (v) The report co-chairs, coordinating lead authors and lead authors prepare the second draft of the report and the first draft of the summary for policymakers under the guidance of the review editors and the Multidisciplinary Expert Panel (for thematic, methodological, regional, subregional and global assessments);
 - (vi) The report co-chairs, coordinating lead authors and lead authors prepare final drafts of the report and the summary for policymakers under the guidance of the review editors and the Multidisciplinary Expert Panel (for thematic, methodological, regional, subregional and global assessments);
 - (vii) The preparation of a final draft of a report that reflects comments made by Governments and experts, for submission to the Plenary for acceptance, should be undertaken by report co-chairs, coordinating lead authors and lead authors in consultation with the review editors. If necessary, the Multidisciplinary Expert Panel working with authors, review editors and reviewers can try to resolve areas of major differences of opinion (section 3.6.4.3, preparation of a final draft of a report);
 - (viii) Responsibility for preparing first drafts and revised drafts of summaries for policymakers lies with the report co-chairs and an appropriate representation of coordinating lead authors and lead authors, overseen by the Multidisciplinary Expert Panel and the Bureau;
 - (ix) The Multidisciplinary Expert Panel and the Bureau will assist the authors to ensure that the summary for policymakers includes the appropriate policy-relevant materials (section 3.5, general procedures for preparing IPBES reports);
- (c) Nomination and selection process for task forces:
- The secretariat will request nominations from Governments and invite relevant stakeholders to present names of experts to participate in task forces. The secretariat will compile lists of such nominations, which will be made available to the Multidisciplinary Expert Panel and the Bureau. The Multidisciplinary Expert Panel and the Bureau will then select experts from the lists of nominations (section 7).

II. Code of practice for members of Multidisciplinary Expert Panel and Bureau

1. The Bureau and Multidisciplinary Expert Panel, at their 14th meetings, approved the following code of practice for their members:

A. Conduct as member of the Bureau

2. In carrying out the functions of the Bureau, its members will:

- (a) Ensure the highest standard of their work and deliverables;
- (b) Behave in a way that upholds IPBES's values, operating principles, integrity and good reputation;
- (c) Act ethically; in good faith, with care and diligence, and in the best interests of IPBES;
- (d) Perform their duties competently and with professionalism, honesty and integrity;
- (e) Treat everyone with respect and courtesy, recognizing social and cultural differences;
- (f) Treat other Bureau members, the Multidisciplinary Expert Panel, the secretariat and other IPBES stakeholders fairly, equitably and with due consideration;
- (g) Familiarize themselves and comply with, the IPBES functions, values, operating principles and institutional arrangements;
- (h) Respect any stipulations of confidentiality of IPBES and others supplying information;
- (i) Maintain high standards of ethics and conduct of IPBES work.

3. Bureau members will not:

- (a) Make improper use of their position as a Bureau member to gain, or seek to gain, benefit or advantage for themselves or any other Multidisciplinary Expert Panel and Bureau member;
- (b) Deliberately provide false or misleading information;
- (c) Bully, victimize or discriminate against any other Bureau members, the Multidisciplinary Expert Panel, the secretariat and/or other IPBES stakeholders;
- (d) Make commitments or declarations on behalf of IPBES without the prior agreement of the relevant IPBES body.

B. Conduct as member of the Multidisciplinary Expert Panel

4. In carrying out the functions of the Multidisciplinary Expert Panel, its members will:

- (a) Ensure the highest standard of their work and deliverables;
- (b) Behave in a way that upholds IPBES's values, operating principles, integrity and good reputation;
- (c) Act ethically; in good faith, with care and diligence, and in the best interests of IPBES;
- (d) Perform their duties competently and with professionalism, honesty and integrity;
- (e) Treat everyone with respect and courtesy, recognizing social and cultural differences;
- (f) Treat other Multidisciplinary Expert Panel members, the Bureau, the secretariat and other IPBES stakeholders fairly, equitably and with due consideration;
- (g) Strive to be politically impartial and neutral, remembering that members of the Multidisciplinary Expert Panel are not representing a government or region but rather a discipline or set of expertise;
- (h) Familiarize themselves and comply with, the IPBES functions, values, operating principles and institutional arrangements;
- (i) Respect any stipulations of confidentiality of IPBES and others supplying information.
- (j) Be an impartial, authoritative, trustworthy and respected source of independent information and advice for IPBES.
- (k) Maintain high standards of ethics and conduct of IPBES work;

- (l) Uphold the scientific reputation of IPBES;
- (m) Use the best available science, scientific techniques and information from different knowledge systems in their work as Multidisciplinary Expert Panel members;
- (n) Alert IPBES where findings (whether emerging from IPBES activities or from the wider scientific literature) might affect IPBES's position on a topic;
- (o) In their contributions to the work of the Multidisciplinary Expert Panel, engage in the open exchange of scientific information and participate in discussion and debate in their area of expertise;
- (p) Base their contributions to the discussions of the Multidisciplinary Expert Panel on expert knowledge arising from independent, peer reviewed literature; where this is not possible, field knowledge and experience may be brought to bear;
- (q) Uphold and participate – especially as management committee members - actively in the processes related to the preparation, review, acceptance, adoption, approval and publication of all IPBES assessment reports and other deliverables in line with the “procedures for the preparation of IPBES deliverables”;
- (r) Be open about areas of uncertainty and gaps in different sources (scientific, indigenous and local of knowledge;
- (s) Actively involve stakeholders in the review of IPBES draft deliverables, where appropriate, to ensure that IPBES outputs are based on wide consultation;
- (t) Ensure application of best available and relevant research results in preparing IPBES products in line with the “procedures for the preparation of IPBES deliverables”;
- (u) Appropriately acknowledge the role of others in their work on IPBES;
- (v) Respect and properly manage the intellectual property and research data and materials of others, including grey literature;
- (w) Any disagreement or conflict across the range of evidence must be clearly stated, with arguments presented impartially, and an accurate representation of the facts given, to assist in coming to the best possible decision;
- (x) Ensure coordination with other Multidisciplinary Expert Panel members and the Bureau and support the Co-Chairs of the Multidisciplinary Expert Panel.

5. Members of the Multidisciplinary Expert Panel will not

- (a) Engage in research misconduct, including plagiarism and fabrication or falsification of results and findings;
- (b) Make improper use of their position as a Multidisciplinary Expert Panel member to gain, or seek to gain, benefit or advantage for themselves or any other Multidisciplinary Expert Panel and Bureau member;
- (c) Deliberately provide false or misleading information;
- (d) Bully, victimize or discriminate against any other Multidisciplinary Expert Panel members, the Bureau, the secretariat and/or other IPBES stakeholders;
- (e) Make commitments or declarations on behalf of IPBES without the prior agreement of the relevant IPBES body.

C. Oral communication and publications related to IPBES

6. Multidisciplinary Expert Panel and Bureau members are encouraged to act as ambassadors for IPBES. Publishing journal articles or speaking at conferences on IPBES Plenary approved assessments, methodologies and guides is encouraged.

7. Multidisciplinary Expert Panel and Bureau members will:

- (a) When acting in their capacity as IPBES representatives, seek to ensure that public statements are consistent with IPBES findings, or, where in any doubt, are advised to consult the Chair of IPBES and co-Chairs of Multidisciplinary Expert Panel through the secretariat;

(b) When acting in their private or professional capacity and not in their capacity as IPBES representatives, and representing views not fully consistent with IPBES findings, state clearly that any views expressed do not represent the views of IPBES;

(c) When acting in their private or professional capacity and not in their capacity as IPBES representatives, use, where available, standard materials prepared by the secretariat when commenting on a subject matter related to their area of professional expertise and reputation as a Multidisciplinary Expert Panel member.

8. Multidisciplinary Expert Panel and Bureau members are required to submit all papers intended for publication related to the work and functioning of IPBES to an internal IPBES editorial committee prior to submission. The editorial committee will assist the authors by looking at factual and contextual aspects of the article. Papers should not discuss privileged information and internal Multidisciplinary Expert Panel or Bureau conversations. The editorial committee will comprise a member of the Bureau, two members of the Multidisciplinary Expert Panel and the Executive Secretary, and report to the IPBES Chair. The committee may call upon other Bureau and Multidisciplinary Expert Panel members, as appropriate. A response will be provided within 4 weeks.

9. Multidisciplinary Expert Panel and Bureau members will not:

(a) Make statements that are harmful to the reputation of a colleague or IPBES whether oral or in written form, including social media;

(b) Share the content of sensitive or confidential deliberations of the Multidisciplinary Expert Panel or Bureau with non-members.

D. Conflict of interest

10. Multidisciplinary Expert Panel and Bureau members will adhere to the IPBES conflict of interest policy as set out in annex II to decision IPBES-3/3.

E. Potential breaches

11. Potential breaches of the code of practice by Multidisciplinary Expert Panel and Bureau members set out in sections A to D above, should be raised in the first instance with the individual concerned. If the concerns are not allayed, they should be raised with the co-Chairs of the Multidisciplinary Expert Panel or the Chair of IPBES. The co-Chairs of the Multidisciplinary Expert Panel or the Chair of IPBES will raise the concerns with the individual concerned and remind him/her of the code of practice. The individual concerned will be given the opportunity to correct his/her behaviour. If the breach continues, the co-Chairs of the Multidisciplinary Expert Panel or the IPBES Chair may, as a last resort, suggest to the individual concerned to resign.

F. Roles of individual Multidisciplinary Expert Panel members in the preparation of assessment reports

12. Multidisciplinary Expert Panel members can, and are expected, to contribute to IPBES assessment reports by being members of assessment management committees and perform the roles outlined in the previous paragraphs.

13. Taking these responsibilities into account, subject to further guidance by the Plenary, it is considered inconsistent for Multidisciplinary Expert Panel members to act as co-chairs, coordinating lead authors, lead authors and review editors of an IPBES assessment and remain members of an independent Multidisciplinary Expert Panel that has the functions assigned to it by Plenary. Therefore, if a Multidisciplinary Expert Panel member is nominated and selected as co-chair, coordinating lead author, lead author or review editor, the Multidisciplinary Expert Panel member would resign from the Multidisciplinary Expert Panel, at the latest by the session of the Plenary following their appointment. Under exceptional circumstances where the expertise and/or disciplinary representation of a particular Multidisciplinary Expert Panel member are required, the Multidisciplinary Expert Panel (without the member concerned), in consultation with the Bureau, may appoint the member concerned as a lead author, while still serving as a Multidisciplinary Expert Panel member.

14. Similarly, if a co-chair, coordinating lead author, lead author or review editor of an IPBES assessment is selected as a member of the Multidisciplinary Expert Panel or the Bureau, or replaces as an alternate a member of the Multidisciplinary Expert Panel or the Bureau that has resigned, the co-chair or author of an assessment would resign from the assessment. The contribution to the assessment would be duly acknowledged.
