

Annex

Modalities of work for the steering committee for implementation

Structure

1. The steering committee for implementation (“the steering committee”) should have a minimum of 10 and a maximum of 15 designated national focal points as members, comprising two to three representatives from each United Nations region, ensuring gender balance to the extent possible.

Election of officers

2. The steering committee should elect two co-chairs and a rapporteur from among its members, ensuring gender balance to the extent possible. One of the co-chairs will be from a developed country and the other will be from a developing country.

3. The overall responsibility of the co-chairs is to represent the steering committee, oversee and guide its work, and act as the contact points between the secretariat and the steering committee, as well as serve as co-chairs for the global meeting that follows their election. The responsibility of the rapporteur is to oversee the preparation of the reports of the meetings of the steering committee and the report of the global meeting that follows his or her election.

Term of office and vacancies

4. The members of the steering committee should begin their terms of office at the closure of the global meeting at which they are designated and should remain in office until the closure of the next global meeting. Members of the steering committee may be subject to re-designation and may serve for a maximum of two consecutive terms.

5. A member State having designated as a member of the steering committee a national focal point who cannot attend a meeting of the committee may appoint an alternate member to serve on the committee for that meeting. The appointment should be communicated in writing, including by electronic means, to the co-chairs of the committee, with a copy to the secretariat.

6. Should a member of the steering committee resign or be unable to exercise her or his functions, the member State having designated that member as a national focal point should designate a replacement for the remainder of the term. The designation should be communicated in writing, including by electronic means, to the co-chairs of the committee, with a copy to the secretariat.

7. The co-chairs and the rapporteur should begin their terms of office at the meeting of the steering committee at which they are elected and should remain in office until the closure of the next global meeting. If the office of a co-chair becomes vacant, the other co-chair should act as the chair until the members of the steering committee elect a co-chair to serve for the remainder of the term.

8. If the office of the rapporteur becomes vacant, the functions of the rapporteur should be carried out by another member of the steering committee temporarily appointed by the co-chairs until the steering committee elects a successor to serve for the remainder of the term.

Meetings of the steering committee

9. The steering committee should meet as soon as possible after the designation of its members for the purpose of electing two co-chairs and a rapporteur and, in addition, should meet at least once a year, either online or in person. Prior to any such meeting, members of the steering committee should, to the extent possible, consult with national focal points in their United Nations regional groups.

10. The co-chairs may declare a meeting open when at least one third of the members of the steering committee and at least one representative from each of the United Nations regions are present.

11. At each of its meetings, the steering committee should decide on the date, time and venue of its next meeting.

12. The secretariat should organize and facilitate the meetings of the steering committee.

Reporting

13. The steering committee should prepare a written report to the global meetings of national focal points on its activities.

Revision of the modalities of work

14. The steering committee may consider revisions to its modalities of work as and when necessary and make relevant proposals for consideration and adoption by the national focal points at their next global meeting.
