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**United Nations
Environment
Programme**

**Fifth Programme for the Development and
Periodic Review of Environmental Law
(Montevideo Programme V):
delivering for people and the planet
First global meeting of national focal points
Online, 2–4 June 2021***
Item 6 (b) of the provisional agenda**

**Steering committee for implementation: modalities of
work for the steering committee for implementation**

**Draft modalities of work for the steering committee for
implementation**

Note by the secretariat

1. In its resolution 4/20 of 15 March 2019, the United Nations Environment Assembly of the United Nations Environment Programme adopted the fifth Programme for the Development and Periodic Review of Environmental Law for the decade beginning in 2020 (Montevideo Programme V).¹ Paragraph 6 (c) of Montevideo Programme V states that the national focal points will, at their global meetings, designate a steering committee for implementation composed of two to three representatives nominated from each United Nations region, ensuring gender balance to the extent possible. It also states that the steering committee for implementation will work with the secretariat in the implementation of the Programme, based on the recommendations and overall guidance from the meetings of the national focal points. The steering committee will also work with the secretariat and the other national focal points to prepare for meetings of the national focal points.
2. Paragraph 6 (c) also stipulates that the secretariat will develop draft modalities of work for the steering committee for implementation to be presented at the first global meeting of national focal points for consideration and adoption. The secretariat has developed draft modalities of work for the steering committee for implementation, which are set out in the annex to the present note. Those modalities of work set out how the steering committee will operate, including with respect to the election of officers, the terms of office for and vacancies on the steering committee, its meetings, reporting requirements and revision of the modalities of work. The national focal points may wish to consider adopting the proposed modalities of work.

* The first global meeting will be held in two parts. The first part will be held online from 2 to 4 June 2021, while the second will be held in person at a location and date to be determined.

** UNEP/Env.Law/MTV5/GNFP.1/1.

¹ UNEP/EA.4/19, annex.

Annex

Modalities of work for the steering committee for implementation

Structure

1. The steering committee for implementation (“the steering committee”) shall have a minimum of ten and a maximum of fifteen 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 shall elect two co-chairs and a rapporteur from among its members. 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 point between the secretariat and the steering committee. 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 shall begin their terms of office at the closure of the global meeting at which they are designated and shall 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 national focal point a member of the steering committee who cannot attend a meeting of the committee may appoint an alternate member to serve on the committee for that meeting. The appointment, as signed by the member, 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 must designate a replacement for the remainder of the term.

7. The co-chairs and the rapporteur shall be elected for a term of two years and shall hold office until their successors are elected. If the office of a co-chair becomes vacant, the other co-chair shall 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 shall 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 shall meet at least once a year, either online or in person.

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 shall decide on the date, time and venue of its next meeting.

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

Reporting

13. The steering committee shall 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.
