

Working procedures:

Process for drafting decision-guidance documents and accompanying explanatory notes

Introduction

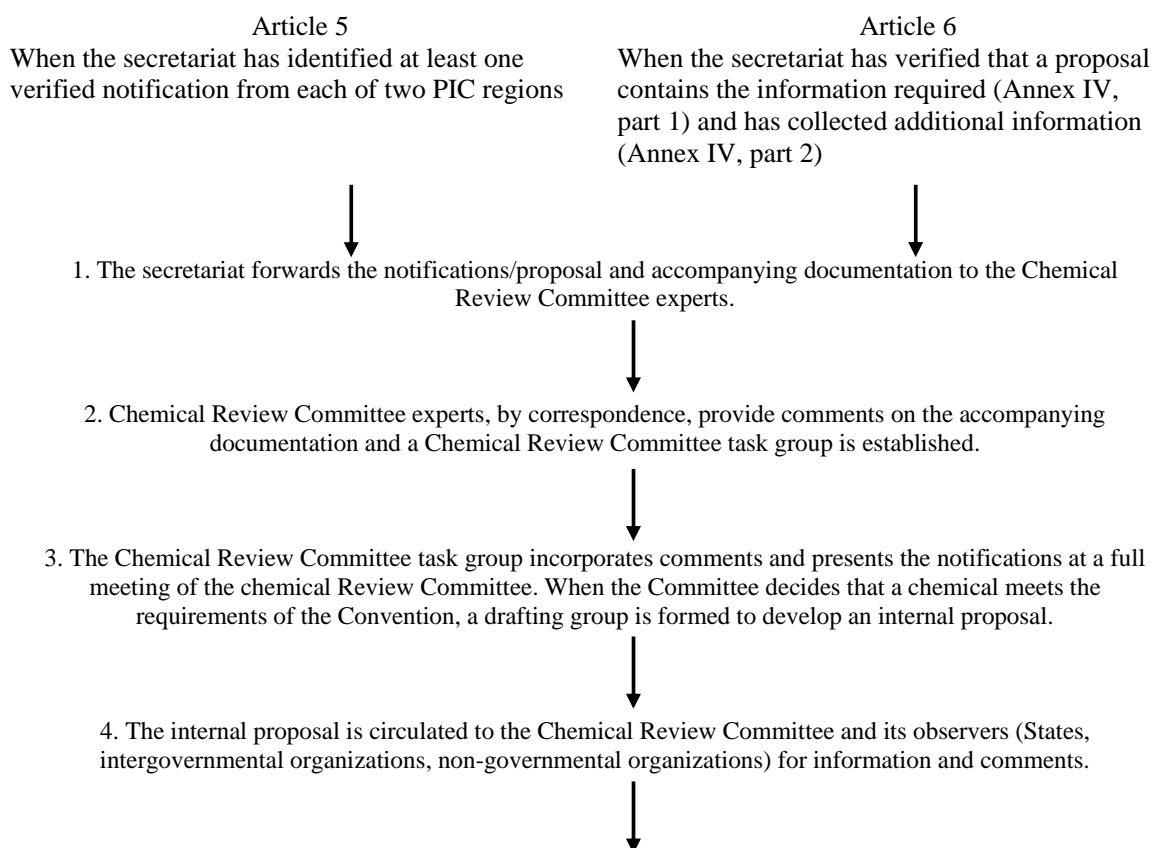
The purpose of the document is to guide the work of the Chemical Review Committee (CRC) in developing decision guidance documents for banned and severely restricted chemicals and severely hazardous pesticide formulations. It contains a flow chart of the process and explanatory notes.

This process for drafting decision-guidance documents and the accompanying explanatory notes was developed by the interim CRC. The first session of the CRC reviewed and adopted the paper as amended, and forwarded it to the Conference of the Parties (COP). The COP at its second session adopted the process for drafting decision guidance documents and accompanying explanatory notes in its Decision RC-2/2.

Process for drafting decision-guidance documents and accompanying explanatory notes

A. Process for drafting decision-guidance documents

Flow chart



5. The Chemical Review Committee drafting group incorporates, as appropriate, comments from the members of the Chemical Review Committee and takes note of the comments made by observers of the Chemical Review Committee on the internal proposal and prepares a draft decision-guidance document.
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6. The draft decision-guidance document is distributed as a meeting document (in the six official languages of the United Nations) for discussion at a Chemical Review Committee meeting for finalization and approval.
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7. The Chemical Review Committee forwards the recommendation and draft decision-guidance document to the Conference of the Parties for decision.

B. Explanatory notes to the process for drafting decision-guidance documents

1. Decision-guidance documents for chemicals notified as banned or severely restricted in accordance with Article 5

The secretariat will forward to members of the Chemical Review Committee the notifications determined to meet the information requirements of Annex I and relevant supporting documentation provided by the notifying Parties (per Annexes I and II).

The Chemical Review Committee must deem a notification and relevant supporting documentation to meet the requirements of the Convention prior to developing a decision-guidance document.

(1) * When the information in the notification is deemed sufficient, the secretariat will forward the notifications and accompanying documentation to the experts of the Chemical Review Committee (2) for an initial round of comment. A Chemical Review Committee task group will be established.

(3) The task group will incorporate comments provided by experts, as appropriate, indicating those comments that are taken up and those that are not, and why.

The task group will present the notifications and the accompanying documentation to the Chemical Review Committee along with the tabular summary of comments. The Chemical Review Committee will decide whether to make a recommendation to include the chemical in Annex III of the Convention. When the decision is to recommend inclusion of a chemical, a drafting group will be established. The drafting group will prepare an internal proposal and circulate it within the drafting group for comments. A revised internal proposal will be prepared.

(4) The internal proposal will then be circulated to the Chemical Review Committee and its observers for information and comments. Any comments will be directed to the secretariat, which will prepare a tabular summary for review by the drafting group.

(5) The drafting group will incorporate, as appropriate, comments from the members of the Chemical Review Committee and take note of the comments made by observers of the Chemical Review Committee on the internal proposal and prepare a draft decision-guidance document.

(6) The draft decision-guidance document (and the tabular summary of comments) will be distributed as a meeting document for discussion at a Chemical Review Committee meeting (in six languages) for finalization and approval.

(7) The Chemical Review Committee will forward the recommendation and draft decision-guidance document to the Conference of the Parties for decision. The final documentation forwarded by the secretariat to all Parties and observers in advance of the Conference of the Parties meeting at which it is to be considered will include the draft decision-guidance document, the Chemical

* Numbers refer to steps in the flow chart.

Review Committee recommendation for inclusion in Annex III and a summary of the Chemical Review Committee deliberations, including a rationale based on the criteria listed in Annex II as well as the tabular summary of comments received under step 4 and how they were addressed.

Regional coordination by members of the Chemical Review Committee in preparing and providing comments is encouraged.

2. Decision-guidance documents for severely hazardous pesticide formulations proposed in accordance with Article 6

The secretariat will forward to members of the Chemical Review Committee the proposal and accompanying documentation, based on the information contained in the proposal and the additional information collected by the secretariat in accordance with Annex IV, part 2.

The Chemical Review Committee must deem the proposal to meet the requirements of the Convention prior to developing a decision-guidance document.

(1) * When the information in the proposal is deemed sufficient, the secretariat will collect the information in part 2 of Annex IV from designated national authorities and non-governmental organizations and forward the proposal and accompanying documentation to the experts of the Chemical Review Committee (2) for an initial round of comment. A Chemical Review Committee task group will be established.

(3) The task group will incorporate comments, as appropriate, indicating those comments that are taken up and those that are not, and why.

The task group will present the proposal and the accompanying documentation to the Chemical Review Committee along with the tabular summary of comments. The Chemical Review Committee will decide whether to make a recommendation to include the pesticide formulation in Annex III of the Convention. When the decision is to recommend inclusion of the formulation, a drafting group will be established. The drafting group will prepare an internal proposal and circulate it within the group for comment. A revised internal proposal will be prepared.

(4) The internal proposal will then be circulated to the Chemical Review Committee and its observers for information and comments. Any comments will be directed to the secretariat, which will prepare a tabular summary for review by the drafting group.

(5) The drafting group will incorporate comments as appropriate from the members of the Chemical Review Committee and take note of the comments made by observers of the Chemical Review Committee on the internal proposal and prepare a draft decision-guidance document.

(6) The draft decision-guidance document (and the tabular summary of comments) will be distributed as a meeting document for discussion at a Chemical Review Committee meeting (in six languages) for finalization and approval.

(7) The Chemical Review Committee will forward the recommendation and draft decision-guidance document to the Conference of the Parties for decision. The final documentation forwarded by the secretariat to all Parties and observers in advance of the Conference of the Parties meeting at which it is to be considered will include the draft decision-guidance document, the Chemical Review Committee recommendation for inclusion in Annex III and a summary of the Chemical Review Committee deliberations, including a rationale based on the criteria listed in Annex IV as well as the tabular summary of comments received under step 4 and how they were addressed.

Regional coordination by members of the Chemical Review Committee in preparing and providing comments is encouraged.

* Numbers refer to steps in the flow chart.