Path forward to develop recommendations for submission to ICCM5

Co-Chairs' scenario note for the path forward to develop recommendations for submission to ICCM5

This document presents the scenario note for the path forward to develop recommendations for submission to ICCM5 prepared by the co-chairs of the intersessional process. The Annexes to this document include the proposed timeline; the mandates for the four Virtual Working Groups to advance deliberations towards IP4 and ICCM5; and the modalities for convening virtual meetings and online consultations.

Introduction

As set out in resolution IV/4 of the International Conference on Chemicals Management (ICCM), the task of the intersessional process (IP) is to prepare recommendations regarding the Strategic Approach and the sound management of chemicals and waste beyond 2020, including consideration for the need to develop measurable objectives in support of the 2030 Agenda for Sustainable Development.

The fourth meeting of the intersessional process (IP4) scheduled for 23 to 27 March 2020 in Romania has been postponed until March 2021 due to the global Covid-19 pandemic. Given ongoing uncertainty the fifth session of the International Conference on Chemicals Management (ICCM5), originally scheduled for 5 to 9 October 2020 in Bonn, Germany has also been postponed. Germany has been able to secure a new date for the same venue in Bonn from 5 to 9 July 2021. Dates for IP4 are yet to be rescheduled.

In light of these changes, the present scenario note developed by the co-chairs of the intersessional process, Ms. Judith Torres (Uruguay) and Mr. David Morin (Canada), suggests a proposed plan and general expectations for keeping the momentum going in support of completing the intersessional process task.

The path forward proposed below is intended to facilitate continued progress in the development of the recommendations for consideration at ICCM5. It suggests that we move forward assuming regional meetings and the IP4 will be rescheduled.

We recognize that working virtually is not ideal and will present challenges for many stakeholders. Despite this, we feel it is important to keep the momentum going as best as possible and make use of the additional time we now have to make further progress. We believe the proposed approach balances the need to be equitable, inclusive and transparent, while taking the challenges of working virtually into consideration.

Goals and expectations for ICCM5

In consultation with the ICCM5 Bureau Members and feedback from the regions, the following areas were seen as priority final outcomes of ICCM5:

- A new text to replace the existing Overarching Policy Strategy (OPS) – particularly, the adoption of:
  - Vision, scope, objectives and targets;
  - Mechanisms needed for implementation e.g. functions/timing/nature of ICCM, Secretariat, Bureau and other aspects (such as multi-sectoral and multi-stakeholder engagement);
- Approach to finance and capacity-building;
- Adoption of a High-level Declaration; and

- Needed transitional arrangements and other resolutions.

If some work is not complete, a path forward for finalizing remaining issues or implementation mechanisms (e.g. finalizing indicators) following ICCM5 may also be required.

With this in mind, the primary goal of the intersessional process between now and ICCM5 remains to finalize recommendations for a new OPS and in particular, the following were seen as priorities:
- As clean text as possible for Vision, Scope, and Objectives;
- Criteria for selection of new issues of concern and an approach to current emerging policy issues;
- Targets;
- Improving multi-stakeholder/multi-sectoral participation, guidance, coherence and coordination; and
- Implementation mechanisms, including approach to science-policy interface; financial considerations and capacity-building; review and taking stock of progress; and consideration of a process for detailed sector/stakeholder implementation roadmaps.

While all efforts will be made to finalize all issues for ICCM5, if necessary, some issues could be finalized following ICCM5, for example:
- Finalizing methods and tools for taking stock of progress (e.g. questionnaire);
- Additional indicators and milestones beyond the key Inter-Organization Programme for the Sound Management of Chemicals (IOMC) / Basel, Rotterdam and Stockholm Conventions (BRS) and Minamata Convention indicators;
- Provisions for further updating the instrument;
- Revisions to Rules of Procedure (if needed); and
- Detailed Sectoral / Stakeholder 'Roadmaps' to address the objectives and targets.

Proposed path forward

We propose that the intersessional process continue work on <u>some key issues</u> through a variety of virtual means. A proposed timeline is annexed to the present note.

To balance the need for equitable representation, transparency and inclusiveness, this proposal includes a variety of modes of work and builds on the progress of the previous IP meetings, SAICM's Third Open-ended Working Group (OEWG3), the technical working group on targets and other online consultations.

Modalities of work will include:

(i) Online Technical Briefings:

Material that serves to inform stakeholders will be presented online through webinars. A timeline for these online technical briefings will be posted on the SAICM website and will be facilitated by the Secretariat. These will include:
- Welcome and overview of next steps for the intersessional process (led by the co-chairs of the intersessional process);
- Outcomes of the technical working group on targets, indicators and milestones (led by co-chairs of the technical working group);
- Outcomes of the governance meeting (led by Governments of Germany, Norway, Switzerland and UNITAR)
- Options for strengthening the science-policy interface at the international level for the sound management of chemicals and waste (led by UNEP));

- Information session on the new International Labour Organization (ILO) legal comparative study on ILO chemical instruments (led by ILO);
- Information session on the High Ambition Alliance (led by Governments of Sweden and Uruguay);
- Information session on Globally Harmonized System of Classification and Labelling of Chemicals (GHS) implementation (led by UNITAR);
- -Additional briefings as necessary.

(ii) Virtual Working Groups (VWGs):

The issues and related recommendations covered by the intersessional process are all at different stages in their development. Some issues have had extensive review and negotiation at previous IP meetings or at OEWG3 (vision, scope and objectives for example). For these issues, further progress would be best made by in person negotiations. Furthermore, feedback from stakeholders suggested that topics/issues more technical in nature would be better suited for virtual work, whereas non-technical issues would be better suited for face-to-face meetings or proposals brought forward through written submissions. The VWGs are NOT intended to replace formal face-to-face discussions at IP4 and/or negotiations that will take place at ICCM5 but rather are intended to further build understanding and prepare delegates for these important negotiations.

With this in mind and based on stakeholder feedback, the VWGs will be established to work on a few specific, concrete and rather technical issues that are in need of further development and are well-suited for virtual work.

Topics:
VWGs will be formed on the following issues:
(i) Targets, indicators and milestones;
(ii) Governance and mechanisms to support implementation;
(iii) Issues of concern; and
(iv) Financial considerations.

Mandates for the VWGs have been developed and posted on the SAICM website. Modalities on convening the VWGs have also been prepared.

Participation:
- The VWGs will be open to all SAICM stakeholders; we continue to stress the importance for VWGs to be as regionally, sectorally, stakeholder and gender balanced as possible.
- Given the additional challenges that some regions and sectors will be facing under the Covid-19 circumstances, we believe that these VWGs should provide flexible work arrangements to allow for equitable representation, effective participation by all, and high efficiency.

Task and methods:
- The task of the VWGs will be to develop proposals on key issues, building on and continuing the work of working groups at IP3 and incorporating relevant written input. They will also make proposals on gaps, if identified.
- Each VWG will require two co-facilitators to champion the issue and guide the discussion and recommendation outcomes, with support of the Secretariat.
- The work of the VWGs will be performed in an open and transparent manner to allow for broad stakeholder input. VWG members will be encouraged to consult with the sector/region/stakeholder group they represent and allow for written input from their broader constituency. Further, VWG co-facilitators will, with the support of the Secretariat, post reports, status updates and other interim

documents on the SAICM website for open online consultations. Webinars will be used to brief stakeholders on progress with consideration for different time zones.

- The modalities on convening the VWGs is presented in document SAICM/ICCM.5/Bureau.TC.3/4, which will be made available to all stakeholders and posted on the SAICM website.

The outcomes from the VWGs will be discussed at IP4 in March 2021 in Bucharest, Romania (exact dates to be confirmed).

In addition to these VWGs, it is recognized that there may also be stakeholder driven groups on some topics. The outcomes of these initiatives could be submitted as information documents to IP4.

Getting to ICCM5

Our ultimate goal for this extended intersessional period is to make significant progress so we may arrive at IP4 well prepared to finalize recommendations to forward to the fifth session of the Conference regarding the Strategic Approach and the sound management of chemicals and waste beyond 2020 for decision.

We would like to reiterate that we urge participants to work together and aim at making significant progress, so that we approach IP4 with well-considered proposals.

Therefore, we strongly encourage participants to advance developments on the targets, milestones and indicators in support of the 2030 Agenda for Sustainable Development as well as to consider the need for a cross-cutting and holistic enabling framework for the sound management of chemicals and waste beyond 2020, and what gaps such an enabling framework might address.

Furthermore, we would like to encourage participants to consider thoroughly the status of current discussions and propose any additional work that may be necessary to finalize the work of the intersessional process at the fourth and final intersessional meeting in Bucharest in March 2021.

In conclusion, we are living in unprecedented times, and we appreciate your ongoing commitment to this important process. Our ultimate goal is to protect human health and the environment from harmful effects of chemicals and waste. We must use the additional time we are given to work together and continue the momentum we have built to finalize our recommendations to ICCM5.

We very much look forward to working together with you and achieving a successful outcome at ICCM5.

Judith Torres (Uruguay) &
David Morin (Canada)
Co-chairs of the intersessional process

ANNEX 1: Timeline

MONTH	EVENT/ACTION
May 2020	**9th Bureau Meeting, 13 May 2020 (virtual)**
June 2020	**10th Bureau Meeting, 17 June 2020 (virtual)**
July 2020	Bureau consultation on draft Co-chair's Scenario note
September 2020	**11th Bureau Meeting, 9 September 2020 (virtual)**
22 October 2020 (12:00 – 14:00 and 16:00 – 18:00)	**First technical briefing: Welcome and overview with the ICCM5 President and Intersessional Process (IP) Co-chairs** Distribution of scenario note and Annexes to all stakeholders
19 October 2020 – 22 January 2021	Planned Briefings / Virtual meetings and online consultations as appropriate: **Virtual Working Groups** (VWGs, report back in December 2020) Online consultations with all regions / interested stakeholders, inviting written submissions on preliminary outcomes of virtual working groups
December 2020	Bureau Meeting with VWG co-facilitators Consolidation of VWG proposals/ outcomes
January 2021	Bureau Meeting with VWG co-facilitators Preparation for IP4, including review of agenda and documents for IP4 (including VWG outcomes)
Mid-February 2021	Post the official documents for discussion at IP4
15 -19 March 2021	**IP4, Bucharest, Romania** Finalize recommendations to submit to ICCM5
April–June 2021	Official Regional Meetings[1] / sectoral consultations Technical Briefings
5 – 9 July 2021	**ICCM5, Bonn, Germany**

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[1] Informal regional dialogues (virtual if necessary) can be held at any point in the process as appropriate and at the discretion of each region.

ANNEX 2: Mandates for the proposed Virtual Working Groups to advance deliberations towards IP4 and ICCM5

1.0 Introduction

The ICCM5 Bureau at their 11th meeting held on 9 September 2020 agreed to a process to establish Virtual Working Groups (VWGs) using internet-based technology and written consultation to advance work on the following topics:
(i)   Targets, indicators and milestones;
(ii)   Governance and mechanisms to support implementation;
(iii)   Issues of concern; and
(iv)   Financial considerations.

1.1 Objectives of each Virtual Working Group

Based on the IP4 meeting documents, the objective is to develop and consult on proposals that build and enhance the understanding of the issues under discussion on the above-mentioned topics.

VWG proposals may (i) address identified gaps; (ii) present possible compromise text; or (iii) propose new or alternative text, as appropriate that could be considered at the fourth session of the intersessional process (IP4).

1.2 Principles

The work of the VWGs will be guided by the following principles:
(i)   The work of each VWG is informal, and therefore, does not replace any official working document for consideration at the rescheduled IP4;
(ii)   Each VWG will be organized to enable efficient work, while being open to representation of all sectors and stakeholders from all regions; and
(iii)   Each VWG will operate in a consultative and transparent manner in order to comprehensively consider the range of views and interests of all stakeholders.

1.3 Format, roles and mode of operation

The work of the VWGs will be conducted in accordance with the agreement on modalities for convening virtual meetings and online consultations presented in Annex 3 below.

The VWGs will:
(i)   Meet multiple times during pre-arranged and timeslots announced on the SAICM website;
(ii)   Be a facilitated discussion, managed by two co-facilitators supported by the Secretariat;
(iii)   Be consultative, with members of the VWG canvassing input from their regions and constituencies;
(iv)   Publish a summary and "state-of-play" of proposals under discussion on the SAICM website, with the invitation for further written input from all SAICM stakeholders; and
(v)   Iteratively incorporate considerations derived from stakeholder inputs and consultations.

2.0 Role of the co-facilitators of the Virtual Working Groups

Co-facilitators will be identified for each of the VWGs from amongst government stakeholders. The role of the VWG co-facilitators will be to facilitate deliberations during the designated timeslots as well as the

VWG's consideration and consolidation of written inputs. The VWG co-facilitators will need to indicate the parameters of the expectations of their discussion topic from the outset and should be familiar with the nature of the other VWG topics. The VWG co-facilitators will report back to the President, and Bureau and IP co-chairs on a regular basis on the progress made.

3.0 Virtual Working Groups

3.1 Virtual Working Group on targets, indicators and milestones

Proposed VWG co-facilitators: Silvija Kalnins, Latvia and Wahira Palipane, Sri-Lanka

Proposed mandate:
Make proposals that progress work on this topic in lead-up to IP4, building on the outcome of the Technical Working Group as presented in meeting documents SAICM/IP.4/3 and **S**AICM/IP.4/INF/15. Specific tasks include:
(i)   Finalize the targets proposal currently set out in SAICM/IP.4/3, with a view to enable multi-stakeholder and multi-sectoral commitment and action, where appropriate;
(ii)   Develop a set of recommendations for a process to establish indicators and milestones for finalized targets.

Background documents:
SAICM/IP.4/2 Compilation of recommendations regarding the Strategic Approach and the sound management of chemicals and waste beyond 2020, for consideration by the fifth session of the International Conference on Chemicals Management.

SAICM/IP.4/3 Proposed targets prepared by the Technical Working Group on targets, indicators and milestones for SAICM and the sound management of chemicals and waste beyond 2020

SAICM/IP.4/INF/15– Supplementary information on proposed targets, indicators and milestones prepared by the Technical Working Group on targets, indicators and milestones for SAICM and the sound management of chemicals and waste beyond 2020

3.2 Virtual Working Group on governance and mechanisms to support implementation

Proposed VWG co-facilitators: Karissa Kovner, USA and Teeraporn Wiriwutikorn, Thailand

Proposed mandate: Make proposals that progress work on the following topics in lead-up to IP4. Specific tasks include:

(i)   National, sub-regional, regional, international, sectoral and stakeholder cooperation and coordination
  • Review the entire text keeping in mind the need for enhanced sectoral and stakeholder engagement, including in section 6.D on enhanced sectoral and stakeholder engagement. SAICM/IP.4/INF/5 may be a helpful reference for this work.

(ii)   Science-policy interface
  • Building on document SAICM/IP.4/4 develop a proposal that:
    o articulates the rationale or need for science-policy interface for the sound management of chemicals and waste beyond 2020;
    o describes the potential functions of such a science-policy interface;

- o recommends the approach to best achieve these science-policy interface functions, either within or outside of the beyond 2020 framework; and
- o if within the beyond 2020 framework, its establishment; or if necessary, a possible process to establish it for consideration at ICCM6.

(iii) Mechanisms for taking stock of progress
- Review section 6.G on mechanisms for taking stock of progress with the aim of collecting views and making proposals.

Note: this topic has had minimal discussion time during the intersessional process.

(iv) Mechanisms for updating the framework
- Review section 6.H on mechanism for updating the framework with the aim of collecting views and making proposals.

Note: this topic has had minimal discussion time during the intersessional process.

(v) Consider subsidiary and ad hoc bodies, including the OEWG.

Note: Much of this progress may be made through receiving written inputs from stakeholder groups, followed by meetings of the VWG.

Background documents:
SAICM/IP.4/2 Compilation of recommendations regarding the Strategic Approach and the sound management of chemicals and waste beyond 2020, for consideration by the fifth session of the International Conference on Chemicals Management

SAICM/IP.4/4 Assessment of options for strengthening the science-policy interface at the international level for the sound management of chemicals and waste

SAICM/IP.4/INF/4 Promoting multi-stakeholder and multi-sectoral participation – Summary of known obstacles and possible incentives

SAICM/IP.4/INF/5 Stakeholder input on contributions to achieve enhanced sectoral and stakeholder engagement for beyond 2020

SAICM/IP.3/5/Corr.1 Other mechanism to support implementation prepared by the co-chairs of the intersessional process – corrigendum

SAICM/IP.3/INF/4 Submission from the German Environment Agency – Enhancing the sound management of chemicals and waste beyond 2020

3.3 Virtual Working Group on issues of concern

Proposed VWG co-facilitators: Sam Adu-Kumi, Ghana and Thomas Jahre Sverre, Norway

Proposed mandate: Make proposals that progress the work on this topic in lead up to IP4, building on Annex B of SAICM/IP.4/2 Compilation of recommendations. Specific tasks include:

(i) Review Annex B of SAICM/IP.4/2 and identify possibilities for compromise; or alternative text in areas of divergence; or identify gaps;
(ii) Develop proposals for draft procedures for the identification, nomination, selection, review and prioritization of the issues of concern; determining the need for further work on an issue of

concern; and duration for considering issues of concern, drawing on experience from existing for a;

(iii) Develop proposals on how to deal with existing Emerging Policy Issues and other Issues of Concern.

Note: This has possible links to the science-policy interface and subsidiary and ad hoc bodies.

Background documents:
SAICM/IP.4/2 Compilation of recommendations regarding the Strategic Approach and the sound management of chemicals and waste beyond 2020, for consideration by the fifth session of the International Conference on Chemicals Management, Annex B Issues of [international concern]

3.4 Virtual Working Group on financial considerations

Proposed VWG co-facilitators: Jonah Davis Ormond, Antigua and Barbuda and Reggie Hernaus, The Netherlands

Proposed mandate: Make proposals that progress work on this topic in the lead-up to IP4. Specific tasks include:

(i) Integrated approach to financing the sound management of chemicals and waste:
- Given that stakeholders have continued to express support for mainstreaming as an important element to address financing, further discuss how best to achieve mainstreaming. In addition, gather views on the establishment of a clearing house mechanism to track development aid and possible further sources for the sound management of chemicals and waste.
- For private sector involvement, industry may wish to consider specific milestones to demonstrate this component.
- Dedicated external financing referred to under the integrated approach incorporates multilateral, regional and bilateral financial assistance, including:
  o UNEP's Special Programme: A dedicated mechanism to support institutional strengthening at the national level for implementation of the sound management of chemicals and waste.
    ▪ Examine the benefits and challenges of this fund to date and how it should respond to the beyond 2020 programme of work.
  o The Global Environment Facility (GEF): Dedicated resources have expanded through the GEF focal area on chemicals and wastes, which now has a wider scope. At the same time, the GEF as a funding source is focused on global environmental benefits and does not cover all of the multi-sectoral nature of the sound management of chemicals and waste.
    ▪ Develop recommendations on how dedicated financing of the multi-sectoral scope of the sound management of chemicals and waste should be addressed.

(ii) Capacity building
- Review the inputs from stakeholders presented in SAICM/IP.4/5.
- Make proposals for the financing aspect of capacity building principles.
- Develop proposed recommendations for financing concrete mechanisms and actions regarding capacity building across sectors.

(iii) Strategic partnerships:
  o Develop proposals for a set of recommendations on financing strategic partnerships within and across sectors and stakeholder groups.

(iv)   Consider proposals for financing the Secretariat.
- Develop proposals for the modalities (core budget and contributions of all stakeholders) for financing the Secretariat.

(v)   Cost recovery mechanisms and other economic instruments:
  o Develop proposals for, collect comments and give feedback to the Secretariat on review of cost recovery mechanisms and other economic instruments for financing of the sound management of chemicals and waste (SAICM/IP.4/7) so that it may be further developed for IP4/ICCM5.

(vi)   Draft resource mobilization strategy:
  o Develop proposals for, collect comments and give feedback to the Secretariat on the proposed resource mobilization strategy (SAICM/IP.4/6) so that it may be further developed for IP4/ICCM5

Note: Much of this progress may be made through receiving written inputs from stakeholder groups, followed by meetings of the VWG.

Background documents:
SAICM/IP.4/2 Compilation of recommendations regarding the Strategic Approach and the sound management of chemicals and waste beyond 2020, for consideration by the fifth session of the International Conference on Chemicals Management

SAICM/IP.4/4 Draft proposal for a resource mobilization strategy

SAICM/IP.4/5 Stakeholder input on the proposed draft 'capacity building principles' developed at the third meeting of the intersessional process by the co-chairs of the thematic group on financial considerations

SAICM/IP.4/7 Review of cost recovery mechanisms and other economic instruments for financing of the sound management of chemicals and waste.

ANNEX 3: Modalities for convening virtual meetings and online consultations

I. Purpose

This Annex lays out the modalities to convene virtual meetings and online consultations to support the work of the intersessional process. In particular, the document presents the process participating in the VWGs and the format for running the VWGs. This Annex also presents proposed online technical briefings and regional consultations.

II. Key considerations for convening virtual meetings and online consultations

- Considering the current restrictions due to the Covid-19 pandemic, there is a need to convene virtual meetings and online consultations to advance the intersessional process work towards its mandated outcome for consideration at ICCM5;
- Suggestions for modalities and formats build on a range of experience, for example: the ICCM5 Bureau has met virtually twice in May and June 2020 and the Technical Working Group on Targets and Indicators met virtually four times in delivering on its mandate for IP4;
- UNEP has also convened a number of virtual meetings, including meetings of the Committee of Permanent Representatives to the United Nations Environment Programme. In addition, expert groups such as the Stockholm Convention POPs Review Committee have worked virtually by email since 2005;
- The virtual meetings are NOT foreseen to be a platform for negotiations. Decisions on substantive issues will be taken at formally convened face-to-face meetings;
- In addition, to maintaining momentum, the VWGs will support the process and position stakeholders to hold more informed discussions at IP4 and ICCM5;
- There is a need to ensure inclusivity and provide equal opportunity for the participation of all stakeholders to facilitate broad ownership of the process and any recommendations derived through the virtual meetings and online consultations;
- Some stakeholders may not have the capacity to participate due to technological issues, such as internet connection difficulties. The SAICM Secretariat will explore options to connect them and in addition, allow for written inputs with sufficient response time to ensure full and effective participation; Further, some sectors such as health and labour might face some difficulties in participating due to their priorities in addressing the Covid-19 crisis; All efforts will be made to address these challenges by providing alternate means to provide written input;
- VWGs will work in a transparent manner making information available on the SAICM website in a timely manner;
- The VWGs will be open to all SAICM stakeholders as the participation options will include work primarily via email as well as through webinars or teleconferencing. Webinars may be used to brief stakeholders on progress, taking into consideration the different time zones;
- The Secretariat will avoid organizing parallel sessions;

III. Modalities for convening the Online Technical Briefings, Virtual Working Groups and regional meetings

(a) Online Technical Briefings

The Secretariat will coordinate the planning for the Technical Briefings under the guidance of the ICCM5 President and Bureau and IP co-chairs. A list of Technical Briefings proposed by the Secretariat has been included in the co-chair's scenario note presented above. Other Technical Briefings relevant to the Beyond 2020 process may be convened as the process moves forward.

The first technical briefing on the welcome and overview with the ICCM5 President and Intersessional Process (IP) Co-chairs will be held on xx October 2020. The VWG co-facilitators and the Secretariat will prepare a schedule for the briefings and make it available to stakeholders and will be posted on the SAICM website.

The agenda for the Technical Briefings will be developed by the respective leader(s) of the topic and the SAICM Secretariat. They will be recorded and posted on a dedicated page on the SAICM website, together with any presentations made during the briefings.

Further Technical Briefings may be held in 2021, under the guidance of the ICCM5 President, Bureau and IP co-chairs.

Format
- Open participation;
- For each technical briefing, 2 - 3 sessions on the same or consecutive days, covering different time zones;
- It is suggested that each session be a maximum of 2 hours without a break;
- The Technical Briefing team will include the topic leader(s) supported by a SAICM Secretariat member plus one IT technical support member;
- The platform to be used is Microsoft Teams, using Microsoft Team Live Event;
- The online documentation tool to be used is the SAICM website and, if needed, technology with shared point interphase options e.g. OneDrive.

(b) Virtual Working Groups (VWG)

Process for participating in the VWGs
- The VWGs will be open to all SAICM stakeholders;
- The Secretariat will invite SAICM stakeholders to register for participation in any of the VWGs and develop a participant list for each VWG in accordance with the above criteria for use by the relevant VWG co-facilitators;
- The participants list will include representatives who participate either by providing written comments or by taking part in any virtual meetings;
- The VWGs will begin in October 2020 once the co-facilitators are selected and the draft VWG mandates are agreed to.

Format
- The work of the VWGs will be decided by the co-facilitators of each of the VWGs;
- The work of the VWGs take place in an open and transparent manner via both email with sufficient preparatory time of 3 - 4 weeks to allow for broad stakeholder participation and input and an online platform like Webex, Microsoft Teams or GoToMeeting, with optional conference call lines to join into the virtual platform (real time participation as a resource available);
- The format of the VWGs will be reviewed at regular intervals and adapted if necessary;
- VWG co-facilitators will communicate with the registered participants via email and invite comments, post reports, status updates and other interim documents on the SAICM website for open online consultations;
- Webinars may be used to brief stakeholders on progress with consideration for different time zones; online meetings maybe convened as needed;
- VWG co-facilitators may wish to create smaller task groups to focus on specific areas that would then report back to the broader VWG.

The agenda for running the VWGs will be designed by the co-facilitators once selected and guided by the mandates set out by the ICCM5 President, Bureau and IP co-chairs.

Each of the VWGs will begin work based on the most recent work output. For most groups this will be work completed at the third meeting of the intersessional process considering the Strategic Approach and sound management of chemicals and waste beyond 2020 (IP3), including the compilation of recommendations and outputs discussed in the IP3 meeting report. The Targets, Milestones and Indicators working group may consider basing their work on their submission for IP4. Other documents prepared for IP4 may be useful to the various VWGs in their work.

The SAICM Secretariat, in consultation with the VWG co-facilitators, will post the outcome document(s) of each VWG on a dedicated page on the SAICM website.

(c) Possibility of virtual regional meetings

In addition to face-to-face regional meetings in 2021, virtual regional meetings can be organized in the run up to ICCM5 when requested by the regions. The Secretariat is available to support the regions in setting up the online platform.

Format
- Regional SAICM multi-stakeholder and multi-sectoral participation;
- It is suggested that each session be a maximum of 3 hours per session including a break;
- The virtual regional meeting management team will include the SAICM Regional Bureau members supported by a SAICM Secretariat member plus one IT technical support member;
- The platform to be used is Microsoft Teams or Microsoft Team Live Event if a Plenary session is needed and Microsoft Teams for break-out groups;
- The online documentation tool to be used is the SAICM website and, if needed, technology with shared point interphase options e.g. OneDrive.