

STAP Manual

Introduction

The following provides an overview of the roles and responsibilities of the Scientific and Technical Advisory Panel (STAP) of the Global Environment Facility (GEF), and in particular guidance on how STAP functions within the GEF Partnership. Specifically it provides an overview of the composition and functions of the STAP Panel including the member selection process, an outline of how the STAP Work Program is prepared, a summary of the composition and role of the STAP Secretariat, and finally an overview of the roles and responsibilities of the host Agency UNEP on behalf of the GEF Partnership. This document draws upon numerous sources of background information, including the following:

- a) [STAP Terms of Reference](#) (as approved by Council, April 2012);
- b) [STAP Rules of Procedure](#) (information document to Council, May 2004);
- c) [Rules of Procedure of the GEF Council](#) (as approved by Council, Oct. 2007);
- d) [GEF Instrument](#) (as amended by the 5th GEF Assembly);
- e) [Evaluation of STAP](#), OPS5 Technical Document 15.

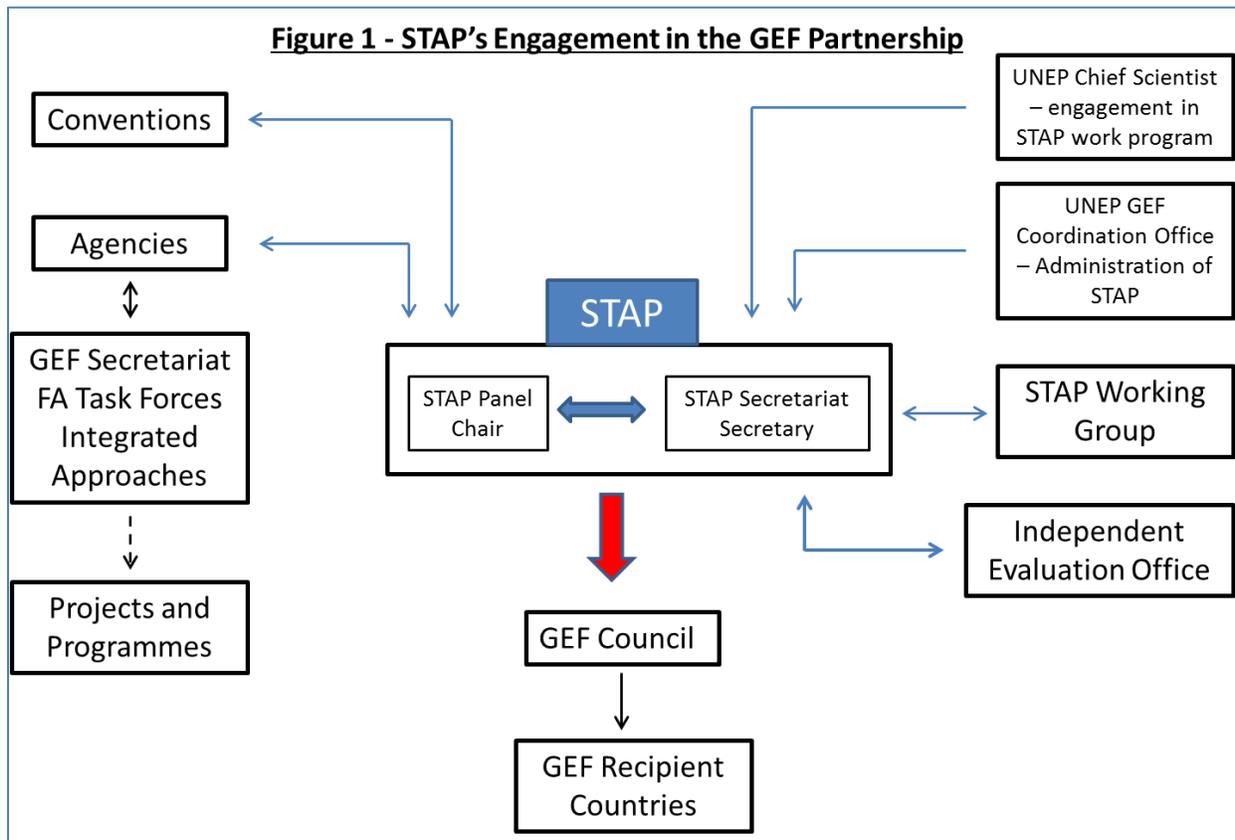
Since its inception in 1994, the work of STAP and how it functions has changed significantly in response to the needs of the GEF Partnership. The Panel was reduced from 15 members to 7 during the reforms of STAP in 2007, with individual Panel members now devoting more time to the work of GEF and their individual focal areas. The Secretariat of STAP grew from a single professional staff member to a small cadre of professional staff to support the work of individual Panel Members and their engagement with the GEF Partnership (please see Figure 1), a model which the OPS-5 review of STAP by the Evaluation Office has indicated as successful. STAP engages strategically with GEF partners, such as in the development of GEF Program Strategies. In the lead up to GEF 6, the Panel reviewed the recommendations from OPS5 and reaffirmed its commitment to working together as a team to support implementation of the Integrated Approaches, multi-focal area initiatives, and other strategic activities in support of the GEF Program.

STAP Panel

1. Composition of the Panel

The Panel of STAP shall normally comprise six Members and a Chair. The Chair may appoint a Co-Chair selected from the Panel as well as Senior Advisors as necessary. The composition of STAP shall reflect (to the extent possible) members with:

- a) Recognized leadership in specific relevant fields in the GEF focal areas of
 - Biological Diversity,
 - Climate Change Mitigation
 - Climate Change Adaptation,
 - International Waters,
 - Ozone Depletion, Chemicals and Waste,
 - Land Degradation and
 - Sustainable Forest Managementand with an ability to bridge scientific, technological, economic, and social issues;



- b) Experience in the management of science and translating science and technology into policy making, and with knowledge of issues in the implementation of complex international initiatives;
- c) An understanding of the organizational and operational setting of the GEF partnership including GEF Agencies, particularly the context of program and project development and implementation;
- d) Knowledge about the scientific processes required for the implementation of relevant conventions in developing countries and countries with economies in transition (CEIT), and familiarity with relevant global and regional assessments.
- e) Cross-cutting technical and scientific competencies, to enable mutual support within the Panel, and demonstrated ability to access broad scientific networks; and
- f) Geographical and gender balance.

Please refer to **Annex A** for the Roles and Responsibilities of the STAP Chair, and **Annex B** for the Roles and Responsibilities of Panel Members

2. Organization and Role of the Panel

The Panel Members will undertake their individual responsibilities pro-actively and as a team in order to advise the GEF regarding scientific and technical issues where appropriate across its portfolio. Individual Panel Members will provide intellectual leadership to innovate and to formulate advice at the highest level and to bring intellectual rigor to strategic technical, policy and operational decisions. Under the direction of the Chair, Panel Members will direct STAP resources primarily towards development and implementation of the agreed work program, and as necessary towards the analysis of contemporary global environmental change and its implications including the formulation of strategic options for GEF Council consideration.

The Secretary of STAP is the primary counterpart to the STAP Chair and is responsible for the coordination of Secretariat staff and other resources to support the work of the Panel. The working relationship between the Secretariat and the Panel is based on the principle of collaboration and teamwork. Specific work program activities are developed collectively by panel members and STAP Secretariat staff in dialogue with senior GEF Secretariat staff and the Focal Area Task Forces¹, with the overall guidance of the STAP Chair. STAP Secretariat professional staff as well as outside experts (as needed) support the work of the Panel, with administrative staff undertaking logistical support activities as well.

STAP Secretariat professional staff, directed by the STAP Secretary, may participate in scientific and technical meetings and other activities on behalf of the Panel, draft STAP advice for Panel Review, and report back to its Panel members as appropriate. STAP Panel Members will remain responsible for the overall content and technical quality of advice provided by STAP to the GEF.

3. Terms and Conditions for Panel Members

The Panel Members shall be appointed for a term of three years renewable for a further three years². Panel Members shall be remunerated based on UN rates for high level professional consultants, with contracts issued on an annual basis. The Chairperson shall normally contract at least 80 working days per year to STAP. Panel Member shall normally contract at least 65 working days per year to STAP.

4. Performance Appraisal

Panel Members shall be subject to evaluation of performance through a self-assessment on an annual basis (typically by June 15), with a review by the STAP Chair. The STAP Chair will discuss the self-assessment as necessary with the Panel Member, and in consultation with the STAP Secretary propose changes and/or corrective measures as required. The Chair will sign and submit the self-assessment to the STAP Secretary. The STAP Chair will prepare an annual report on STAP's activities for the Executive Director of UNEP, and arrangements will be made to discuss the report with the Executive Director upon receipt.

¹ Each GEF Focal Area comprises a Task Force which is typically made up of senior GEF Secretariat technical staff from the respective focal area, senior technical staff of the Agencies responsible for the portfolios in the respective focal area, and STAP. Although ad hoc in nature, the Task Forces represent important coordination, M&E, and program development bodies within the GEF Partnership.

² Current terms for Panel Members are 2 years, renewable once. In the interests of greater continuity in the work of STAP, and recognizing the length of time required for Panel Members to become fully conversant in the work of the GEF, it is proposed that Panel Member terms be extended to three years, renewable once. This change, if put into effect, will require a corresponding change in the STAP Terms of Reference.

5. Conflicts of Interest

Members who hold positions in Government, non-governmental organizations, or who are working in, or have any contractual arrangement with GEF-related activities, as consultants or otherwise, shall disclose this information to the STAP Chair and the STAP Secretary. This may include, but is not limited to, involvement in developing a project for GEF funding, being employed by a GEF Agency, Recipient Country, or Donor Country in the context of GEF programming, and directing STAP resources towards implementing the STAP Work Program towards institutions where the Member may directly or indirectly benefit from this arrangement. Responsibility for disclosure resides with the Panel Member. At the discretion of the Chair, members may be excluded from attending Panel discussions or in screening projects on issues in which he/she has a personal interest or has had significant involvement in any capacity other than in executing the normal responsibilities of a Panel Member as outlined above.

Panel Selection Process

6. Role and Composition of Search Committee

The STAP Search Committee is convened, as required, by invitation of the Executive Director of UNEP. Officially designated representatives for the Committee are drawn from the World Bank, UNDP, UNEP and the GEF Secretariat, and the current STAP Chair who acts as Chair of the Search Committee, with the STAP Secretary acting as the Secretary. Representatives of the above institutions will nominate appropriate staff to serve on the required interview panels convened by the Search Committee.

The Committee normally meets via conference call and receives briefings prepared by the Secretary on the current composition of the Panel, upcoming recruitment processes including terms of reference, candidate lists and nominations received from GEF Agencies, and candidate rankings according to criteria agreed by the Committee. The Secretary prepares the agendas, meeting papers, and reports of the Committee. The STAP Chair will attend all meetings of the Committee except when the position of Chair is under review.

The work plan for each cycle of the work of the Search Committee is as follows.

- a. At least six months prior to the expected retirement of one or more Panel Members, the STAP Secretary shall request the UNEP Executive Director to invite nominations of representatives for the selection panel from the World Bank, UNEP, UNDP and GEF Secretariat.
- b. A first meeting of the Committee shall be convened to consider a briefing paper prepared by the Secretary presenting reasons for replacement of a current Panel Member in the context of the entire Panel's appointment dates, length of service, and individual performance with recommendations for application of selection criteria, including ranking procedures.
- c. UNEP, on behalf of STAP, shall invite all GEF Agencies, GEF-related Convention bodies, along with other organizations such as the International Council for Science and the Academy of Sciences for the Developing World (TWAS), to nominate candidates for consideration against recommended selection criteria.

- d. A second meeting of the Committee shall consider a candidate evaluation report from the Secretary containing a proposed ranking, and then decide on a short list of candidates for interview by representatives drawn from the organizations represented on the Search Committee, sitting together with the STAP Chair.
- e. A final meeting of the Committee shall receive a report on the results of interviews and decide upon the candidate(s) to recommend to the Executive Director of UNEP. If the recommendation is accepted the Search Committee will wind up its work and delegate to the Secretary any further actions to be taken.
- f. The Secretary shall convey the Executive Director's letter addressed to the GEF Council containing details of the approved candidate(s) to the GEF CEO in the form of a draft Decision and Working Paper for GEF Council consideration, normally in the form of a Decision by Mail.
- g. Following approval by Council, the GEF Secretariat will inform UNEP, which will appoint the new Panel Member/s to STAP and provide consultancy contracts to each appointed Member through the United Nations Office in Nairobi.

STAP Secretariat

7. Composition and Organization

STAP shall be served by a Secretariat, which shall be provided by UNEP. The Secretariat is currently located in the UNEP Regional Office in Washington DC. The STAP Secretariat shall consist of a sufficient complement of professional and administrative staff to enable effective support of the work of Panel Members and delivery of scientific and technical advice to the GEF within focal areas, including multiple focal area initiatives and integrated approaches. The Secretary of STAP shall be responsible for the Secretariat functions including overall performance. The Secretary of STAP shall oversee the performance of Secretariat staff based on UN regulations, guidelines, and procedures. On the basis of similar guidelines and procedures, the STAP Working Group (see section 12 below, and Annex E) shall keep under review the performance of the STAP Secretary. STAP Secretariat functions shall include:

- a) Ensuring the necessary coordination, liaison and involvement with the GEF Secretariat, the GEF Independent Evaluation Office, Implementing and Executing Agencies, Convention Secretariats and their subsidiary bodies, and other relevant bodies in the STAP Work Program;
- b) Drafting policy, strategy and operational papers in collaboration with the Panel Members and STAP Chair, and outside experts as necessary, and assisting in their timely transmission to the GEF Council and the GEF partnership;
- c) Supporting the work of Panel Members in reviewing GEF Work Programs;
- d) Making arrangements for all sessions of STAP and its other meetings and providing them with services as required;
- e) Preparing the budget, under the guidance of the STAP Chair, and reporting on its status (see Section 12 below);

- f) Entering, in accordance with the Rules and Regulations of UNEP, into such administrative and contractual arrangements as may be required by STAP for the effective discharge of its functions;
- g) Providing Secretariat functions for the Panel Search Committee;
- h) Managing staff work plans and performance appraisals of the Secretariat staff (STAP Secretary);
- i) Overseeing recruitment and staffing needs for the Secretariat (STAP Secretary);
- j) Ensuring appropriate outreach and communication for STAP;
- k) Performing such other support functions as may be assigned by the STAP.

Organization of Work

8. Preparation of Work Program

STAP shall develop and publish a rolling Work Program, reviewed annually, which shall be adopted at the first meeting of the GEF Council at the beginning of the GEF replenishment cycle. The rolling Work Program shall specify work for delivery by STAP during the GEF replenishment cycle agreed through consultation with the GEF partnership. A Work Program shall be delivered to Council for their consideration as an Information Document.

The Work Program shall document each planned advisory activity of STAP specifying the output/product of each activity and expected outcome and impact/contribution towards relevant GEF Objectives. For each activity the Work Program shall also outline the required inputs and expected time frame for delivery.

Proposals for Work Program activities may be provided by the GEF Council, the STAP Panel, the GEF Secretariat, any GEF Agency or Convention Partner and will normally be justified and prioritized by strategic merit, reference to the GEF Program, Council Decisions as appropriate, relevant scientific assessments including on integrated approaches or emerging issues, background documents in preparation for GEF Replenishment cycles, and/or periodic review of GEF strategies. STAP Panel Members shall also consult GEF Task Forces regarding potential work program priorities. In each case proposals for activities must be clearly justified and attributed, and the necessary resources must be available.

Following these consultations, the compiled draft Work Program shall be circulated to the entire GEF partnership for comment with a deadline at least six weeks prior to the Council Meeting at which the Work Program will be presented. When finalized for presentation to the Council, the Work Program shall also be posted on the STAP website.

9. Meetings of STAP

STAP shall convene two face to face meetings a year typically in parallel with GEF Council meetings, in addition to monthly teleconferences. Representatives of the GEF-supported multilateral conventions and representatives of the GEF Agencies shall be invited by the Panel to attend the meetings as appropriate. A high level segment of the Panel meeting, comprising the CEO of the GEF and Representatives of Implementing Agencies shall be convened at the discretion of the Chair. A draft agenda for the Panel's meetings shall be prepared jointly by the Chair and STAP Secretary, in consultation with the GEF Secretariat and the Implementing Agencies. The agenda will be finalized by the Chair. The Secretary of STAP shall circulate the agenda and the background documents no later than two weeks in advance of Panel meetings. A report of each meeting shall be finalized no later than four weeks after the end of the meeting.

Special meetings of STAP to address GEF corporate needs and other issues may also be convened when necessary by the Chair, in consultation with GEF partners.

Role of UNEP

10. Host Agency

UNEP has the mandate to establish STAP on behalf of the Global Environment Facility, appoint the Secretary, provide the Secretariat of STAP, and to act as the liaison for STAP to the GEF Council³. STAP is a corporate entity of the GEF, as established under the GEF Instrument. UNEP is the custodian of STAP on behalf of the GEF Partnership. UNEP is responsible for ensuring the functional independence of STAP. This includes making certain that UNEP's role as host of the independent STAP Panel and its role as a GEF project implementing agency do not conflict. Where there is scientific and technical collaboration between UNEP and the STAP, care is taken to ensure that STAP's independence as a scientific and technical advisory body to the GEF partnership is respected.

UNEP shall make certain that all financial and administrative procedures standard to the UN are followed in conducting the business of STAP in accordance with fiduciary practices in place, and will ensure that the necessary administrative support is in place to meet these standards. In undertaking this responsibility, UNEP shall respect the independence of the scientific and technical work program of STAP, including advice and opinions of the STAP, as provided under its mandate to the GEF partnership. UNEP shall monitor the performance of the STAP Secretariat on all administrative, procedural, and financial issues based on standard UN fiduciary procedures.

11. STAP Working Group

The Working Group is an ad hoc GEF body which meets as needed. Its principal roles are to:

- ensure that STAP is responding to the needs of the GEF Partnership,
- ensure that the administrative needs are in place for STAP to function effectively, and
- review the performance of the STAP Secretariat.

The Chair of the Working Group (the STAP Chair) may request a meeting by copy to all members. Membership of the STAP Working Group will consist of the STAP Chair (who also chairs the Working Group), UNEP/GEF Coordinator, the UNEP Chief Scientist, the GEF CEO or designee, the GEF Director of Program or designee, and the Director of the GEF Independent Evaluation Office or designee. The past Chair of STAP shall serve as an ex-officio member of the working group, and the STAP Secretary shall act as the secretary to this group. The terms of reference of the STAP Working Group are listed in **Annex E**.

12. Preparation and Monitoring of Budget

The budget required for delivery of the STAP Work Program shall be developed annually in parallel with the development of the annual budget of the GEF Secretariat, and incorporated within the annual GEF Business Plan Working Paper presented to Council. The STAP Secretary shall prepare the annual budget of STAP, comprising components for the Panel, staff, administration, and activities, for review by the STAP Chair in time for presentation at the second meeting of the GEF Council within the GEF financial year. The STAP Secretary, under

³ Instrument for the Establishment of the Restructured Global Environment Facility, paragraph 24.
http://www.thegef.org/gef/sites/thegef.org/files/publication/GEF_Instrument_Oct2011_final_0.pdf

the guidance of the Chair, will elaborate a detailed draft budget which will include all major budgetary categories. Once completed, the budget will be conveyed to the Finance Management Officer responsible for STAP at UNEP. UNEP will provide an approved budget spreadsheet to the GEF Secretariat for inclusion in the Business Plan, which will summarize the current financial year allocation, expected expenditure and proposed budget.

The STAP Secretary will prepare a short narrative summary of the activities and outputs planned for the financial year to be presented alongside the budget and will also prepare a review of completed activities and achievements for the current GEF financial year. Both documents, including the budget, will be provided to the GEF Secretariat within mutually agreed deadlines. Following approval of the STAP budget for the next financial year, the Finance Management Officer for STAP within UNEP will maintain a detailed activity-based budget and reconcile it on a monthly basis with the certified expenditure record maintained by UNEP.

13. Administration of STAP

As noted in Section 10, all necessary administrative support shall be provided by UNEP to the STAP Secretariat in order to ensure that the roles and responsibilities of STAP may be executed effectively and in a timely fashion. On behalf of the Executive Director of UNEP, the UNEP GEF Coordinator oversees the administration of the STAP Secretariat and ensures that STAP expenditures and activities follow UN regulations, guidelines, and best practice. The STAP Secretary acts as the principal facilitator of the work of the STAP and is responsible to the Panel for the services provided by the Secretariat, while the Chair directs the work of the Panel Members and instructs the STAP Secretary regarding support for the work of the Panel.

The STAP Chair and Panel Members are independent of UNEP in carrying out their substantive advisory roles to the GEF. Similarly, the substantive scientific and technical work of the STAP Secretariat on behalf of the Panel is directed by the Chairperson on behalf of the GEF Council and in this context is independent of UNEP in delivering such services to the STAP's Panel.

Annexes

A. Roles and Responsibilities of the STAP Chair

The Chairperson is responsible for the overall direction of the work of the Panel and of the STAP Secretariat, along with oversight of the use of STAP resources and accounting for its performance, with the support of the Secretary to the STAP. The Chairperson oversees delivery of STAP's advice at strategic and operational levels. The Chairperson seeks advice from, and works in liaison with, the CEO and Chairperson of the GEF and with the Director of the GEF Independent Evaluation Office. The main responsibilities of the Chair are as follows:

- a) Act as the spokesperson of STAP at GEF related meetings, including the GEF Council and the GEF Assembly, and report regularly on the implementation of the STAP Work Program;
- b) Coordinate the development of the STAP work program, and oversee its implementation;
- c) Chair two annual STAP Panel Meetings in collaboration with the GEF Partnership, along with monthly teleconferences of the Panel;
- d) Coordinate, with support from the Panel and Secretariat, the preparation of the quadrennial report of STAP to the Assembly;
- e) Maintain effective working relationships and exercise personal leadership within the Panel and between the Panel and the GEF partnership;
- f) Review and approve the STAP budget and costed work program activities (in collaboration with the Secretariat);
- g) Convene special meetings of STAP members when necessary;
- h) Oversee, supported by the Secretariat and in consultation with GEF partners, the agenda of the STAP meetings and provide guidance to the Secretariat for the preparation of the background documents;
- i) Approve the reports of the STAP meetings with the support of the Secretariat;
- j) Provide expert input into reviews of monitoring and evaluation, and knowledge management activities in the GEF Program;
- k) Review and approve STAP technical, workshop and meeting reports before submission to the Council, including the cover notes/forewords for each;
- l) Report to the panel on meetings and events in which the Chair represented STAP;
- m) Coordinate and guide the Secretariat on all substantive issues related to the STAP operations;
- n) Identify, with help from the Panel members, broad areas for research and may review targeted research proposals in accordance with the GEF policy for funding targeted research, and Chair as necessary;
- o) Represent or designate a member to represent STAP at the meetings of GEF-related conventions of relevance to the STAP mandate;
- p) Oversee coordination of the work of the Panel in mobilizing the scientific community in support of the GEF objectives;
- q) Prepare an annual report on STAP's activities to the Executive Director of UNEP.

B. Roles and Responsibilities of Panel Members

Each Panel Member is responsible for the Panel's advice regarding their respective focal areas, along with cross-cutting or integrated issues as assigned, under the direction of the Chair. Panel Members will deliver their advice calling upon the best available expertise and science and technology networks, and will ensure that appropriate peer review processes are employed to confirm the accuracy, quality of information, and credibility of the specific content and recommendations to be made by the STAP, as appropriate. Panel Members may lead and facilitate ad-hoc working groups and meetings, including those at the request of the GEF Secretariat and the GEF Independent Evaluation Office as these relate to the STAP Work Program and as resources permit, in order to enable the provision of the best available advice to the GEF. The main responsibilities of Panel Members are as follows:

- a) Demonstrate technical leadership and initiative in proposing and delivering the best available scientific and technical advice for the GEF;
- b) Take an active part in the development and implementation of the STAP work program, and to this end and supported by the STAP Secretariat prepare work program activities in consultation with the GEF focal area Task Forces, oversee expert meetings and the preparation of background documents, identify and network with the best global experts available to contribute to the task, and prepare the final report of the activity for which financial support can be made available;
- c) Undertake and coordinate screens of Project Information Forms and Program Proposals to be included in GEF work programs;
- d) Participate actively in STAP meetings and the GEF task forces and ad-hoc working groups;
- e) At the request of the Chair, coordinate the activities of the STAP work program in their respective areas of expertise;
- f) Participate in two face to face meetings of the STAP Panel annually, in collaboration with the GEF partnership, along with monthly teleconferences;
- g) Participate in other meetings and events organized by the STAP, the GEF Secretariat; Independent Evaluation Office, and the subsidiary bodies of the GEF related conventions, and the Convention Secretariats, as required, and at the request of the STAP Chair;
- h) Circulate briefing reports to the members and to the Secretariat on meetings and events in which the panel members represented the Panel;
- i) Periodically circulate to Panel and GEF colleagues the results of scientific research that the Panel Member is aware of which is directly relevant to their focal area or integrated approaches;
- j) Provide inputs to the preparation of the STAP rolling work program, including identifying trends and emerging issues that could impact the GEF operations;
- k) Provide inputs into the regular reports to the GEF Council and quadrennial reports to the GEF Assembly;
- l) Provide expert inputs to and undertake reviews of M&E and KM activities, as per the agreed STAP work program;
- m) Identify areas for research and review proposals as necessary in accordance with the GEF policy for funding targeted research;
- n) Mobilize their respective scientific and technical networks in support of the GEF objectives;
- o) Ensure that the work of STAP contributes and benefits from the work undertaken by the Implementing Agencies, the GEF Secretariat and the GEF related conventions.

C. Terms of Reference of the Scientific and Technical Advisory Panel (STAP)

As approved by Council - April 2012

MANDATE

1. The STAP is established as an advisory body to the GEF. STAP shall provide objective, strategic scientific and technical advice on GEF policies, operational strategies, programs and on projects and programmatic approaches; and, maintain a database of institutions, networks and individual scientists to provide the necessary expertise and advice for the GEF. STAP's activities shall be coordinated with the activities of the GEF Secretariat and the Implementing and Executing Agencies (GEF Agencies) and be consistent with GEF processes and procedures approved by the Council.
2. The STAP shall interact in a complementary manner with other relevant scientific and technical bodies, particularly with the subsidiary bodies of the Convention on Biological Diversity, the UN Framework Convention on Climate Change, the Convention to Combat Desertification and the Stockholm Convention on Persistent Organic Pollutants. For focal areas in which the GEF is not operating as a convention's financial mechanism, the STAP shall advise on the development of scientific and technical criteria and provide scientific and technical advice on priorities for GEF funding. The STAP shall provide expert scientific advice to inter-agency task forces and bodies handling other GEF processes, when such advice is requested.
3. Pursuant to this mandate, STAP shall report to each regular meeting of the GEF Council and, if requested, to the GEF Assembly on the status of its activities.
4. UNEP shall provide STAP's Secretariat and operate as its liaison with the GEF.

PERFORMANCE

5. UNEP shall monitor the STAP's performance, which shall be measured against agreed deliverables, targets and indicators to be specified in the STAP's work program.

COMPOSITION

6. The Executive Director of UNEP, in consultation with UNDP, the World Bank, the Executing Agencies and the GEF Secretariat, upon approval of the GEF Council shall appoint six members of STAP and shall also appoint a Chairperson. The members shall ordinarily be appointed for a term of two years renewable for a further two years. Members may be removed by the Executive Director of UNEP only for cause.
7. The STAP shall provide scientific and technical advice relevant to the GEF and the Trust Funds it manages, including GEF Trust Fund, the Least Developed Countries Fund (LDCF), the Special Climate Change Fund (SCCF), and other trust funds as approved by the GEF Council. The composition of STAP shall reflect:
 - (a) Recognized leadership in specific relevant fields in the GEF focal areas of Biological Diversity, Climate Change Mitigation, Climate Change Adaptation, International Waters, Ozone

Depletion, Persistent Organic Pollutants, and Land Degradation and with an ability to bridge scientific, technological, economic, social and policy issues;

(b) Geographical and gender balance;

(c) Experience in the management of science and with knowledge of issues in the implementation of complex international initiatives;

(d) An understanding of the organizational and operational setting of the Implementing and Executing Agencies, particularly the context of program and project development and implementation; and

(e) Knowledge about the scientific processes required for the implementation of relevant conventions in developing countries and familiarity with relevant international assessments.

8. To avoid any potential conflicts of interest, members who hold positions in Government, non-governmental organizations, or who are working in, or have any contractual arrangement, as consultants or otherwise, with an Implementing or Executing Agency or the GEF Secretariat, shall disclose this information to the Executive Director of UNEP. Potential conflicts of interest with agencies or individuals involved in individual projects should be disclosed to the Chairperson of STAP. At the discretion of the Chairperson, members may be excluded from attending Panel discussions in which he/she has a personal interest or has had significant involvement in any capacity.

9. Panel Members will work collaboratively on issues of relevance to multiple focal areas. Panel Members will help keep other Panel Members abreast of emerging science as it relates to their areas of engagement.

10. Concerning the Panel's work on issues of climate change adaptation, the Climate Change Adaptation Panel Member will provide operational and strategic advice on the GEF's adaptation project portfolio that is funded through the Least Developed Countries Fund (LDCF) and Special Climate Change Fund (SCCF). Other STAP Panel Members will also provide advice on such projects as they relate to their focal areas and areas of expertise. In the context of climate change adaptation and resilience in projects and programs in focal areas funded by the GEF Trust Fund, the Climate Change Adaptation Panel Member will provide input to other STAP Panel Members and identify possible areas of synergies.

11. STAP may convene ad-hoc working groups to address particular issues or questions which arise and to obtain specialized technical opinions as needed. The ad-hoc working groups may also be designed as resource groups for the GEF Agencies on specific technical aspects of project design and provide advice on technological options, cost-effectiveness and related social issues.

12. The Chairperson of STAP shall act as the spokesperson in various meetings, and may assign members to represent STAP at meetings. The Chairperson shall be provided adequate financial support in carrying out these responsibilities.

STRATEGIC ADVICE

13. STAP shall advise the GEF Council regarding contemporary issues of the global environment and how to address them; provide a forum for integrating expertise on science and technology, including their social, economic and institutional aspects; function as an important conduit between the GEF and the natural and social science communities and relevant technologists, and, synthesize, promote and galvanize relevant and up to date contributions from them. In carrying out this role, STAP's advice will complement ongoing activities within the GEF-related conventions.

14. STAP's role in providing strategic advice to the GEF and the trust funds that it manages shall be as follows:

(a) Advise on the state of scientific, technical and technological knowledge related to each focal area, or area of engagement of the GEF, highlighting policy and operational implications for the GEF;

(b) Advise on the scientific and technical aspects of specific strategic matters such as cross-cutting issues; scientific coherence of GEF operational strategies and programs, and their consistency with GEF policies and objectives; and integration of national and global benefits in GEF interventions;

(c) Advise on research by identifying applied/targeted research which would improve the design and implementation of GEF programs and projects, and by reviewing the research work of the GEF Agencies and the GEF Secretariat.

15. As part of its strategic role, STAP shall provide a number of specific products on a regular basis, including:

(a) Thematic Briefing Documents that summarize the available scientific knowledge and technological know-how within selected specific themes, and translates this knowledge into actionable advice for the GEF. The Briefing Documents also identify controversies and knowledge gaps, and suggest needs for further research, technology development and capacity development.;

(b) Triennial reports to the GEF Assembly on the broad scientific and technical issues that emerged during the preceding phase of the GEF and on emerging issues and gaps as an outlook for the subsequent replenishment period of the GEF;

(c) Reviews of the scientific and technical aspects of GEF operational and focal area strategies and programs;

(d) Papers of a scientific and technical nature relevant to GEF strategies and programs; and

(e) A STAP Annual Work Program information paper for the GEF Council.

OPERATIONAL ADVICE

16. STAP will contribute to the identification of, their design, structure and periodic review of programming strategies in all areas of engagement, in consultation with the GEF Secretariat and the GEF agencies. STAP will commission reports on scientific needs and demands in the program being considered, including recommended indicators and targets. These reports will include sections on the scientific literature supporting the need for a Strategic Program,

scientific assessments of geographic locations identified for assistance, advice on appropriate scientific approaches and methodologies, advice on analytical techniques including scientific aspects of M&E, and scientific dissemination and communication strategies.

17. STAP will contribute to ensuring the scientific soundness and technical quality of GEF projects through the provision of tools to the GEF Secretariat to apply in screening project concepts, enabling independent reviews and provision of objective scientific and technical advice, including responding to requests, from the GEF Secretariat and the GEF Agencies, to enhance the quality of projects at any stage during project development. STAP's activities shall be integrated into the processes and timing set out in the GEF Project Cycle, conducted in close cooperation with the GEF Agencies and the GEF Secretariat, and based on the standard documentation provided by the GEF Agencies during various phases of the GEF Project Cycle. Decisions regarding project clearance, approval or endorsement at various steps in the project shall be consistent with procedures approved by the Council.

18. STAP, after identifying and documenting a need, may propose to a GEF Agency in consultation with the GEF Secretariat, the development of a specific Programmatic Approach, to be entered into the Project Cycle as a concept for evaluation under the Programmatic Approach.

19. STAP shall convene a Research Committee to advise the GEF CEO on each Targeted Research proposal received.

20. STAP shall maintain a database of institutions and networks, to enable access to internationally-recognized specialists which will be quality assured by STAP Panel members in the scientific and technical areas relevant to the GEF operations, and STAP will assure independence of project reviews, through STAP selection of reviewers.

21. STAP shall standardize the types of information needed in the technical review process and establish generic guidelines for the terms of reference for external technical reviewers, in consultation with GEF Secretariat and the GEF Agencies. STAP shall continuously update its networks and shall advise the GEF Council on GEF technical review procedures.

22. STAP shall develop and keep under review criteria, which will be reviewed and approved by the Council, for the Panel to initiate additional reviews of projects on a selective basis. STAP shall have the discretion and initiative to selectively review, in accordance with the criteria approved by the Council, any project proposal, after notifying the Chief Executive Officer.

23. STAP shall inform the GEF Agencies of its requirements for minimum documentation to be made available to its members for all projects throughout the project cycle so that it has a complete perspective on GEF operations. These requirements shall be based on the GEF Agencies' standard documentation as it applies throughout the GEF Project Cycle

EVALUATION

24. STAP will provide timely and relevant advice on scientific and technical matters related to monitoring and evaluation activities. The Chairperson of STAP takes part in relevant meetings and consultations on monitoring and evaluation in the GEF.

25. STAP will provide advice on the work program of the GEF Evaluation Office related to evaluations with components on science and technology, and suggestions on such subjects to

evaluate. It may also provide opinions on the evaluability of scientific aspects and related methodologies for measuring global environmental impacts, in response to evaluation approach papers, Terms of Reference or reports. STAP members may also be called upon to support directly an evaluation, while respecting the independence of both STAP and the GEF Evaluation Office.

26. The Panel will also support, on request, monitoring of scientific and technical aspects of the GEF, through knowledge management and information sharing; for scientific and technical evaluation of the portfolio. STAP supports the GEF Secretariat in the development and use of scientific indicators to measure impact at national and portfolio levels.

SECRETARIAT

27. STAP and its ad-hoc working groups shall be served by a Secretariat. This Secretariat shall be provided by UNEP. The Secretary of STAP shall be responsible for the Secretariat functions. Under the guidance of the Chairperson, these functions shall include:

(a) Making arrangements for sessions of STAP and its working groups and providing them with services as required;

(b) Preparing the budget and reporting on its status;

(c) Ensuring the necessary coordination, liaison and involvement with the GEF Secretariat, the GEF Evaluation Office, Implementing and Executing Agencies, Conventions, subsidiary bodies and other relevant bodies;

(d) Ensuring the necessary coordination, liaison and involvement with UNEP's Management Team, and UNEP's scientific and technical focal points.

(e) Entering, in accordance with the Rules and Regulations of UNEP, into such administrative and contractual arrangements as may be required by STAP for the effective discharge of its functions;

(f) Maintaining, keeping under review and constantly updating the database of institutions and independent experts;

(g) Drafting policy, strategy and operational papers for Panel Members and assisting in their timely transmission to the GEF Council and other bodies of the GEF;

(h) Preparation of documents, reviews and reports, including reports on the performance of STAP and its Secretariat; and

(i) Performing such other support functions as may be assigned by STAP.

28. Appropriate budgetary procedures shall be instituted to ensure the independence of the operations of STAP

COOPERATION WITH SCIENTIFIC AND TECHNICAL BODIES OF THE CONVENTIONS AND OTHER SCIENTIFIC BODIES

29. STAP's activities shall be considered complementary to and take into account the work done by the subsidiary bodies on scientific, technical and technological advice of the Conventions on Biological Diversity, Climate Change, Desertification and Persistent Organic Pollutants, and the Panels of Inter-governmental Assessments. STAP will contribute especially in cross-cutting issues, through its ability to review and synthesize scientific and technical information relevant to the objectives and strategies of the GEF. In carrying out its mandate, STAP shall interact with these bodies in a collaborative and cooperative manner reflecting their relative mandates and roles.

30. Cooperation and coordination between STAP and these bodies may be enhanced through a variety of arrangements, including reciprocal participation in meetings and other activities including in working groups. The Chairpersons of the subsidiary bodies and assessment panels may be invited to participate in meetings of STAP and/or its working groups.

31. STAP shall establish practical working arrangements for meeting and consulting with the subsidiary bodies of the Conventions, advisory and assessment panels as well as with relevant research bodies.

SPECIAL CONDITIONS

32. The disclosure of information related to STAP's activities shall be conducted according to the Policy Procedures related to Public Availability of Documentary Information on GEF Operations of UNEP

AMENDMENTS

33. The GEF Council may approve amendments to the present arrangements.

D. References to STAP in the GEF Instrument

The GEF Instrument contains four sets of reference to the STAP which taken together are considered to provide the legal authority for the establishment and operation of STAP:

Para 11. The GEF shall have an Assembly, a Council and a Secretariat. In accordance with paragraph 24, a Scientific and Technical Advisory Panel (STAP) shall provide appropriate advice.

Para 20. The Council shall: (f) approve and periodically review operational modalities for the Facility, including operational strategies and directives for project selection, means to facilitate arrangements Instrument for the Establishment of the Restructured Global Environment Facility for project preparation and execution by organizations and entities referred to in paragraph 28, additional eligibility and other financing criteria in accordance with paragraphs 9(b) and 9(c) respectively, procedural steps to be included in the project cycle, and the mandate, composition and role of STAP;

Para 24. UNEP shall establish, in consultation with UNDP and the World Bank and on the basis of guidelines and criteria established by the Council, the Scientific and Technical Advisory Panel (STAP) as an advisory body to the Facility. UNEP shall provide the STAP's Secretariat and shall operate as the liaison between the Facility and the STAP.

Annex D: Principles for Cooperation Among the Implementing Agencies

Para 11. Areas of particular emphasis for each of the Implementing Agencies will be as follows:

(b) UNEP will play the primary role in catalyzing the development of scientific and technical analysis and in advancing environmental management in GEF-financed activities. UNEP will provide guidance on relating the GEF-financed activities to global, regional and national environmental assessments, policy frameworks and plans, and to international environmental agreements. UNEP will also be responsible for establishing and supporting the Scientific and Technical Advisory Panel (STAP) as an advisory body to the GEF.

E. STAP Working Group – Proposed Terms of Reference

Responsibilities:

1. Review the Terms of Reference of STAP;
2. Noting the findings of OPS-5, propose revisions to the above and additional actions as required.
3. Consider ways in which to continue to streamline administrative processes and oversight of STAP;
4. Advise the Executive Director regarding liaison with the GEF on scientific and technical issues;
5. Enhance linkages between STAP, the scientific and technical needs of the GEF, and Agencies scientific and technical strategies;
6. Review ways in which to enhance interactions between STAP and the Scientific Bodies of the GEF-related Conventions.

Membership

- STAP Chairperson (Chair)
- Director - GEF Coordination, UNEP
- UNEP Chief Scientist
- GEF CEO or designee
- GEF Director of Program
- Director, Independent Evaluation Office or designee
- Past Chair of STAP (ex officio);
- The STAP Secretary shall act as the Secretary to the Committee.

Duration and Meetings

It is proposed that two meetings of the working group will be required in order to discharge the responsibilities noted above. The Chair of the Working Group may designate ad hoc groups to carry forward tasks identified in deliberations, and may also propose additional meetings of the Working Group as required.

Documentation

In consultation with the Chair Working Group Members, the STAP Secretary will draft and circulate an agenda one month in advance of meetings; coordinate preparation of papers; circulate the agenda and papers for consideration at least two weeks before meetings and provide a report of the meeting to the Committee Members within one week of meetings.