

Rules of Procedure for Task Forces of the Group of Experts on Coal Mine Methane and Just Transition

I. Introduction

1. The work of the United Nations Economic Commission for Europe (ECE), its subsidiary bodies and the secretariat is based on the United Nations Charter, the Terms of Reference of ECE as adopted by the United Nations Economic and Social Council (ECOSOC), the Rules of Procedure of ECE, relevant rules and regulations of the United Nations, and is in line with the Guidelines on procedures and practices for ECE (E/ECE/1468, Annex III) as approved at the 65th Session of the ECE (Decision A(65) Outcome of the review of the 2005 reform of ECE) as well as Guidelines for the Establishment and Functioning of Groups of Experts within UNECE (E/ECE/1407/Add.1) as approved by the Executive Committee at its fourth meeting on 14 July 2006.
2. It is required, at all administrative levels of the secretariat and for bodies of ECE, that the work be carried out in a way that is member-driven, participatory, consensus-oriented, transparent, responsive, effective, efficient, results oriented and accountable.
3. ECE Sectoral Committees and their subsidiary bodies may adopt their own Rules of Procedure on the basis of the ECE Rules of Procedure and, where applicable the Rules of Procedure of ECOSOC, taking into account the “Guidelines on procedures and practices for ECE bodies”.
4. This document proposes Rules of Procedure for the Task Forces of the Group of Experts on Coal Mine Methane and Just Transition, The Group of Experts is a subsidiary body of the Committee on Sustainable Energy.
5. The rules of procedure contained in this document determine:
 - (a) the relationship between the Group of Experts and its Task Forces; and
 - (b) the role of the Task Forces.
6. The document has been approved the Task Forces, as well as by the Bureau of the Group of Expert.

II. Status of Task Forces

7. At its eighteenth session held on 20-21 March 2023 in Geneva, the Group of Experts on Coal Mine Methane and Just Transition established three *ad hoc* Task Forces on (i) Methane Emissions Reduction, (ii) Just Transition, and (iii) Safe Operations and Closure of Coal Mines to manage better the knowledge and skills of its members and thus improve efficiency of the Group’s work in those subject areas, which constitute the core of the Group’s mandate and activities.

Scope of Work and Work Plan

8. Each Task Force determines, in cooperation with the Chair of the Group of Experts and the secretariat, its Scope of Work, and submits it to the Bureau of the Group of Experts for approval.
9. On the annual basis each Task Force determines, in cooperation with the Chair of the Group of Experts and the secretariat, its Work Plan and submits it to the Bureau of the Group of Experts for approval.

10. A Work Plan of a Task Force defines its objectives and activities for the upcoming year and sets a time schedule for their implementation. The activities can include, but are not limited to, undertaking studies, organising seminars and training workshop, drafting policy models and guidelines, collecting data, providing information and training kits, as well as developing project proposals and delivering projects.

11. The Group of Experts gives Task Forces guidance and evaluates their work on the basis of their performance in implementing their respective Work Plans.

Reporting and Mandate extension

12. The Chairs of the Task Forces report to the Group of Experts on the activities and accomplishments of the Task Forces at the Group's annual meeting. Between annual sessions the Chairs of the Task Forces report to the Bureau of the Group of Experts upon its request.

13. Having evaluated the work of the Task Forces the Group of Experts decides at its annual meetings whether the Task Forces serve their purpose and, on that basis, may extend their mandates for an additional year, with a possibility of simultaneously amending their Scope of Work, if necessary.

The Chair

14. The Chairs of the Task Forces are nominated by the Chair of the Group of Experts, in cooperation with the Bureau, to serve for a period of two years, with the possibility of extension, starting at the end of the session at which they were selected until the end of the session two years later.

15. The Chairs of the Task Forces join the Bureau of the Group of Experts as Vice-Chairs *ex officio*.

III. Role of Task Forces

16. The Task Forces are overseen by the Group of Experts and they:

- (a) support the work indicated in the Work Plan of the Group of Experts; and
- (b) undertake their own activities, within their approved Scopes of Work, and in accordance with the annual Work Plans developed by each Task Force and approved by the Bureau of the Group of Experts.

IV. Membership

17. The members of the Group of Experts are free to join as many Task Forces as they wish.

18. In order to join a Task Force a Member of the Group of Experts needs to indicate his/her interest to do so to the secretariat and to the Chair of the Task Force to which stream of work s/he would like to contribute.

19. If the work on the current deliverables has already been distributed among the members of the Task Force, the Chair of the Task Force might decide to delay admission of a new member to the Task Force until the beginning of the new annual cycle, indicated by the adoption of the new Work Plan.

20. The secretariat facilitates and manages the process of identifying members for each Task Force, including by reaching out to representatives of affected communities, such as gender equality and women's rights organizations, indigenous people's groups, youth and health organizations.

21. The continued active involvement of all members of a Task Force is necessary to ensure the effective work of a Task Force.

22. A member that is not sufficiently engaged in the work of the Task Force, i.e., does not participate in, and contribute to its meetings, and does not timely deliver on the assigned tasks that s/he agreed to, might be removed from the Task Force by the decision of the Chair of the Task Force that needs to be communicated to and approved by the Bureau of the Group and the secretariat.

23. A Task Force member who cannot participate in a Task Force meeting, is treated as if s/he was present at that meeting, provided that s/he provides the secretariat with his/her written comments to the minutes of the meeting within a week from the moment when they were distributed by the Secretariat. The secretariat will share electronically with the Chair of the Task Force all written comments received from the Task Force members within 10 days from the moment when the minutes of the meetings or call in question were sent out for their review.

V. Meetings of Task Forces

24. Meetings of a Task Force take place online or onsite on dates either fixed by the Task Force at the previous meeting or identified by the secretariat through the survey distributed among the Task Force's members. The time of the first meeting of a newly created Task Force, is determined by the secretariat in consultation with the Chair of that Task Force.

25. A Task Force should meet at least once a quarter.

26. The meetings of a Task Force are run by the Chair of the Task Force. If the Chair is unable to participate in the meeting, s/he can nominate an *ad hoc* Vice-Chair to preside over a given meeting.

Decisions

27. The Task Forces take decisions either at the meetings or through written procedures between the meetings.

28. Decisions shall be taken by consensus of all members of the Task Force. For the purpose of this document consensus is defined as a general agreement, characterized by the absence of a sustained opposition to a given substantial issue and by a process that seeks to take into account the views of all parties concerned and to reconcile any conflicting arguments. Consensus need not imply unanimity.

Minutes

29. Minutes shall be prepared following each meeting of the Task Force. They shall reflect in a concise and factual manner the discussion and the views expressed by participants, as well as the decisions made at the meeting.

VI. The Secretariat

30. The secretariat, with the support of the Chairs of Task Forces, has responsibility for:
- (a) assisting in scheduling and delivering meetings of the Task Forces;
 - (b) preparing the minutes from Task Forces' meetings;
 - (c) providing administrative support to the members of the Task Forces in delivering their tasks such as e.g., organising workshops, seminars and training, as well as preparing studies and other documents;
 - (d) assisting the Chairs of the Task Forces, in preparation of the annual reports that are to be presented to the Group of Experts; and
 - (e) communication support, including maintenance of the web pages related to the work of the Task Forces.