

Terms of reference of the Bureau

1. The Bureau shall be composed of not more than 10 members representing and nominated by Parties, with due consideration to the need for a balanced representation of the different geographical subregions of the United Nations Economic Commission for Europe and gender. They shall serve as members of the Bureau until the next meeting of the Conference of the Parties and be eligible for re-election. In case a representative of a Party or other member State or regional economic integration organization is unable to complete his or her term of office or to perform his or her function, the Party or other member State or regional economic integration organization may appoint another representative. In this case the Party or other member State or regional economic integration organization shall notify the Chair and the secretariat without undue delay and at least 14 days before the next meeting.
2. The Bureau shall meet at least annually. Depending on the agenda, the Chair of the Bureau may invite observers, including the chairs of other subsidiary bodies, to meetings of the Bureau, in accordance with rules 6, 7 and 8 of the rules of procedure for the meetings of the Conference of the Parties. The Chair may also invite other individuals or organizations as observers if they have special qualifications with regard to matters on the agenda.
3. The Bureau, with the assistance of the secretariat, shall:
 - (a) Carry out the tasks entrusted to it by the Conference of the Parties;
 - (b) Take the lead in, and take initiatives to strengthen and facilitate the implementation of, the Convention;
 - (c) Prepare the draft programme of work, monitor its implementation and take appropriate decisions, if needed, to strengthen its implementation;
 - (d) Carry out the functions entrusted to it by the Conference of the Parties with regard to sustainable financing;
 - (e) Consult with the chairs of subsidiary bodies under the Conference of the Parties on progress in carrying out their tasks;
 - (f) Approve the implementation of assistance activities funded by the Convention trust fund to support countries in implementing the Convention, including projects under the Assistance Programme;
 - (g) Prepare the meetings of the Conference of the Parties in an effective and transparent manner and, for that purpose, collectively reach out to and consult with all Parties and other stakeholders, as appropriate;
 - (h) Maintain cooperation with strategic partners, such as other conventions, international organizations and programmes, multilateral forums and representatives of civil society, non-governmental organizations and industry associations, to strengthen the implementation of the Convention and its programme of work;
 - (i) Take note of reports submitted to it by other subsidiary bodies and engage with the chairs of the relevant subsidiary bodies in case of any comments before forwarding those reports to the Conference of the Parties.
4. Should urgent need arise, and in the absence of a decision by the Conference of the Parties to convene the Working Group on the Development of the Convention (Working Group on Development), the Bureau shall, with the assistance of the secretariat, organize meetings of that Working Group. Equally the Bureau shall cancel already scheduled meetings of the Working Group on Development should it become evident that the issues in question no longer require a debate, or when a debate through electronic media would suffice.
5. The Bureau shall conduct its business in English.