



Terms of Reference of the Polychlorinated Biphenyls Elimination Network

Revised after Transfer to Chemicals Branch,
Division of Technology, Industry and Economics, UNEP

Mission Statement

1. The Polychlorinated Biphenyls Elimination Network (PEN) is established to promote and encourage the environmentally sound management of polychlorinated biphenyls (PCB) with a view to attaining the 2025 and 2028 goals of the Stockholm Convention with respect to PCB.
2. The network operates according to the following principles:
 - (a) The Network members support the environmentally sound management of polychlorinated biphenyls as prescribed by the Basel Convention “Technical Guidelines on the Environmentally Sound Management of Polychlorinated Biphenyls and Persistent Organic Pollutant Wastes” while striving to achieve the phase out goals of the Stockholm Convention;
 - (b) The Network is a multi-stakeholder mechanism for the exchange of information and the implementation of coordinated activities targeted to the elimination of the use of PCB, and is intended to foster transparency and openness between all sectors;
 - (c) The Network is intended to catalyse new initiatives and provide support for ongoing activities to achieve the environmentally sound management of polychlorinated biphenyls and their phase out, while avoiding duplication of effort.

Membership

3. Membership in the network is open to governments, intergovernmental organizations, donors, PCB holders, non-governmental organizations, industry, experts/academia, and business sectors relevant to polychlorinated biphenyls.
4. The network members enjoy equal status and shall foster collaboration, exchange information and share experiences with one another. They shall promote the network and its activities at the global, regional, national and community levels and participate in meetings and related activities, including thematic groups. They are eligible for the awards being offered by the network.
5. The members’ main roles are to provide support for the implementation of the PEN’s work plan, provide quality-assured information through the sharing of experiences and knowledge on the environmentally sound management of polychlorinated biphenyls and their alternatives, to provide financial support for the network’s activities, as appropriate, and to participate in network meetings and discussion forums.

List of Activities

- Provide support for the implementation of the PEN work plan
- Create incentives for and promote environmentally sound management (ESM) of PCB;
- Facilitate information exchange between the members of the Network;
- Coordinate and support ongoing national and regional efforts to achieve ESM of PCB;
- Provide a link between members and promote local networking;
- Encourage research and development on suitable alternatives to PCB;
- Promote the sharing of information on technologies for the environmentally sound disposal of PCB;
- Promote the use of the Basel Convention technical guidelines on the ESM of PCB;
- Create incentives for countries to undertake and update inventories on PCB oils and equipment containing PCB and share information on inventories;
- Raise awareness on successful activities on environmentally sound management of polychlorinated biphenyls;
- Record and disseminate widely information on the activities of the PEN, *i.e.*, through the Clearinghouse Mechanism (CHM) of the Basel, Rotterdam and Stockholm conventions, Chemicals Branch, and others; and
- Establish awards for contribution to the ESM of PCB using donations from members.

Organizational Structure

6. The PEN was established by the Conference of the Parties to the Stockholm Convention at its fourth meeting through decision SC-4/9 in 2009. Following decision SC-5/7 of the fifth meeting of the Conference of the Parties to the Stockholm Convention, the leadership and implementation of the PEN was transferred to Chemicals Branch of UNEP's Division of Technology, Industry and Economics (DTIE). The PEN operates through its Advisory Committee, Thematic Groups therein, and a Secretariat provided by Chemicals Branch. The Advisory Group of the PEN prepares activity reports to the Executive Secretary of the Convention Secretariat to inform the Conference of the Parties of the Stockholm Convention for their assessment as appropriate. The Executive Director of UNEP will report to the Governing Council of UNEP on progress and the provision of the leadership functions and implementation as appropriate.

Advisory Committee

7. An Advisory Committee was established to oversee the operation of the network. It consists of 17 members drawn from the following groups:

- (a) Parties:
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|--------------------------------------|---|
| African States: | 2 |
| Asian and Pacific States: | 2 |
| Central and Eastern European States: | 2 |
| Latin American and Caribbean States: | 2 |
| Western European and Other States: | 2 |

(b)	Industry:	1
(c)	Polychlorinated biphenyl holders:	1
(d)	Non-governmental organizations:	1
(e)	Experts:	1
(f)	Basel, Rotterdam and Stockholm conventions (BRS) Secretariat:	1
(g)	Intergovernmental organizations:	2

8. The members of the Bureau of the Conference of the Parties representing each of the five United Nations regions are invited to nominate from their respective regions two Parties to serve on the Advisory Committee. Each Party so nominated shall select one representative to the Committee no later than 30 June 2013 for a term of four years. Parties may be re-elected but cannot serve for more than two periods, *i.e.*, eight years. An initial ten Parties have been nominated upon the establishment of the PEN in 2009. In order to obtain a staggered composition of the members, on an exceptional basis, one Party within the each of the regions represented in 7(a) above shall serve for a two-year period only. The Bureau of the Conference of the Parties to the Stockholm Convention is invited to select new members at the Conference of the Parties meeting following the expiration of the term of office of a Party.

9. The two representatives of the intergovernmental organizations shall be nominated by the Inter-organization Programme for the Sound Management of Chemicals (IOMC).

10. The Secretariat of the PCB Elimination Network (PEN Secretariat) shall identify no later than 30 June 2013 one member from each of the other categories listed above to serve on the Advisory Committee for a term of four years. Members may be re-elected but cannot serve for longer than two periods, *i.e.*, eight consecutive years. Thereafter the PEN Secretariat must complete this process within two months of the completion of the term of office of the members concerned.

11. The Advisory Committee shall elect from among its members a Chair who shall serve for a period of two years. No Chair may serve for a period of more than four consecutive years.

12. The Parties, through their regional groups and the members of the Bureau of the COP of the Stockholm Convention from their regions, are invited to select members having the expertise necessary to enable the Advisory Committee to carry out its functions effectively. Members who are unable to attend the Advisory Committee meetings will be requested by the Chair to consider relinquishing from their seat to enable others to advise the PEN.

13. The Advisory Committee shall meet annually (preferentially face-to-face) to review the Network's activities and establish the Network's work plan and budget. These work plans and budget will be included into the report.

14. The PEN Secretariat may invite donor organizations, partners or experts to the meetings of the Advisory Committee as observers.

15. The work of the Advisory Committee shall include the following:

- Develop and periodically review the work plan and activities for the PEN;
- Endorse the establishment of Thematic Groups and nominate Chairs for each Group;
- Prepare the budget for the work of the PEN;
- Establish a strategy for the mobilisation of resources to support the work plan of the PEN;
- Prepare a progress report on the work and future plans of the PEN for the Governing Council of UNEP, the Basel and Stockholm COPs and the general membership for their

information and any appropriate action; and

- Prepare the criteria and the process for the selection of awardees and other incentives.

Secretariat of the PEN

16. The Chemicals Branch of UNEP/DTIE shall perform the function of Secretariat of the Network. The PEN Secretariat shall support the Network's activities. The PEN Secretariat will be managed by a Coordinator and its functions will include:

- Coordinating the work of the PEN;
- Developing and implementing an information exchange mechanism based on the BRS CHM at the global, regional and national levels;
- Facilitating the organisation of meetings of the thematic groups and administrative arrangements;
- Seeking funding for the activities of the PEN;
- Organising the annual meeting of the Advisory Committee;
- Preparing the work plan of the PEN for submission to the Advisory Committee; and
- Providing annual reports to the Advisory Committee on activities of the PEN.

Thematic Groups

17. Thematic Groups shall be established by the Advisory Committee to deal with specific issues related to the environmentally sound management of polychlorinated biphenyls and to implement activities as agreed in their workplans. The Advisory Committee members shall serve as leaders of the Thematic Groups. Members of the Network may participate in the activities of any of the Thematic Groups. The Thematic Groups' activities shall be supported by the regional centres of the Stockholm and Basel Conventions as appropriate.