

PROCEDURE FOR RECEIVING AND PRIORITIZING REQUESTS PUT TO THE PLATFORM

Adopted by the first session of the IPBES Plenary, held from 21 – 26 January 2013,
Bonn, Germany

1. This procedure is intended to guide the process for receiving and prioritizing requests put to the Platform, and is to be applied in accordance with other rules and procedures of the Platform. This procedure is not intended to prescribe future decisions by the Platform regarding its work programme.

A. Receiving requests put to the Platform

2. Governments and multilateral environmental agreements related to biodiversity and ecosystem services can send requests to the Platform on scientific and technical matters that require the Platform's attention and action.

3. Inputs and suggestions from United Nations bodies related to biodiversity and ecosystem services, as determined by their respective governing bodies, are also welcomed by the Platform. Inputs and suggestions made by relevant stakeholders, such as other intergovernmental organizations, international and regional scientific organizations, environment trust funds, non-governmental organizations, indigenous peoples and local communities and the private sector, will also be encouraged and taken into account, as appropriate.

4. In order to streamline requests sent to the Platform, the submission of requests by Governments conveyed by multilateral environmental agreements related to biodiversity and ecosystem services through their governing bodies or scientific subsidiary bodies is encouraged, allowing some flexibility to MEAs regarding the deadline for submissions due to their internal meeting schedules. The joint submission of requests by multiple multilateral environmental agreements through their coordination processes, for example the Biodiversity Liaison Group or the Chairs of the Scientific Advisory Bodies of the Biodiversity-related Conventions are also encouraged.

5. Joint submissions of requests by multiple Governments, including through regional groups, are also encouraged.

6. Joint submissions of inputs and suggestions by United Nations bodies related to biodiversity and ecosystem services, other intergovernmental organizations, international and regional scientific organizations, environment trust funds, non-governmental organizations, indigenous peoples and local communities and the private sector are also encouraged.

7. Requests that are submitted to the Platform will be accompanied by information on:

(a) Relevance to the objective, functions and work programme of the Platform;

(b) Urgency of action by the Platform in the light of the imminence of the risks caused by the issues to be addressed by such action;

(c) Relevance of the requested action in addressing specific policies or processes;

(d) Geographic scope of the requested action, as well as issues to be covered by such action;

(e) Anticipated level of complexity of the issues to be addressed by the requested action;

(f) Previous work and existing initiatives of a similar nature and evidence of remaining gaps, such as the absence or limited availability of information and tools to address the issues, and reasons why the Platform is best suited to take action;

(g) Availability of scientific literature and expertise for the Platform to undertake the requested action;

(h) Scale of the potential impacts, and potential beneficiaries of the requested action;

(i) Requirements for financial and human resources, and potential duration of the requested action.

(j) An identification of priorities within multiple requests submitted.

8. Inputs and suggestions that are submitted to the Platform will also where relevant be accompanied by the information requirement set out in paragraph 7.

B. Prioritizing requests put to the Platform

9. All requests, inputs and suggestions should be received by the secretariat no later than six months prior to an IPBES Plenary. The secretariat should compile requests, inputs and suggestions and make these available on the IPBES website. The Multidisciplinary Expert Panel and the Bureau will consider and prioritize the submitted requests, inputs and suggestions in accordance with the considerations outlined in paragraph 7 above.

10. The Bureau will consider requests received after the deadline on an extraordinary basis.

11. Should the Multidisciplinary Expert Panel and the Bureau consider that additional scoping is required to complete the prioritization of certain requests, they will propose to the Plenary the initiation of such scoping processes.

12. The Multidisciplinary Expert Panel and the Bureau will prepare a report containing a prioritized list of requests, with an analysis on the scientific and policy relevance of the requests as referred to in paragraph 7, including the possible need for additional scoping and the implications of the requests for the Platform's work programme and resource requirements, 12 weeks prior to the Plenary meeting at which those requests will be considered. In accordance with the rules of procedure of the Plenary of the Platform, the secretariat will process the report and make it available to the Plenary for consideration and decision.

13. The process described in the paragraph above will apply as appropriate to the prioritization of inputs and suggestions.