



**Plenary of the Intergovernmental Science-Policy
Platform on Biodiversity and Ecosystem Services**

Third session

Bonn, Germany, 12–17 January 2015

Item 4 of the provisional agenda*

**Report of the Executive Secretary on the implementation
of the work programme 2014–2018**

**Report on the institutional arrangements established to
operationalize technical support for the implementation of the
work programme**

Note by the secretariat

In its decision IPBES-2/5, the Plenary of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services requested the secretariat, in consultation with the Bureau and in accordance with the approved budget set out in the annex to decision IPBES-2/6, to establish the institutional arrangements necessary to operationalize the technical support outlined in the note by the secretariat on establishing institutional arrangements in support of the work programme for the period 2014–2018 (IPBES/2/INF/10). The annex to the present note provides information on the various institutional arrangements established in 2014. It is presented without formal editing.

* IPBES/3/1.

Annex

Institutional arrangements established in 2014

I. Technical support to the work programme

1. Annex I to decision IPBES-2/5 specifies that technical support needed for the coordination of the deliverables will in principle be provided by the secretariat. The Plenary at its second session however recognized that the needs for coordinating the work programme deliverables will exceed the capacity of the secretariat in its planned composition. The Plenary therefore agreed that a cost effective way to provide the necessary additional technical support could be through different arrangements, such as technical support units, based on in-kind offers from governments and other stakeholders.
2. A technical support unit is defined as a dedicated team, or dedicated individual, providing support to expert groups, task force groups or assessment author groups to implement the IPBES work programme. The word “dedicated”, is defined, as a team that has clearly defined roles and responsibilities in relation to supporting the IPBES work programme deliverables and to which it is fully committed.
3. Technical support units would provide scientific, technical and organizational support, for the delivery of one or more of the agreed deliverables. They would work under the oversight of the secretariat through a time-bound and task-specific partnership agreement approved by the Bureau.
4. Prior to IPBES-2, the Chair of the Platform requested governments and stakeholders to provide offers for in-kind contributions to support the implementation of the work programme based on the draft programme of work 2014 – 2018. These offers were made available to the second session of the Plenary for consideration and subsequently welcomed and confirmed (annex VII to decision IPBES-2/5).
5. Following the second session of the Plenary, a second letter was sent by the Chair of the Platform requesting governments and organisations to provide in-kind contributions in support of the draft work programme 2014-2018. Together with the offers already received by IPBES-2, in-kind offers were received from 12 Governments and 24 organizations, which ranged from offers of a general and non-specified nature to offers focused on specific activities of the work programme.
6. As requested by the second session of the Plenary in its decision IPBES-2/5 section X, the Bureau and secretariat based on the relevant offers for in-kind contributions received and within the approved budget set out in the annex to decision IPBES-2/6, established the following institutional arrangements to operationalize the technical support needed to implement the work programme 2014 - 2018:
 - (a) Technical Support Units (TSUs) located outside of and reporting directly to the Executive Secretary of IPBES, for the implementation of specific deliverables:
 - i. Norwegian Environment Agency in Trondheim, Norway, to support the work of the task force on capacity building (deliverable 1(a) and 1(b)), providing two full-time professional positions and one full-time administrative position as well as office space and infrastructure;
 - ii. UNESCO in Paris, France, to support the work of the task force on indigenous and local knowledge systems (deliverable 1(c)), providing two part-time professional positions and two part-time administrative positions as well as office space and infrastructure;
 - iii. Ministry of Environment of the Republic of Korea and the National Institute of Ecology (NIE) in Seocheongun, Republic of Korea, to support the work of the task force on knowledge and data (deliverable 1(d)) , providing one full-time and one part-time professional positions and part-time administrative support as well as office space and infrastructure; and
 - iv. Netherlands Environmental Assessment Agency (PBL) in Bilthoven, The Netherlands, funded by three Ministries, to support the work of the expert group delivering the methodological assessment on scenario analysis and modelling

(deliverable 3(c)), providing three full-time staff including professional and administrative positions as well as office space and infrastructure.

(b) Technical support, located within and reporting to the Secretariat, for the implementation of specific deliverables is provided by:

- i. A consultant to support the delivery of the regional/subregional assessments (deliverable 2(b)), through in-kind contribution from China; and
- ii. A consultant to support the delivery of the assessment on pollination and pollinators associated with food production (deliverable 3(a)), covered by the work programme budget as no specific in-kind offer was received.

7. Agreements have been established on all the above institutional arrangements. The appropriate legal instruments were put in place when transfer of funds from the IPBES trust fund to an external TSU was necessary (Norwegian Environment Agency, UNESCO, PBL), while a Memorandum of Understanding was drafted when no transfer of funds was necessary (NIE). United Nations consultant contracts were established for the consultants providing technical support within the secretariat in Bonn.

8. The terms of reference for a TSU used in these institutional arrangements were developed to match the nature of the support to be provided, with two broad types used corresponding to support of an expert group or a task force. Generic terms of reference for these two different types of technical support are presented in appendix I.

9. In addition to the above mentioned arrangements established for specific deliverables, institutional arrangements have been established during 2014 to provide general interim technical support to the secretariat of the Platform until the secretariat is fully established, in line with decision IPBES-2/6. This interim technical support was provided by UNEP and UNEP-WCMC.

Appendix I

Generic terms of reference for a technical support unit, for deliverable (X)

A. Purpose of the Technical Support Unit

1. This agreement is addressing the establishment and operation of the Technical Support Unit (TSU) providing support to the implementation of deliverable (X) of the IPBES work programme 2014 – 2018, and to the Task Force/Expert Group on (X) and its work as guided by its terms of reference and in accordance to any subsequent agreement of the Plenary.

B. Objective and scope of the Technical Support Unit on deliverable (X)

1. The technical support unit would:
 - a. Work as a part of the Secretariat under the direction of the Executive Secretary, supporting the IPBES work programme deliverable (X);
 - b. Work with the Secretariat, Bureau and Multidisciplinary Expert Panel to ensure the overall timing and delivery of deliverable (X) is followed and met;
 - c. Work with the Secretariat to ensure that all relevant processes and procedures adopted by the Plenary are addressed in carrying out their work, and that relevant IPBES operating principles are addressed;
 - d. Provide progress reports as required for the Plenary, Bureau and Multidisciplinary Expert Panel, and support the Secretariat in tracking progress in implementation of the deliverable (X);
 - e. Work in close cooperation with the Secretariat in order to help ensure consistency in approach across the Platform's work;
 - f. Contribute, where appropriate, to the implementation of the IPBES procedures on addressing errors and possible complaints, the IPBES Communication Strategy and the Conflict of Interest Policy, in accordance with their responsibilities contained in these documents;
 - g. Upon invitation provide support to meetings of the IPBES Plenary and subsidiary bodies, through the head/focal point of the technical support unit;
 - h. Provide input as required to any independent review of the Platform's administrative and scientific and technical functions;
 - i. Undertake any other tasks as required by the IPBES Bureau and Multidisciplinary Expert Panel Members, to assist them in fulfilling their IPBES roles.

C. Specific activities to be undertaken by the Technical Support Unit on deliverable (X)

1. In the case of a *task force* the technical support unit for the task force on X will undertake the following activities:
 - a. Organise virtual and actual meetings of the task forces, following guidance provided by the Secretariat on appropriate procedural and logistical arrangements;
 - b. Support the preparation of any documents, reports and communications necessary for the work of the task force, and ensure their timely delivery;
 - c. Support the preparation of any documents, reports and communications necessary for the implementation of the Work Programme by the IPBES Secretariat, and ensure their timely delivery;
 - d. Maintain a register of appropriate contacts (organizations and experts) that might be called upon to support the work of the task force;

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- e. Support the task force in organising any other meetings and/or research necessary for supporting the task force in its work, and any online networking and support tools;
 - f. Promote and facilitate capacity-building.
 - g. Work with the Task Force on (Y);
 - h. Work with the Task Force on (Z);
2. In the case of an *author group* the technical support unit for the assessment on X will undertake the following activities:
- a. Organise virtual and actual meetings of the expert group, following guidance provided by the Secretariat on appropriate procedural and logistical arrangements;
 - b. Support the preparation of any documents, reports and communications necessary for the work of the expert group, and ensure their timely delivery;
 - c. Maintain a register of appropriate contacts (organizations and experts) that might be called upon to support the work of the expert group;
 - d. Coordinate (or help to coordinate) the research teams and author teams, so as to ensure an integrated approach is taken, and support development of outputs as necessary;
 - e. Support the expert group in organising any other meetings and/or research necessary for supporting the expert group in its work, and any online networking and support tools;
 - f. Working with the Task Force on Knowledge and Data, organise access to data that might be required, including any core datasets necessary for all aspects of an assessment to use;
 - g. Working with the Task Force on Indigenous and Local Knowledge Systems, ensure appropriate engagement with indigenous and local knowledge holders where appropriate;
 - h. Coordinate (or help to coordinate) an appropriate peer review process following the agreed Procedures for the Preparation of the Platforms Deliverables;
 - i. Coordinate (or help to coordinate) the design of the final outputs, including obtaining the necessary permissions and ensuring appropriate attribution;
 - j. Ensure that knowledge, data and capacity needs identified by each assessment are communicated to the Secretariat;
 - k. Where appropriate support the expert group in scoping follow up activities;
 - l. Promote and facilitate capacity-building where appropriate.
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