

Terms of Reference of the Polychlorinated Biphenyls Elimination Network (PEN)

Revised after the seventh meeting of the Advisory Committee of the PCB Elimination Network (PEN), held from 2 to 3 December 2016 in Asuncion, Paraguay

Secretariat of the PEN, Chemicals and Health Branch, Economy Division, UN Environment

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.

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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 of the PEN provided by UN Environment Chemicals and Health Branch. The Executive Director of UN Environment will report to the United Nations Environment Assembly (UNEA) 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 19 members drawn from the following groups:

(a) Parties:	
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 Biphenyls holders	(1)
(d) Non-governmental organizations	(1)
(e) Experts	(1)
(f) Basel, Rotterdam and Stockholm Conventions (BRS) Secretariat	(1)
(g) Intergovernmental organizations	(2)
(h) Stockholm and or/Basel Conventions Regional Centres (SCRCs/BCRCs)	(2)

8. Nomination of a new member can be submitted along with curricula vitae to the secretariat of the PEN no later than 2 months after each meeting of the Conference of the Parties to the Stockholm Convention.

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. Regions should encourage identification of new members. The Secretariat of the PEN can nominate members from each of the other categories listed above to serve on the Advisory Committee after receiving an indication of interest through a letter. Relevant experience and regional distribution should be taken into account.

After having received the nominations, the PEN Secretariat, in consultation with the Bureau of the Conference of the Parties to the Stockholm Convention, taking due regard to a balance between different types of expertise and between genders, selects a new member for a term of four years. The members may be re-elected, however, rotation of members should be supported. The PEN Secretariat confirms the membership of the Advisory Committee no later than 3 months after each meeting of the Conference of the Parties to the Stockholm Convention.

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

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10. 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.

11. 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.

12. 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.

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

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

Secretariat of the PEN

15. The Chemicals and Health Branch of UN Environment, Economy Division, 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 existing Clearing-House Mechanisms (CHM), including the BRS one;
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;
- Providing annual reports to the Advisory Committee on activities of the PEN; and

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- Prepare a progress report on the work and future plans of the PEN for the United Nations Environment Assembly (UNEA), the Basel and Stockholm COPs and the general membership for their information and any appropriate action in consultation with the Advisory Committee of the PEN.

Thematic Groups

16. 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 work plans. 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.