

Process for Determining the Work Programme of IPEA

1. Governments, regional economic integration organizations, multilateral agreements, United Nations entities, Specialized Agencies, and other intergovernmental organizations and AMR governance structures, instruments and bodies may make requests, whether individually or jointly, inviting the Panel to work on specific issues.
2. Submissions and inputs by relevant stakeholders—such as academic and research organizations, civil society organizations and networks, Indigenous Peoples, local communities, groups in vulnerable situations, private sector entities, financial institutions and philanthropic organizations, whether made individually or jointly—will also be encouraged and taken into account, as appropriate.
3. Requests, submissions and inputs should be accompanied by information on:
 - (a) A description of the proposed issue, including its geographic scope, associated problems and opportunities;
 - (b) The relevance to the Panel's scope and objectives, work programme, and priorities, including the rationale for why the Panel is thought to be best suited to consider the proposed issue.
4. Submissions should, if possible, also be accompanied by information on:
 - (a) The urgency for action by the Panel in the light of the imminence of the risks and opportunities associated with the proposed issue and potential beneficiaries;
 - (b) The availability of existing knowledge, data and expertise on the proposed issue;
 - (c) Possible challenges in capacities to address the proposed issue;
 - (d) The type(s) of deliverable(s) or modality of the Panel's activities that may be most useful in addressing the issue.
5. All requests, submissions and inputs should be received by the Secretariat no later than six months prior to the relevant session of the Expert Committee. The Secretariat will compile requests, submissions and inputs, and make them available on the Panel's website. Requests from United Nations entities, Specialized Agencies, multilateral agreements, and other intergovernmental organizations and AMR governance structures, instruments and bodies received after the deadline may be considered, on an exceptional basis, at the request of the Co-Chairs and Vice Co-Chairs of the Expert Committee.
6. The Secretariat, in consultation with the Co-Chairs and Vice Co-Chairs of the Expert Committee, will consider and prioritize the requests, submissions and inputs, and prepare a draft work programme for approval by the Expert Committee, in accordance with the following steps.
 - (a) Clustering the issues received, taking into account any existing assessment and analysis, and producing a consolidated list of topics for further consideration and prioritization;
 - (b) Conduct an initial screening of the resulting list of topics to ensure that are not already being, or have not already been, considered by others to avoid the duplication of work;
 - (c) Proposing a ranking of topics through the transparent application of a rigorous interdisciplinary review, taking into account the information in the submissions, information accessible from public sources and considerations across relevant sectors;
 - (d) Preparing a report on the top-ranked topics that documents the information and the rationale underpinning prioritization and includes an analysis of the scope and types of deliverables that may be suitable for inclusion in the Panel's work programme and any gaps for consideration;
 - (e) Preparing a draft work programme that includes the following elements:
 - I. Objectives, functions, associated deliverables, and expected outcomes;
 - II. Timelines, institutional arrangements, and budgetary implications for the implementation of the work programme.
7. The Expert Committee will consider and approve the draft work programme.