

UNECE
Expert Group on Resource Management (EGRM)
Technical Advisory Group (TAG)

Terms of Reference

Background

The Technical Advisory Group (TAG) was created in February 2014, providing technical advice to stakeholders and recommendations on draft technical documents to the Bureau. Work on resources (e.g. Minerals, Petroleum, Nuclear Fuels, Injection, Renewables, Anthropogenic Resources) to develop bridging documents, case studies etc., was undertaken by dedicated Working Groups (WG's) and reviewed by the TAG. In addition to its review role, the TAG developed bridging documents, enabled case studies, including responses to stakeholder requests for Minerals and Petroleum.

In April 2017, the Expert Group on Resource Classification (now the Expert Group on Resource Management (EGRM)) agreed to form Working Groups for Minerals and Petroleum. The Bureau decided to re-organize the structure of Working Groups, Task Forces and TAG to work more efficiently. Under this revised structure, the sectoral Working Groups reported via the TAG, i.e. keeping TAG informed on plans, activities, progress and concerns. The TAG membership comprised the Chairs of the Working Groups, and the TAG Chair coordinated, supported, reviewed and validated the work of each commodity Working Group.

However, this structure was been found to be inefficient, bureaucratically cumbersome and time consuming. A new TAG structure has been created to simplify all the processes.

These Terms of Reference describe the scope and responsibilities of the re-organized TAG.

Scope of Working Groups and the Technical Advisory Group

Overriding Principles for Working Groups:

Each Working Group (WG) will be a repository of experts in their specific subject.

WGs will be responsible for:

- Development and maintenance of sectoral specific specifications, guidelines and best practice documents
- Provision of advice on interpreting, applying and/or mapping to UNFC
- Assistance in stakeholder engagement for the application of UNFC
- Supporting the development and application of UNRMS
- Assistance to stakeholders to develop and maintain bridging documents
- Working with stakeholders to develop case studies to test specifications/guidelines, bridging documents and best practices
- Reviewing progress and delivery against work plan annually
- Identification of opportunities for uptake of UNFC and UNRMS globally.

Main Responsibility of TAG:

To coordinate efficient delivery of documents proposed by the WGs in the work plan and agreed with the Bureau.

TAG will also provide reports to the Bureau on the work carried out by the WGs as agreed.

TAG Membership

The TAG membership will comprise the Chairs of the Working Groups and TAG Co-chairs. The Bureau appoints Working Group Chairs and TAG Co-chairs. The TAG Co-chairs will decide between themselves who will attend Bureau meetings as the TAG Chair representative.

TAG Meeting Arrangements

The TAG will meet bi-monthly. Meetings will be conducted via audio or videoconference or similar method at a time agreed by the members. An in-person meeting will be convened at the time of the annual meeting of the Expert Group on Resource Management. A secretariat will be provided by UNECE. A notice and draft agenda of a TAG meeting will be sent to each representative member at least 1 week before the meeting. The designated Chair, agreed between the Co-chairs, will propose the draft agenda, and members will be invited to comment and provide input. The agenda will be agreed at the start of the meeting. If the designated Chair is not available, the Chair will nominate a member responsible for convening and conducting that meeting. If a Working Group Chair is unable to attend a meeting, he/she may nominate an alternate to represent the Working Group.

For arriving at decisions or recommendations, a majority of the TAG members, including the Chair, will constitute a quorum. The Group will make every effort to make decisions or recommendations by consensus. When consensus is not possible, the majority view will be accepted, but the meeting minutes will reflect the diversity of opinions, and the range of views will be reported to the Bureau.

The draft meeting minutes will be prepared by the Chair or Co-chairs, and circulated to the TAG as soon as practicable but preferably within 2 weeks of the meeting. The minutes will be reviewed and approved at the next meeting. These will be made available to the public through the UNECE website, following review by the Bureau and subject to Bureau agreement.

Resources and Budget

Members of TAG are neither paid nor funded by UNECE. A member's time and travel expenses may be covered personally, by that member's employer or through arrangements made by UNECE.

Responsibilities and Workload

It is expected that the Chair and members of the TAG will actively support and contribute to the work, attending most of the meetings and contributing to email discussion on TAG business between meetings. However, the intent will be to manage the level of this discussion between meetings.

Annual Report

The TAG Co-chairs will review the work of the TAG and prepare an Annual Report for the Bureau. The report will summarize reviews completed during the previous year and in progress; emerging themes, issues or suggestions; an assessment of the effectiveness of the TAG and how this may be improved where necessary. Upon conclusion of Bureau review, the report will be submitted to the Expert Group on Resource Management to keep the Bureau, and the Expert Group informed of its activities. This report will be prepared and presented at the annual meeting of the Expert Group on Resource Management.

Review Cycle

The Terms of Reference will be reviewed and updated regularly.