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APPLICATION

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Mr/Mrs/Ms	
Full name	
Affiliation	
Nationality	
Work Address	
Country	
E-mail	
Phone	

SECTION 4

Indicate you
use the letter

Area of expertise
Bio-acoustics
Population
Feeding ecology
General biology
Environment
Oil spill prevention
Response to effects) success
Conflicts between
Experience and gas accumulation
Experience (www.ifc.org)

SECTION B: ELIGIBILITY

Mark acceptance of each statement

I agree that:
I am available to allocate time
I do not have a conflict of interest with Sakhalin Energy or its subsidiaries
I will not impose any additional costs on the project
I am able and willing to attend meetings that may be held by mail or video conference
I am available to participate in a Panel meeting (WGW/ site presence up to 8 days per year for each expert to be considered)

SECTION C: REFERENCES

Please provide 3 references

Name	
Position	
Affiliation	
Relationship to your work	
Name	
Position	
Affiliation	
Relationship to your work	
Name	
Position	
Affiliation	
Relationship to your work	

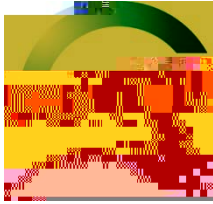
SECTION D: CONTRIBUTION STATEMENT

- Please provide a very brief written summary of why you were selected (no more than one page).
- This should cover (where applicable): your experience in translating scientific information into practical mitigation measures for a project team, under time constraints and in a non-academic setting; scientific material in English; knowledge of relevant Russian legislation; and knowledge of relevant Russian institutions.

Empty box for contribution statement.

SECTION E

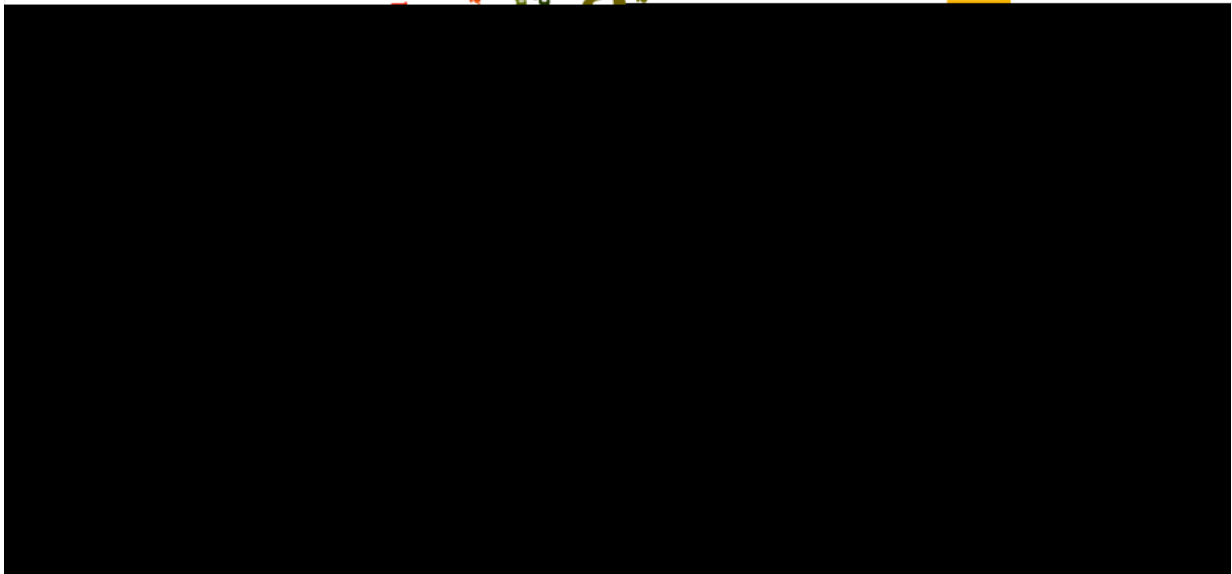
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short list of



Procedures for establishing and managing IUCN-supported Independent Scientific & Technical Advisory Panels

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Code Version Control and History:

Title	Procedures for Establishing and Managing IUCN-supported Independent Scientific & Technical Advisory Panels
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Responsible Unit	IUCN Business and Biodiversity Programme
Developed by	IUCN Business and Biodiversity Programme
Date approved	7 July 2014

PROCEDURES FOR ESTABLISHING AND MANAGING IUCN-SUPPORTED INDEPENDENT SCIENTIFIC & TECHNICAL ADVISORY PANELS

Purpose of the procedures: The procedures are intended *to ensure that Independent Scientific & Technical Advisory Panels (ISTAPs) deliver credible and robust advice to third parties in a manner that safeguards and enhances IUCN's reputation with all major stakeholder groups.*

IUCN must be able to demonstrate that the Panels are independent, transparent, accountable and scientifically rigorous, and that they engage openly with all relevant stakeholders. These procedures are mandatory and must be applied in full to any group of experts convened by IUCN to provide independent scientific and technical advice to a third party.

The procedures do not supersede any IUCN policy related to project design, review and management, including:

- [Policy and Procedure on Procurement of Goods and Services](#)
- [Project Guidelines and Standards](#)
- [Code of Ethics](#)
- [Delegation of Authority](#)

1. KEY FEATURES OF IUCN-SUPPORTED INDEPENDENT SCIENTIFIC & TECHNICAL ADVISORY PANELS (ISTAPs)

1.1 Models for delivering technical advice

Several factors must be considered when responding to a request from a government, organization or company for scientific and/or technical advice, in order to determine the most appropriate mechanism for delivering the advice. These factors include the alignment with IUCN's Mission, the desired outcomes (e.g. rigorous science or stakeholder acceptance), the funds available and whether the key competencies needed can readily be found within IUCN Commissions, Secretariat or Members. The ISTAP is only one means for IUCN to provide advice, and a Panel is only established when the advice sought requires solely scientific and/or technical evidence. Panels should not be created to build stakeholder consensus or to act as a conflict-resolution mechanism (see section 4.1.1 for further details).

and resources are needed for data collection, local consultation, decision making, monitoring, etc.

- **Risk of changing priorities from the contracting business or government agency:** Given that the Panel may require several months or years to fulfil its tasks, there is a risk that the contracting partners may change their priorities. For example, a company may decide to disinvest in an operation if market conditions become unfavourable or new legal or financing contexts may shift the balance of expertise required of the Panel. Thus, it is important to regularly review the relevance of the Panel's activities and Terms of Reference in the context of changing regulatory or market conditions, while at the same time ensuring that such an option is not abused by any party to undermine the independent deliberations and conclusions of the Panel.
- **Risk of underestimating budgetary requirements to deliver the Panel's work:** The complete scope of work of an ISTAP can rarely be fully anticipated. For example, the possibility that there may be changes in the willingness of a previously hostile stakeholder group to engage with the Panel or changes in the regulatory context means that there must be clear rules for reallocating resources that allow the Panel to continue to operate independently, while at the same time maintaining contractual accountability. It is a good idea to include a small contingency budget to cover such eventualities, together with clear rules on the circumstances whereby such resources can be used. It may also be desirable for IUCN to have access to secondary sources of funding to complement the direct support from the contracting party, to help ensure that the Panel has full independence.
- **Risk of underestimating (and more rarely overestimating) the time necessary to produce Panel conclusions and recommendations:** Many factors can influence how much time is required to deliver the ISTAP's mandate. These factors include unavoidable turnover in Panel membership, a mutually agreed expansion (or contraction) of the Panel's mandate,

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2.5 The contracting party

The organization (private or public) that

4. THE PROCESS OF ESTABLISHING AND MANAGING AN ISTAP

- the applicability of IUCN's Code of Ethics;
- the Panel's meetings rules (including a decision on the application of *Chatham House rules* and the publication of minutes);
- public communications requirements, including the publication of the final deliberations and recommendations of the Panel;
- reimbursement and invoicing procedures;
- IUCN's coordination role and reporting lines; and
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4.3.1 Developing the Terms of Reference (TOR) for the Chair position: Based on the specific

with a slightly higher honorarium for the Chair). Each member of the Panel should be informed about the applicability and contents of IUCN's Code of Ethics.

4.3.8 Publicizing the names of the Chair and the members of the Panel, once they have been contracted. The members' names, bios and TORs should be made public on IUCN's website.

4.3.9 Engaging with the Global Business and Biodiversity programme: Throughout the convening process, the Project Manager should engage with the Business and Biodiversity Programme (or, if the Project Manager is a GBBP staff member, with the Global Director, Nature-based Solutions Group), to receive guidance and quality assurance on the various elements mentioned above.

4.4 Managing the ISTAP

A number of actions will be required at the launch of the Panel, while others will be recurrent activities. In particular:

4.4.1 Within the first quarter of its establishment, the Panel, led by the Chair and in collaboration with the Project Manager, should develop a detailed project work plan and budget (covering the entire duration of the Panel and respecting the original mandate, TORs and budget that were N4(a6(an)6(d)-4()JJ-24w)1c 0.009 Tw-4(ag)9(r)JJ0 Tc 0 Tw6,

Annex 5

5.2 During the lifetime of the Panel, the Chair may highlight the need to divert from the initially agreed work plan, if new evidence emerges that points to the need to address different issues or take a different course of action. In such a case, the Chair should, on the approval of the Director General, be given the opportunity to develop a revised work plan and budget, clearly justifying the proposed changes. The modified work plan and budget should be submitted to the contracting party by the Project Manager.

5.3 In accordance with the contractual agreements, the Director General retains the right to terminate the contract of any Panel member, including the Chair, for breach of contract.

5.4 The Director General retains the right to dissolve the ISTAP if s/he has grounds to believe that the Panel is no longer able to deliver on its mandate, or if unanticipated circumstances or actions by a third party are judged to present a major risk to IUCN.

6. SIGN-OFF PROCEDURE

6.1 At the end of the assessment phase (see section 4.1), the Director General should decide if an ISTAP will be designed and convened.

6.2 The legal contract with the donor should be signed in accordance with IUCN's Delegation of Authority.

6.3 The consultancy contracts with the Chair and Panel members should be signed in accordance with IUCN's Delegation of Authority.

7. GRIEVANCE MECHANISM

7.1 Any ISTAP should be supported by a grievance mechanism to guarantee that complaints received during the life of the Panel are addressed in the most transparent, fair and timely manner. The mechanism should clarify:

- types and scope of complaints;
- the complaints procedure; and
- the complaints contact.

7.2 The grievance mechanism should make provisions for:

- receiving, validating and analysing the inputs (formal complaint or notice or information);

Annex 5

- agreeing the action needed with the Project Manager and the Panel Chair (work order proposal);
- setting priorities for action (timeline) and scope (what to obtain, whom to involve, where to intervene);
- coordinating the investigation, field compliance audit and/or desk review of evidence (records and documents);
- delivering updated reports on the investigation; and
- providing feedback on analysis of the lessons learned.

8. COMPLIANCE WITH IUCN'S PROJECT GUIDELINES AND STANDARDS

8.1 The establishment of an ISTAP should be treated like a regular IUCN project and therefore developed in accordance with IUCN's [Project Guidelines and Standards](#) and, if relevant, the [Operational Guidelines for Private Sector Engagement](#).