Part V: Institutional arrangements

1. Conference of the Parties

1. A Conference of the Parties is hereby established.

2. The first meeting of the Conference of the Parties shall be convened by the Executive Director of UNEP no later than one year after the date of entry into force of this [instrument]. Thereafter, ordinary meetings of the Conference of the Parties shall be held at regular intervals to be decided by the Conference.

3. Extraordinary meetings of the Conference of the Parties shall be held at such other times as may be deemed necessary by the Conference, or at the written request of any Party, provided that, within six months of the request being communicated to the Parties by the secretariat, it is supported by at least one third of the Parties.

4. The Conference of the Parties shall by consensus agree upon and adopt at its first meeting rules of procedure and financial rules for itself and any of its subsidiary bodies, as well as financial provisions governing the functioning of the secretariat.

5. The Conference of the Parties shall keep under continuous review and evaluation the implementation of this [instrument]. It shall perform the functions assigned to it by this [instrument] and, to that end, shall:

   (a) Establish such subsidiary bodies as it considers necessary for the implementation of this [instrument];
   (b) Cooperate, where appropriate, with competent international organizations and intergovernmental and non-governmental bodies;
(c) Regularly review all information made available to it and to the secretariat pursuant to Article [X.X] (e.g., Reporting, Transparency/tracking, Information exchange);  
(d) Consider any recommendations submitted to it by [compliance mechanism]; and  
(e) Consider and undertake any additional action that may be required for the achievement of the objective of this [instrument];

6. The United Nations, its specialized agencies and the International Atomic Energy Agency, as well as any State not a Party to this [instrument], may be represented at meetings of the Conference of the Parties as observers. Any body or agency, whether national or international, governmental or non-governmental, that is qualified in matters covered by this [instrument] and has informed the secretariat of its wish to be represented at a meeting of the Conference of the Parties as an observer may be admitted unless at least one third of the Parties present object. The admission and participation of observers shall be subject to the rules of procedure adopted by the Conference of the Parties.

3. Secretariat

1. A secretariat is hereby established.

2. The functions of the secretariat shall be:

   (a) To make arrangements for meetings of the Conference of the Parties and any other bodies as may be established under this agreement or by the Conference of the Parties and to provide them with services as required;  
   (b) To facilitate assistance to Parties on request, in the implementation of this [instrument];  
   (c) To coordinate, as appropriate, with the secretariats of relevant international bodies;  
   (d) To assist Parties in the exchange of information related to the implementation of this [instrument];  
   (e) To prepare and make available to the Parties periodic reports based on information received pursuant to Article [X (Compliance)] and Article [X (Reporting)] and other available information;
(f) To enter, under the overall guidance of the Conference of the Parties, into such administrative and contractual arrangements as may be required for the effective discharge of its functions; and

(g) To perform the other secretariat functions specified in this [instrument] and such other functions as may be determined by the Conference of the Parties.

3. The secretariat functions for this [instrument] shall be performed by the Executive Director of UNEP, unless the Conference of the Parties decides, by a [three-fourths] majority of the Parties present and voting, to entrust the secretariat functions to one or more other international organizations.

4. The secretariat and the host State may conclude a headquarters agreement. The secretariat shall enjoy legal capacity in the territory of the host Site and be granted such privileges and immunities by the host State as are necessary for the exercise of its functions.

5. The Conference of the Parties, in consultation with appropriate international bodies, may provide for enhanced cooperation and coordination between the Secretariat and the secretariats of other multilateral environmental agreements and other conventions dealing with matters covered by this [instrument]. The Conference of the Parties, in consultation with appropriate international bodies, may provide further guidance on this matter.