
TERMS OF REFERENCE FOR THE WORKING GROUP ON TRANSPARENCY AND REPORTING¹**Mandate**

1. The Working Group on Transparency and Reporting shall undertake tasks defined by the Conference of States Parties in the general area indicated by its title. As a rule, the purpose of such work shall be to prepare materials and proposals for the Conference of States Parties.

Composition and Membership

2. The Chair(s) of the Working Group shall be appointed by the President of the CSP for a period until the conclusion of the following CSP.

3. Meetings of the Working Group shall be public.

4. At the request of one or more States Parties, on an exceptional basis, and in accordance with Rule 43, a particular session or part of a session of the Working Group may be limited to States Parties and Signatory States only. Experts may be invited to attend such a session or part of a session, pursuant to Rule 42.2 of the Rules of Procedure.

Working method

5. The standing Working Group shall operate in accordance with the ATT Rules of Procedures with particular reference to Rule 42 and 43.

6. The Working Group shall as a rule hold its meetings in Geneva, where the meetings can be supported by the Secretariat of the Treaty. When possible, the Working Group shall hold its meetings back to back with other ATT meetings for cost saving purposes and to ensure maximum participation.

7. Consultation on any documentation submitted to or under consideration/development by the Working Group shall be conducted by its Chair(s) by posting it on the ATT website and circulation by email, in addition to any consultation held during the Group's meetings, to ensure maximum participation in the work of the Working Group. Material that is related to a topic that is treated by the Working Group in closed session should be posted to the website's restricted area and circulated among States Parties only.

Budgetary implications

8. Direct meeting costs, such as for technical support, documentation, and any translation and/or interpretation services, shall be covered by the resources allocated for the conduct of meetings in the budget of the Conference of States Parties as well as any voluntary contributions

¹ Annex C of the WGTR Co-chairs' Draft Report to CSP3 ([ATT/CSP3.WGTR/2017/CHAIR/159/Conf.Rep](http://att/csp3.wgtr/2017/Chair/159/Conf.Rep)).

that are made available for this purpose. Indirect meeting costs, such as travel and accommodation, shall be borne by the participants except to the extent that sponsorship funding is available.
