

## **Kimberley Process**

### **Working Group on Monitoring**

#### **Terms of Reference**

##### **1. Role and mandate of the Working Group**

The Kimberley Process Working Group on Monitoring is mandated by the Plenary representing all Participants in the Scheme to deal with issues relating to monitoring of the implementation of the Kimberley Process Certification Scheme, with a view to promoting full and effective implementation of the KPCS by all Participants. To this end, the Working Group shall

- a) Develop proposals for ensuring the effectiveness of monitoring and review of implementation of the KPCS by Participants;
- b) Assess the effectiveness of monitoring and review activities in the Kimberley Process, and identify best practices;
- c) Assist the Chair of the Kimberley Process with any specific tasks relating to monitoring and review, notably (but not exclusively) those linked to Section VI paragraphs 11 to 16 of the KPCS document;
- d) Prepare reports on progress and issues relating to monitoring and review for the Plenary through the Chair;
- e) Advise Participants; through the Chair of the Kimberley Process, on ways to improve internal controls related to the KPCS and, in response to requests from Participants, facilitate assistance in capacity-building on monitoring; and
- f) Receive, through the Chair of the Kimberley Process, reports from Participants or Observers concerning monitoring issues that may require the attention of the Working Group.

##### **2. Composition of the Working Group**

The Working Group shall consist of members appointed by the Plenary of the Kimberley Process from among Participants and Observers on a proposal from the Chair. Geographical balance and the representation of both producing and trading Participants shall be taken into account in the composition of the Working Group. The Working Group shall be chaired by the representative of a Participant appointed by the Plenary of the Kimberley Process on a proposal from the Chair. The Chair may also recommend the appointment of an Assistant from among Participants or Observers. The current composition of the Working Group is indicated in the Annex to this document (which may be updated periodically by the Chair of the Working Group).

### **3. Working methods**

The Working Group will normally meet at Plenary meetings of the Kimberley Process. At the request of a Participant and with the agreement of its members, the Working Group may meet more frequently.

The Working Group may also discuss issues in its remit on an ongoing basis by e-mail or written correspondence or by teleconference, so as to permit adequate preparation of its discussions at Plenary and, where appropriate, so as allow it to reach timely agreement on urgent matters.

Agendas for Working Group meetings will be prepared by the Chair of the Working Group with as much advance notice as possible and will be developed in consultation with members.

The Working Group shall report to the Plenary through the Chair of the Kimberley Process. From time to time, between Plenary meetings, the Working Group may submit recommendations to the Chair of the Kimberley Process for consideration or for submission to concerned Participants.

As appropriate, the Chair of the Working Group shall also keep the Chair of the Kimberley Process informed of significant developments in the work of the Working Group.

The Working Group shall cooperate with other working groups of the Kimberley Process as appropriate.

The Chair of the Working Group and Assistant shall provide secretariat functions for the Working Group.

#### **Annex: Composition of the Working Group on Monitoring (October 2003)**

The Working Group on Monitoring, as decided by the Plenary of the Kimberley Process, is composed as follows:

Chair: European Community  
Assistant: Israel

Members: Canada  
Central African Republic  
European Community  
India  
Israel  
People's Republic of China  
Russia  
South Africa  
United States  
World Diamond Council  
Global Witness / Partnership Africa Canada