REPORT OF THE
SECOND SESSION OF THE EUROPEAN COMMISSION
FOR THE CONTROL OF FOOT-AND-MOUTH DISEASE

Held in Rome, Italy
16 and 17 March 1955

Food and Agriculture Organization of the United Nations
Rome, Italy
March 1955
Beginning in January 1955, reports of FAO Meetings held as part of the Program of Work of the Agriculture Division, are being issued in the present form. Reports are numbered chronologically within each calendar year.

An earlier report of the European Commission for the control of Foot-and-Mouth Disease has been issued as a mimeographed document by the Agriculture Division of FAO:

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of the
SECOND SESSION OF THE
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FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
March 1955
Rome, Italy
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REPORT OF THE SECOND SESSION OF THE
EUROPEAN COMMISSION FOR THE CONTROL OF FOOT-AND-MOUTH DISEASE

INTRODUCTION

In accordance with the decision taken at the First Session of the Commission that "regular sessions of the Commission will be held in the month of March, each year, unless otherwise decided", the Second Session was held in Rome on 16 and 17 March 1955. After its formal opening by the Chairman, Dr. P.V. Cardon, Director General of the Food and Agriculture Organization of the United Nations, addressed the Meeting.

In the course of his statement, the Director-General extended a welcome to the delegates and observers, mentioning especially the two new Member Countries, Austria and Iceland, and reviewed progress since the first meeting of the Commission in July 1954.

Although sporadic outbreaks of foot-and-mouth disease were being reported in some European countries and more in others, the position on the whole did not seem to be particularly acute at the present time. Nevertheless, it would be the duty of the Commission to consider and devise ways and means of assisting countries, not only to prevent the entrance of the infection but also to control its spread within countries.

The Director-General announced that with the approval of the Executive Committee, he had appointed Mr. Erik Fogedby in a full-time capacity as Veterinarian to the Commission and he expressed the confident hope that more European countries would, in the near future, become Members of the Commission.

Adoption of the Agenda.

The Commission adopted the Agenda which had been circulated by the Secretariat.

Appointment of Officers.

On the motion of the delegation of Yugoslavia, seconded by the delegation of the United Kingdom, J.C. Nagle was elected Chairman until the next session of the Commission. J.M. Van den Born and S. Mihajlović were elected Vice-Chairmen on the motion of the delegation of the United Kingdom, seconded by the delegation of Norway. To fill the three remaining vacancies on the Executive Committee, the following were elected:— H. Baggerud — Norway, Wǒldike Nielsen — Denmark, J.M. Ritchie — United Kingdom.
## PARTICIPATION IN THE MEETING

### DELEGATES

<table>
<thead>
<tr>
<th>Country</th>
<th>Delegate 1</th>
<th>Role and Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUSTRIA</td>
<td>Ministerialrat Dr. M. Vogler</td>
<td>Bundesministerium für Land- und Forstwirtschaft, Stubenring 1, Vienna I</td>
</tr>
<tr>
<td></td>
<td>Mr. F. Wöldike Nielsen,</td>
<td>Chief Veterinary Officer, Nyropsgade 37, Copenhagen.</td>
</tr>
<tr>
<td>DENMARK</td>
<td>Mr. J.C. Nagle,</td>
<td>Assistant Secretary General, Department of Agriculture, Dublin.</td>
</tr>
<tr>
<td></td>
<td>Mr. P.A. Rogan,</td>
<td>Director of Veterinary Services, Department of Agriculture, Dublin.</td>
</tr>
<tr>
<td>IRELAND</td>
<td>Mr. J.M. Van den Born,</td>
<td>Chief Veterinary Officer, Prins Mauritslaan 99, The Hague.</td>
</tr>
<tr>
<td></td>
<td>Mr. C.C.L. Eeguard,</td>
<td>Agricultural Attaché, Royal Netherlands Embassy, Via P.S. Mancini, Rome</td>
</tr>
<tr>
<td></td>
<td>Dr. H.S. Frenkel,</td>
<td>Director of the State Institute for Veterinary Research, Amsterdam.</td>
</tr>
<tr>
<td>NETHERLANDS</td>
<td>Mr. Helge Baggerud,</td>
<td>Deputy Director of the Veterinary Directorate, Ministry of Agriculture, Oslo</td>
</tr>
<tr>
<td>NORWAY</td>
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</tr>
</tbody>
</table>
UNITED KINGDOM

Mr. A.D.J. Brennan,
Deputy Chief Veterinary Officer,
Ministry of Agriculture and Fisheries,
Hook Rise, Tolworth,
Surbiton, Surrey.

Mr. R.A. Thorne,
Principal,
Ministry of Agriculture and Fisheries,
Hook Rise, Tolworth,
Surbiton, Surrey.

YUGOSLAVIA

Dr. Sava Mihajlović,
Director,
Federal Veterinary Services,
Savska 35/V
Belgrade.

Mr. V. Ilić,
Secretary,
Federal Veterinary Services,
Savska 35/V
Belgrade.

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Chef des Services Vétérinaires,
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ITALY (contd.)

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Veterinary Inspector,
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Rome.

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First Secretary to the Swedish
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Institute of Bacteriology and
Serology of Pendik,
Istanbul.

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OF EPIZOOTICS

Prof. I. Altara,
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Office International des Epizooties,
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Rome.

Prof. G. Flückiger,
Directeur de l'Office vétérinaire fédéral,
Viktoriastrasse 85,
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Switzerland.
Mr. B.L. Rowan,
Head of Division for Productivity
in Food and Agriculture,
European Productivity Agency,
Château de la Muette,
Rue André Pascal,
Paris 16ème, France.

Sir Thomas Dalling,
Temporary Secretary,
European Commission for the Control
of Foot-and-Mouth Disease,
Animal Production Branch,
Agriculture Division,
FAO, Rome.

Mr. Erik Fogedby,
Assistant Secretary,
European Commission for the Control
of Foot-and-Mouth Disease,
Animal Production Branch,
Agriculture Division,
FAO, Rome.

Mr. T. Threlkeld,
Acting Chief,
Animal Production Branch,
Agriculture Division,
FAO, Rome.

Mr. N.R. Reid,
Animal Production Branch,
Agriculture Division,
FAO, Rome.

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c/o Bundesministerium für Land-
und Forstwirtschaft,
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FAO STAFF
(contd.)

Dr. R. Daubney,
FAO Veterinarian (ETAP),
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P.O. Box 256,
Damascus,
Syria.

OFFICERS OF THE MEETING

Mr. J.C. Nagle — Chairman
Mr. J.M. Van den Born — Vice-Chairman
Dr. S. Mihajlović — Vice-Chairman
Sir Thomas Dalling — Temporary Secretary
Mr. E. Fogedby — Veterinarian
SUMMARY OF DISCUSSIONS

Report on Activities since the First Session

The Executive Committee reported as follows:

Iceland and Austria had recently acceded to membership of the Commission and Italy was expected to become a member in the near future.

With regard to the questionnaire issued to all countries in Europe, replies had been received from 16 countries and an analysis had been made. It was felt that the information contained in this analysis was of considerable value and would provide useful background for the formulation of policy for a European scheme for the control of foot-and-mouth disease.

Visits had been made by the Temporary Secretary to 9 European countries during which the activities and objectives of the Commission were discussed with the appropriate veterinary and other authorities. The Commission was also represented at the Meeting of the Permanent Committee for the Study of the Technical Problems concerning Vaccination against Foot-and-Mouth Disease, convened by the OIE in Brussels. At this meeting, results of some of the most recent work on the laboratory diagnosis of foot-and-mouth disease vaccine production were discussed.

During his visits to European countries, the Temporary Secretary had discussed the reporting of outbreaks of foot-and-mouth disease, stocks of vaccine and virus for immediate use, facilities for extended scale production and arrangements for the typing of strains of virus. Close personal contacts were maintained with OIE, OECD, and the Permanent Committee of I.V.C.

Pursuant to a decision of the first meeting of the Commission, the question of research projects in regard to foot-and-mouth disease had been discussed with OECD and OIE.

A few non-member countries appeared to be deterred from joining the Commission because, among other things, of the scale of contributions.

In discussing the work of the Commission since the first meeting, the Members of the Committee specially stressed the importance of the provision of a full and prompt service of information from European countries on outbreaks and other particulars of foot-and-mouth disease and the rapid dissemination of such information to all European countries. Some members expressed some concern that the membership of the Commission had not increased to a greater extent.

The Commission endorsed the foregoing report.
Future Activities of the Commission

The Commission agreed with a suggestion by the Executive Committee that the future activities of the Commission should be considered under the following heads:

A. Further membership of the Commission;

B. Evolving a plan for the control of foot-and-mouth disease in Europe;

C. Considering measures for preventing the introduction of foot-and-mouth disease into Europe.

A. Eight European countries are now members of the Commission. There is urgent need that other countries, especially in the various strategic geographical situations, become members in order that full arrangements can be made and agreements entered into for complete measures of control in Europe.

The Commission welcomed statements by the Observers from Italy, Portugal and Turkey to the effect that their Governments intended to become Members of the Commission. The Observer of Portugal stated that his Government felt strongly that the annual contribution fixed in the Constitution was excessive and suggested that it should be halved (the question of contributions is dealt with later in the report).

The Commission agreed that strong efforts should be made to increase the membership further.

B. Before a complete plan for the control of foot-and-mouth disease can be formulated for the whole of Europe, the Commission considered that it is necessary to ensure that national plans have been worked out in the different countries and that they can be applied and brought into operation.

From the replies to the questionnaire received from countries, a considerable amount of information on national plans has already been received by the Secretariat of the Commission. An analysis of the plans has already been made and this will serve as a useful guide. It is now necessary to examine the plans further and to obtain replies from countries which hitherto have not responded to the request to complete the questionnaire.

The Commission agreed that the following important points should be subjects of early action:

(a) Reporting, by telegraph with full details, outbreaks of the disease, by all European countries at the earliest possible time after occurrence; information on the types of the virus in each new outbreak; the action taken to
control the outbreak or outbreaks; reports on the progress in controlling the outbreaks; and arrangements for the prompt dissemination of such information by the Secretariat to all European countries. To this end there should be early discussions with OIE. The great importance of this matter was particularly stressed from the point of standardisation of the form of reporting.

(b) Consulting with and giving advice to countries on plans for control of the disease and on measures to prevent its entry into the country. It is realised that, in some countries, the present measures may be adequate; in others, however, improvements can be made. In addition, the plans should also be examined from the point of view of incorporation into a national European plan.

(c) Arrangements for typing virus, recovered from outbreaks. Again, in some countries there are suitable arrangements within the country; some countries, on the other hand, have made arrangements outside the country; some countries may not have made arrangements. Consideration should also be given to checking of typing.

(d) For countries in which a full or partial vaccination policy is adopted, the question of supplies of satisfactory vaccine will have to be considered. Vaccine production is being carried out in some countries; other countries must rely on sources outside the country.

In order that full information may be available on sources of vaccine, as recommended in the Constitution of the Commission, there should be compiled lists of vaccines and virus, available at different laboratories and arrangements should be made to keep the lists up to date. This will mean that there will be available information on sources of vaccine to meet requirements of non-producing countries for either routine vaccination work or to meet emergencies.

(e) For countries which now produce vaccine, or which contemplate doing so, a source of strains of virus for vaccine production should be arranged, if such strains are required. Similarly, arrangements should be made for supplies of standard anti-sera to be used, where needed, for the typing of strains of virus.

The Secretariat should collaborate in the broad field of standardisation of sera and vaccines used in the diagnosis and control of foot-and-mouth disease. This collaboration should be effected through close collaboration with OIE, a committee of which is dealing with biological products generally.
The Secretariat should also collaborate in any research projects which may be operated on the lines suggested by the Joint Advisory Committee of OEEC, OIE and the Commission, set up at the First Meeting of the Commission.

After full consideration of the report presented by the Joint Advisory Committee, the Commission strongly recommended that the following research projects be carried out in the near future:

(i) Holding a seminar, in Amsterdam, in the late autumn 1955, on the typing and cultivation of foot-and-mouth disease virus.

(ii) Experiments to determine the duration of immunity in cattle for the virus contained in the commonly-used trivalent vaccines against foot-and-mouth disease; these experiments should be carried out from the field or practical angle as now in progress in the Netherlands and under strictly controlled laboratory conditions.

It was further agreed that an approach be made to OEEC for collaboration and financial support for these projects.

The Observer from OEEC said that his Organization is always happy to collaborate with the Commission.

OEEC is prepared to mount the Seminar on behalf of the Commission and as regards the proposed experiments, when satisfactory details have been worked out including the question of material support from the different countries, he believed that it would be possible to carry out the proposed research work.

C. Arrangements should be made to receive information on the foot-and-mouth position in parts of the world outside Europe. Assessment should be made of the risks of the presence of the disease in such parts of the world to European countries through trade and other activities. Consideration should be given to methods whereby such risks can be removed or minimized.

In all this work, the closest collaboration will be maintained with other international organizations especially OIE and OEEC.


The Commission had before it the Provisional Draft for an International Sanitary Convention for the Prevention of Foot-and-Mouth Disease, which has recently been circulated by the Government of France.
While welcoming in principle any development such as the proposed Convention, which would assist in restricting the spread of the disease and which ultimately might be world-wide in character, the Commission felt that at this stage, organised measures of a regional nature are a first essential in dealing with the disease. In fact, it seems highly probable to the Commission that a world Convention would have a better prospect of success if the way were prepared by the development of strong regional organizations in different parts of the world. So far as Europe is concerned, the considered opinion of the Commission is that the control of the disease can be effectively carried out only by the united effort of European states supported by adequate arrangements such as are now agreed by the Commission.

The members of the Commission considered that their active participation in the development of the proposal for a world Convention would be greatly facilitated by the accession to membership in the Commission of those countries which have not so far become members.

The Commission, accordingly, strongly urged that all European countries which have not yet done so, become members of the Commission so that a strong and united effort can be made to safeguard the different countries from the disease. By such action, considerable assistance would, in due course, be available towards the effective implementation of a world Convention. It was urged that there should be the closest collaboration with OIE within the framework of the agreement between that body and FAO.

As regards the actual provisions of the Draft Convention, it was noted that they contain no reference to the European Commission for the Control of Foot-and-Mouth Disease. The Commission expressed the view that in any such Convention it would be essential to assign a due place to the Commission and to confer operative functions on the Commission so far as Europe is concerned.

Financial Regulations

The Commission adopted the Financial Regulations contained in Appendix I, with effect from 12 June 1954.

Budget and Accounts

The Director-General of FAO reported that contributions received in 1954 amounted to $6,250. As no expenditure was incurred in 1954, a surplus of $6,250 was realised. The following resolution was passed:

The Commission

NOTING

(a) that annual contributions in respect of 1954 were paid in 1954 to a total of $6,250; and
(b) that no expenditures were charged against these contributions.

RESOLVES that the amount of $6,250 and any outstanding contribution for that year, be placed immediately in the Special account described in Article XIII.7 of the Constitution of the Commission.

The Commission adopted the following budgets for 1955 and 1956, which had been prepared by the Director-General of FAO and submitted to the Commission by the Executive Committee.

It was noted that the budgets provided for one P.4 veterinarian and one G.4 stenographer together with travelling expenses and interpretation services at meetings of the Commission. FAO will continue to provide such staff and facilities as can be made available by the Organization within the limits of the Budget of FAO.
## ANNUAL ADMINISTRATIVE BUDGET FOR 1955

**Source:** Members of the Commission

<table>
<thead>
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<th>Amount</th>
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<tr>
<td>(a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Received in 1954 in respect of 1955 contribution</td>
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<tr>
<td>(b)</td>
<td></td>
<td></td>
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<tr>
<td>Now due in respect of 1955</td>
<td>$21,000.00</td>
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<tr>
<td>(c)</td>
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<tr>
<td>Possible additional contribution</td>
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**Application of Resources**

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<th>Administrative Expenditure under Articles IV and XII.2 of the Constitution.</th>
<th>U.S.$</th>
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<tr>
<td>1. Personal Services - $12,500</td>
<td>Salaries, Established Posts (9,100)</td>
<td>(9,100)</td>
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<td>Allowances (3,400)</td>
<td>(3,400)</td>
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<tr>
<td>2. Travel</td>
<td>3,000</td>
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<tr>
<td>3. Meetings of the Commission</td>
<td>400</td>
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<tr>
<td>4. Miscellaneous</td>
<td>100</td>
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Sub-total Chapter I: $16,000.00

**Chapter II**

| Expenditure under Article V of the Constitution | 5,750 |

Sub-total Chapter II: $5,750.00

**Chapter III**

| Contingencies | 28,250 |

Sub-total Chapter III: $28,250.00

**GRAND TOTAL:** $50,000.00

## ANNUAL ADMINISTRATIVE BUDGET FOR 1956

**Source:** Members of the Commission

<table>
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<tr>
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<tr>
<td>Possible contributions in respect of 1956</td>
<td>$50,000.00</td>
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**Application of Resources**

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<th>Administrative Expenditure under Article IV and XII.2 of the Constitution.</th>
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<td>1. Personal Services - $13,600</td>
<td>Salaries, Established Posts (10,300)</td>
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<td>Allowances (3,300)</td>
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<td>2. Travel</td>
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<tr>
<td>3. Meetings of the Commission</td>
<td>400</td>
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<tr>
<td>4. Miscellaneous</td>
<td>100</td>
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</table>

Sub-total Chapter I: $17,100.00

**Chapter II**

| Expenditure under Article V of the Constitution | 5,000 |

Sub-total Chapter II: $5,000.00

**Chapter III**

| Contingencies | 27,900 |

Sub-total Chapter III: $27,900.00

**GRAND TOTAL:** $50,000.00
Annual Contributions by Members

The necessity for prompt payment of contributions by Members was stressed. As indicated earlier in this report, the Observer of Portugal stated that his Government regarded the annual contribution assigned to Portugal, as shown in Appendix 1 of the Constitution of the Commission as excessive; in his opinion a more appropriate contribution would be half that amount.

The matter of contributions was also informally discussed by the Executive Committee, particularly in regard to certain non-member countries. The Commission felt that the position of such countries might be examined further with a view to ascertaining whether adjustments would be justified. It realised that the general subject of scale of contributions can present many difficulties and hoped that nothing in the nature of a general revision would be raised. The Commission also appreciated that an amendment to the Constitution would at present be required in order to alter the contribution of any country specified in Appendix 1 of the Constitution.

As regards the currency in which contributions would be payable, the Commission agreed that the same procedure should be followed as in 1954.

Rules of Procedure


*   *   *

The Commission fixed the date of the next regular session as March 1956. It is proposed that there should be a meeting of the Executive Committee in the autumn of 1955.

In the absence of the Director-General of FAO, Dr. F.T. Wahlen, Director, Agriculture Division, addressed the Meeting before it was formally closed, on 17 March 1955.
EUROPEAN COMMISSION FOR THE CONTROL OF 
FOOT-AND-MOUTH DISEASE

SECOND SESSION
Rome, 16 and 17 March 1955

APPENDIX I

FINANCIAL REGULATIONS

Regulation I - Eligibility

1.1 These regulations shall govern the financial administration of the European Commission for the Control of Foot-and-Mouth Disease.

1.2 The financial rules and procedures of FAO shall apply to the activities of the Commission unless otherwise provided.

Regulation II - The Financial Year

2.1 The financial year shall be the calendar year.

2.2 As a transitional measure, the first financial year shall cover the period from 12 June 1954 to 31 December 1954.

Regulation III - The Budget

3.1 Budget Estimates expressed in United States dollars shall be prepared by the Director-General of FAO and submitted to the Executive Committee. They shall consist of:

(a) An annual administrative budget relating to the annual contributions of members of the Commission payable under Articles XIII.1 and XIII.2 and expenditures arising from Articles IV, V and XII.2 of the Constitution.

(b) As appropriate, special budgets relating to funds made available from (i) the Special Account described in Article XIII.7 for expenditures on activities listed under Articles IV and V or (ii) supplementary contributions paid under Article XIII.4 for expenditures listed under Article V.
3.2 The annual administrative budget shall consist of three chapters:

Chapter I Administrative expenditure under Articles IV and XII.2

Chapter II Expenditure under activities listed under Article V. Estimates under this chapter may, if necessary, be presented in a single total only but detailed estimates for each particular project will be prepared and approved as "supplementary details" of the administrative budget.

Chapter III Contingencies

3.3 The annual administrative budgets, together with any supplementary details then available shall be presented by the Director-General to the Executive Committee which shall submit them, with its comments, to the Commission. Additional supplementary details shall be submitted to the Commission for approval as and when the necessity arises.

3.4 Special Budgets (3.1 b) shall be submitted at appropriate times to the Commission or the Executive Committee as the case may be.

Regulation IV Appropriations

4.1 After the budgets have been adopted, the appropriations therein will be the authority for the Director-General to incur obligations and make payments for the purposes for which the appropriations were voted and up to the amounts so voted.

4.2 In cases of emergency the Director-General is authorised to accept supplementary contributions from a member or members of the Commission or grants from other sources and incur expenditure against them for emergency action for which the said contributions or grants were specifically provided. Such contributions or grants and expenditure relating thereto will be reported in detail to the next session of the Executive Committee or Commission.

4.3 Such portion of appropriations as is required to meet the outstanding legal obligations as at 31 December of that year shall remain available for 12 months following the end of that year.

4.4 At the end of the 12-month period provided in Regulation 4.3 above, the then remaining balance of any appropriations retained shall be surrendered. Any unliquidated prior year obligation shall at that time be cancelled or where an obligation remains a valid charge, transferred against current appropriations.
4.5 Transfers between chapters may be effected by the Director-General on the recommendation of the Secretary of the Executive Committee. Details of the transfers so effected will be reported to the Executive Committee.

Regulation V - Provision of Funds

5.1 The appropriations of the administrative Budget shall be financed by contributions from Member Governments determined and payable in accordance with Article XIII paragraphs 1, 2 and 3 of the Constitution.

5.1.2 Pending receipt of annual contributions, the Director-General is authorized to finance approved expenditure from the Special Account. Such drawings from the Special Account shall be refunded upon receipt of contributions.

5.2 The annual contributions to the Administrative Budget shall be assessed in United States dollars. The currency in which contributions shall be paid shall be determined annually by the Commission in accordance with Article XIII.5 of the Constitution.

5.3 Any nation admitted to membership of the Commission shall pay a contribution to the budget for the financial year in which the membership becomes effective, such contribution beginning with the quarter in which acceptance of the Constitution has been effected. As a transitional measure nations accepting the Constitution in 1954 will not be assessed in an amount exceeding 50% of its assessment as laid down in the Scale of Contributions, Appendix I to the Constitution.

Regulation VI - Funds

6.1 All contributions, supplementary contributions and other receipts shall be placed in a Trust Fund administered by the Director-General of FAO.

6.2 With respect to the Trust Fund referred to in Regulation 6.1 the Organization shall maintain Accounts:

6.2.1 A general Account to which shall be credited receipts of all contributions paid under Articles XIII.1 and 2 of the Constitution, drawings from the Special Account under Financial Regulation 5.1.2 and Miscellaneous Income other than Supplementary Contributions under Article XIII.4 and from which shall be met all administrative expenditure and repayments to the Special Account.

FAO/55/3/2005 A
6.2.2 A special account to which shall be credited any excess of income over obligations incurred under the administrative Budget at the end of each financial year and from which shall be met expenditures for purposes outlined in Articles IV and V. Furthermore the advances provided for under Financial Regulation 5.1.2 will be made from and repaid to this account.

6.2.3 Such additional accounts as may be necessary to which shall be credited the supplementary contributions and the expenditures relating thereto as envisaged in Article XIII.4.

Regulation VII

7.1 These Regulations shall be effective from 12 June 1954.

7.2 These Regulations may be amended by the Commission in the same manner as provided for amendments to the Rules of Procedure of the Commission.
RULES OF PROCEDURE

Rule I - Sessions of the Commission

Notices convening a regular session of the Commission shall be dispatched by the Director-General not less than 50 days and notices convening a special session not less than 20 days before the date fixed for the opening of the Session, to Members of the Commission, to such Nations which are not Members of the Commission and to such international organizations as may be represented in accordance with Article IX of the Constitution, hereafter referred to as "participating Nations" and "international organizations".

Rule II - Agenda

1. A provisional agenda for each regular session of the Commission shall be drawn up by the Director-General and dispatched to Members and to participating Nations and international organizations not less than 50 days before the date fixed for the opening of the session.

2. The provisional agenda for a regular session shall consist of:

   (a) All items the inclusion of which may have been decided upon by the Commission at a previous session.

   (b) Election of Chairman and Vice Chairmen of the Commission. (Article VI of the Constitution).
(c) Applications for Membership in the Commission, if any. (Article I of the Constitution).

(d) Draft Program and Administrative Budget. (Articles IV and XI of the Constitution.)

(e) Annual Report of the Executive Committee on the activities of the Commission (Articles IV and XI of the Constitution).

(f) Reports by Committees established under Article VII of the Constitution.

(g) Proposals of the Executive Committee concerning policy matters. (Article XI of the Constitution).

(h) Adoption of Scale of Contributions to be paid by Members not listed in Appendix I to the Constitution. (Article XIII of the Constitution).

(i) Audited accounts for the preceding financial year. (Articles IV and XI of the Constitution).

(j) Amendments to the Constitution, if any. (Article XIV of the Constitution).

(k) Any items the inclusion of which has been requested by Members in accordance with Rule II.5.

(l) Any items which the Conference Council or the Director-General of the Organization refer to the Commission.

(m) Other business arising out of the Commission's functions.

3. A provisional agenda for each special session of the Commission shall be drawn up by the Director-General and dispatched to Members and to participating Nations and international organizations not less than 20 days before the date fixed for the opening session.

4. The provisional agenda for a special session of the Commission shall consist of:

(a) All items the inclusion of which in the agenda of the special session may have been decided upon by the Commission at a previous session.

(b) Applications for Membership in the Commission, if any. (Article I of the Constitution).
(c) Amendments to the Constitution, if any. (Article XIV
of the Constitution).

(d) Any items proposed for consideration in a request by the
Commission or by one third of the Members for the holding
of the special session.

5. Any Member may, not less than 30 days before the date fixed for
the opening of a session, request the Director-General to include
specific items on the agenda. These items shall be placed on a
supplementary list, which shall be dispatched to Members, to
participating Nations and to international organizations not less
than 20 days before the date fixed for the opening of the session.

6. During any session the Commission may, by a two-thirds majority
of the votes cast, add to the agenda any item proposed by a Member.

7. At each session the provisional agenda, together with the proposed
additions or deletions, if any, shall be submitted to the Commission
for approval as soon as possible after the opening of the session
and, on approval of the Commission with or without amendments, shall
become the agenda of the session.

8. Copies of all reports and other documents to be submitted to the
Commission at any session, in connection with any item which may
be on the agenda, shall be furnished by the Director-General to
Members and to participating Nations and international organizations
at the same time as the item or as soon as possible thereafter.

9. The Commission shall not proceed to the discussion of any item on
the agenda until at least 24 hours have elapsed since the documents
referred to in Paragraph 7 have been made available to delegations
of Members.

Rule III – Delegations and Credentials

1. For the purpose of these Rules the term "delegation" means all the
persons appointed by a Member to attend a session of the Commission,
that is to say its delegate and his alternate, experts and advisers.

2. The credentials of delegates and alternates and the names of other
persons in their delegations and of the observers from participating
Nations and international organizations shall, insofar as possible,
be deposited with the Secretary of the Commission not later than
the opening day of each session of the Commission. The Secretary
shall examine the credentials and report thereon to the Commission.
Rule IV - Secretariat

The staff of the Secretariat of the Commission shall be appointed in accordance with Article XII of the Constitution and subject to the provisions of that Article. It shall be the duty of the Secretariat to receive, translate into the working languages of the Commission and circulate documents, reports and resolutions of the Commission and of its committees; to prepare the records of their proceedings and to perform such other work as the Commission or any of its committees may require.

Rule V - Attendance at Plenary Meetings of the Commission

1. Plenary meetings of the Commission shall be open to attendance by all delegations and by observers from participating Nations and international organizations and such members of the staff of the Organization as the Director-General may designate. Plenary meetings of the Commission shall be held in public unless the Commission decides otherwise.

2. Subject to any decision of the Commission, the Secretary shall make arrangements for the admission of the public, and of representatives of the press and other information agencies, to plenary meetings of the Commission.

Rule VI - Powers and Duties of Chairman and Vice-Chairmen of the Commission

1. In addition to exercising such powers as are conferred upon him elsewhere by these Rules, the Chairman shall declare the opening and closing of each plenary meeting of the session. He shall direct the discussion in plenary meetings and at such meetings ensure observance of these Rules, accord the right to speak, put questions, and announce decisions. He shall rule on points of order, and, subject to these Rules, shall have complete control over the proceedings at any meetings. He may, in the course of the discussion of an item, propose to the Commission the limitation of the time to be allowed to speakers, the number of times each delegation may speak on any question, the closure of the list of speakers, the suspension or adjournment of the meeting, or the adjournment or closure of the debate on the item under discussion.

2. In the absence of the Chairman during a plenary meeting or any part thereof, one of the Vice-Chairmen shall preside. A Vice-Chairman acting as Chairman shall have the same powers and duties as the Chairman.

3. The Chairman, or a Vice-Chairman acting as Chairman, shall not vote
but may appoint an alternate, or adviser from his delegation to vote in his place.

4. The Chairman, in the exercise of his functions, remains under the authority of the Commission.

Rule VII - Executive Committee

In accordance with Article X of the Constitution, the Chairman of the Commission shall be the Chairman of the Executive Committee. He shall have, in relation to meetings of the Executive Committee the same powers and duties as he has in relation to meetings of the Commission. In the absence of the Chairman during a meeting of the Executive Committee or any part thereof, one of the Vice-Chairmen of the Commission shall preside. A Vice-Chairman acting as Chairman shall have the same powers and duties as the Chairman. A majority of the members of the Committee shall constitute a quorum. Decisions of the Committee shall be taken by a majority of the votes cast. Each Member of the Committee shall have one vote. Meetings of the Committee shall be held in private unless otherwise determined by the Commission.

Rule VIII - Proposals and Amendments at Plenary Meetings

1. Proposals and amendments for Plenary Meetings shall be introduced in writing and handed to the Chairman of the Commission who shall circulate copies to the delegations. Subject to a contrary decision of the Commission in a specific instance, no proposal shall be discussed or put to the vote at any plenary meeting unless copies of it have been circulated to all delegations not later than the day preceding the meeting. The Chairman of the Commission may, however, permit the discussion and consideration of amendments or of motions as to procedure even though these amendments and motions have not been circulated or have only been circulated the same day.

2. A proposal may be withdrawn by its proposer at any time before voting on it has commenced, provided that the proposal has not been amended. A proposal which has thus been withdrawn may be reintroduced by any member.

Rule IX - Conduct of Business and Voting Arrangements at Plenary Meetings

The conduct of business, voting arrangements and other related matters not specifically provided for in the Constitution or these Rules shall be governed by the Rules of Procedure of the Organization.
Rule X — Committees of the Commission

1. In addition to the Committees provided for in Article VII of the Constitution, the Commission may set up at each session and for the duration of the session, such committees as it considers desirable and allocate to these Committees the various items on its agenda.

2. Each such Committee shall elect a Chairman and a Vice-Chairman.

3. Each delegate shall be entitled to sit or be represented by another member of his delegation on each such Committee and may be accompanied at meetings by one or more members of his delegation, who may speak but shall not vote.

4. The Chairman of each Committee shall have in relation to meetings of his Committee the same powers and duties as the Chairman of the Commission has in relation to plenary meetings. In the absence of the Chairman, the Vice-Chairman of the Committee shall preside with the same powers and duties.

5. The procedure in a Committee shall be governed by the provisions of Rule X so far as applicable. A majority of the members of the Committee shall constitute a quorum.

Rule XI — Rapporteurs

Any Committee referred to in any of the preceding Rules may, on the proposal of its Chairman, appoint from among its members, one or more rapporteurs as required.

Rule XII — Participating International Organizations

Each participating Nation or organization which has been invited to attend a session of the Commission may be represented by an observer. Such observer may, without vote, speak and upon the request of the Chairman, participate in the discussions of the Commission and its Committees. They may circulate to the Commission or its Committees without abridgment, the views of the Nation or organization which they represent.

Rule XIII — Record of Proceedings

1. Summary records shall be made of the proceedings of the Commission and its Committees and shall be circulated as soon as possible to members of delegations who participated in the meeting concerned in order to give them the opportunity to suggest corrections.
2. As soon as possible after the end of the session copies of a report embodying all resolutions, recommendations and other formal decisions adopted or approved by the Commission shall be transmitted by the Director-General to the Members.

**Rule XIV — Election of Officers**

1. At the beginning of each session, nominations shall be called for by the Chairman from the floor for the offices of Chairman and Vice-Chairman of the Commission for the ensuing term of office as provided for in the Constitution.

2. Each nomination shall be supported by a mover and seconded and shall carry the endorsement of the nominee.

**Rule XV — Languages**

English and French shall be the working languages of the Commission.

**Rule XVI — Suspension and Amendment of Rules**

1. Subject to the provisions of the Constitution, any of the foregoing Rules may be suspended by a two-thirds majority of the votes cast at any plenary meeting of the Commission, provided that notice of the intention to propose the suspension has been communicated to the delegates not less than 24 hours before the meeting at which the proposal is to be made.

2. Amendments of or additions to these Rules may be adopted by a two-thirds majority of the votes cast at any plenary meeting of the Commission, provided that the intention to propose the amendment or addition has been communicated to the delegates not less than 24 hours before the meeting at which the proposal is to be considered and provided further that the Commission has received and considered a report on the proposal by an appropriate committee.

3. The Executive Committee may propose amendments and additions to these Rules.