

January 2014

	منظمة الأغذية والزراعة للأمم المتحدة	联合国 粮食及 农业组织	Food and Agriculture Organization of the United Nations	Organisation des Nations Unies pour l'alimentation et l'agriculture	Продовольственная и сельскохозяйственная организация Объединенных Наций	Organización de las Naciones Unidas para la Alimentación y la Agricultura
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# Regional Conference for Europe

## TWENTY-NINTH SESSION

**Bucharest, Romania, 2 - 4 April 2014**

### Agenda Item 13

## Rules of Procedure for the Regional Conference for Europe

### BACKGROUND

1. Through this document, the Regional Conference for Europe is invited to review proposals regarding the status of the Regional Conferences, with particular reference to the proposed Rules of Procedure. In this connection, Rule XXXV, paragraph 5 of the General Rules of the Organization (GRO) provides that “*the Regional Conferences may (...) adopt and amend their Rules of Procedure, which shall be consistent with the Constitution and these Rules*”. For the sake of clarity, it is useful to recall the relevant provisions of the Immediate Plan of Action for FAO Renewal (IPA), as well as the Constitution and the GRO concerning the Regional Conferences.

### Rule I Officers

1. At the beginning of the session, the Regional Conference shall elect a Chairperson, a first Vice-Chairperson, a second Vice-Chairperson and a Rapporteur from among the representatives of its Members, who shall remain in office until the election of a new Chairperson, the new Vice-Chairpersons and a new Rapporteur, who shall collectively act as a bureau during sessions.

2. The Chairperson, or in his absence the Vice-Chairperson, shall preside at meetings of the Regional Conference and exercise such other functions as may be required to facilitate its work. In the event that the Chairperson should not be able to exercise the functions foreseen under these Rules of Procedure, the first Vice-Chairperson shall take the chair and perform such functions related thereto as required. In the event that the first Vice-Chairperson should not be able to exercise such functions, the second Vice-Chairperson shall take the chair and perform such functions related thereto as required. In the event that the first and the second Vice-Chairperson should not be able to exercise these functions, a high ranking official of his or her country may be designated to take the chair and perform such functions related thereto as required.

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3. The Regional Representative of the Organization in the region shall appoint a secretary, and such other support officers as may be required, who shall perform such duties as the functioning and work of the Regional Conference may require, including the preparation of the records of its proceedings. The secretary shall work under the authority of the Regional Conference and perform such functions as required to service the Regional Conference.

## **Rule II Sessions**

1. The sessions of the Regional Conference shall be held in the territory of one of its Members in pursuance of a decision taken by the Regional Conference in consultation with the Director-General.

2. The Regional Conference shall hold sessions normally once every biennium, as provided for in paragraph 1 of Rule XXXV of the General Rules of the Organization. The date of the sessions shall conform to the schedule of sessions of the Governing Bodies as set out in the annex to Conference Resolution 10/2009 for the implementation of the new programming, budgeting and results-based monitoring system and, in particular, the Programme of Work and Budget.

3. Any number of separate meetings may be held during each session of the Regional Conference. The European Commission on Agriculture will hold separate meetings to ensure technical preparations for the technical segment of sessions of the Regional Conference. There will be also a policy segment, under such conditions as the Regional Conference may establish.

4. Without prejudice to the provisions of Rule IV of these Rules of Procedure concerning the preparation of the provisional agenda, notice of the date and place of each session shall normally be communicated at least two months in advance of the session to all Members of the Regional Conference.

5. The presence of representatives of more than half of the Members of the Regional Conference shall constitute a quorum for any formal action by the Regional Conference.

## **Rule III Attendance**

1. The Regional Conference shall be composed of representatives of Members of the Organization from the region.

2. Representatives of other Members and Associate Members of the Organization may be provisionally invited to participate as observers in sessions of the Regional Conference, upon request, subject to approval of the Regional Conference.

3. Participation of international organizations and non-governmental organizations in an observer capacity in the work of the Regional Conference shall be governed by the relevant provisions of the Constitution and the General Rules of the Organization<sup>1</sup>, as well as by the relevant resolutions of the Conference.

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<sup>1</sup> It is understood that in this context the terms “Constitution” and “the General Rules of the Organization” are to be taken to include all general rules and policy statements formally adopted by the Conference and intended to supplement the Constitution and the Rules, such as the “Statement of principles relating to the granting of observer status to nations”, and the general rules regarding relationships between the Organization and governmental and non-governmental organizations.

4. Attendance by non-member States of the Organization at sessions of the Regional Conference shall be governed by the relevant principles relating to the granting of observer status to nations adopted by the Conference.
  - a. Meetings of the Regional Conference shall be held in public, unless the Regional Conference decides to meet in private for discussion of any items on its agenda. Rule V, paragraph 3 of the General Rules of the Organization applies *mutatis mutandis* to meetings of the Regional Conference.
  - b. Any Member not represented at the Regional Conference, any Associate Member or any non-member State invited to attend in an observer capacity of a session of the Regional Conference may submit memoranda and participate without a vote in any discussion at a public or private meeting of the Regional Conference.

#### **Rule IV Agenda and Documents**

1. At least six months prior to the proposed date for the Regional Conference, the Regional Representative of the Organization in the region, after consultation with the Chairperson and the Vice Chairpersons, the elected rapporteur, and the Executive Committee of the European Commission on Agriculture, shall send a communication to the Members of the Regional Conference. The communication shall contain a brief outline of the programmes of the Organization of interest to the region and of the outcome of the previous session of the Regional Conference and invite Members to review suggestions made concerning the organization of the next session of the Regional Conference, with particular reference to a draft agenda of the session.
2. The Director-General shall, in consultation with the Chairperson of the Regional Conference, and taking into account the process mentioned in paragraph 1 above, prepare a provisional agenda and despatch it to Members, under cover of a formal invitation letter, not less than 60 days in advance of the session.
3. Any Member of the Regional Conference may request the Director-General, not less than 30 days before the date of a session, to insert an item in the provisional agenda. The Director-General shall thereupon, if necessary, circulate a revised provisional agenda to all Members and to other participants as may have been invited to attend the session together with any necessary papers.
4. The first item on the provisional agenda shall be either the election of officers under Rule I of the Rules of Procedure or the adoption of the agenda. After approval of the agenda, the Regional Conference in session may, by clear general consent, amend the agenda by the deletion, addition or modification of any item, provided that no matter referred to it by the Council or on the request of the Conference shall be omitted from the agenda.
5. Documents not already circulated shall be dispatched with the provisional agenda, or as soon as possible thereafter.

#### **Rule V Voting**

1. Each Member of the Regional Conference shall have one vote.

2. The decisions of the Regional Conference shall be ascertained by the Chairperson, who shall resort, upon the request of one or more Members, to a vote, in which case the pertinent provisions of Rule XII of the General Rules of the Organization shall apply *mutatis mutandis*.

## **Rule VI**

### **Reports and Records**

1. At each session, the Regional Conference shall approve a report embodying its conclusions, recommendations and decisions including, when requested, a statement of minority views.

2. The Regional Conference shall make every effort to ensure that its recommendations and decisions are precise and can be implemented. The Regional Conference shall report to the Council, through the Programme and Finance Committees, in the areas of their respective mandates, on programme and budget matters, and to the Conference on policy and regulatory matters. These reporting requirements shall be, as far as practicable, reflected in the structure of the reports of the Regional Conference.

3. The presentation of the report of the Regional Conference, as per paragraph 3 of Rule XXXV of the General Rules of the Organization, shall be made by the Chairperson. In the event that the Chairperson should not be available, Rule I, paragraph 2 of these Rules shall apply.

4. Reports of sessions shall be made available to all Members and Associate Members of the Organization of the region, as well as to observers, non-member States invited to attend the session, and the organizations that participated in the session.

5. The Regional Conference may establish applicable procedures in regard to press communiqués concerning its activities.

## **Rule VII**

### **Languages**

1. The working languages of the Conference shall be English, French, Russian and Spanish.

## **Rule VIII**

### **Suspension of Rules**

The Regional Conference may, by a two-thirds majority of votes cast, decide to suspend any of the foregoing Rules of Procedure, provided that 24 hours notice of the proposal for the suspension is given and that the action contemplated is consistent with the Constitution and the General Rules of the Organization<sup>2</sup>. Such notice may be waived if no Member objects.

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<sup>2</sup> It is understood that in this context the terms “Constitution” and “the General Rules of the Organization” are to be taken to include all general rules and policy statements formally adopted by the Conference and intended to supplement the Constitution and the Rules.

**Rule IX****Amendment of Rules**

The Regional Conference may, by a two-thirds majority of votes cast, amend its Rules of Procedure, provided that such amendment is consistent with the Constitution and the General Rules of the Organization. No proposal for the amendment of these Rules shall be included in the agenda of any session of the Regional Conference unless notice thereof has been dispatched by the Director-General to Members of the Regional Conference at least 30 days before the opening of the session.