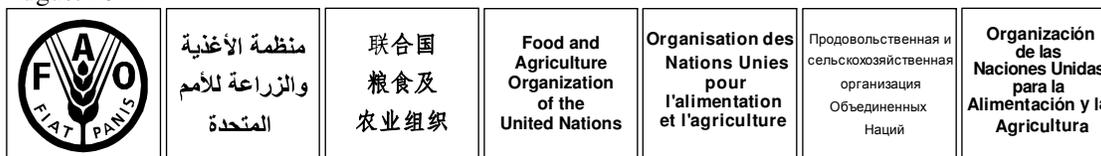


August 2012



COMMITTEE ON CONSTITUTIONAL AND LEGAL MATTERS

Ninety-fifth Session

Rome, 8 - 11 October 2012

Revised Statutes of the Agriculture, Land and Water Use Commission for the Near East (ALAWUC)

I. Background

- Under Article VI, paragraph 1 of the FAO Constitution, the Conference or Council may establish regional commissions which shall be open to all Member Nations and Associate Members of the Organization whose territories are situated wholly or in part in one or more regions, to advise on the formulation and implementation of policy and to coordinate the implementation of policy. The Statutes of these bodies are usually determined by the Conference or Council in the resolution that establishes them.
- The Agriculture and Land and Water Use Commission for the Near East (“ALAWUC” or “the Commission”) was created as a merger of two previously existing commissions that had been established under Article VI of the Constitution: the Regional Commission on Land and Water Use in the Near East and the Near East Regional Commission on Agriculture. The Regional Commission on Land and Water Use in the Near East had been established by the Forty-Eight Session of the Council by Resolution No. 9/48 on 23 June 1967, while the Near East Regional Commission on Agriculture had been established by the Eighty-Third Session of the Council by Resolution No. 4/83 on 24 June 1983.
- During 1997, the governing bodies of the Organization conducted a process of review of FAO statutory bodies with the purpose of, *inter alia*, enhancing the Organization and its governance, eliminating statutory bodies that were obsolete, ensuring more flexible task-oriented and time-bound working arrangements for those that remained, and limiting the creation of new Bodies to those that were strictly necessary¹. ALAWUC was created following the recommendations made in the context of that review². However, and probably due to an oversight, no formal Statutes for the Commission were adopted, nor have any Statutes been promulgated so far. Accordingly, the Commission has

¹ See Conference Resolution No. 13/97, Twenty-ninth Session of the Conference, Rome, 7-18 November 1997.

² See document JM 97/3-Rev. 2, Joint Meeting of the Seventy-Eight Session of the Programme Committee and the Eighty-Eight Session of the Finance Committee, 24-26 September 1997, Savings and Efficiencies in Governance: Final Report by the Ad Hoc Contact Group on Statutory Bodies, p. 17.

functioned since its first session (25-27 March 2000) pursuant to the terms of reference of the two commissions from which it derived its mandate and on the basis of the General Rules of the Organization.

4. During this time, the Commission has served as a forum for its Members to exchange information and experience on agriculture, land and water issues in the region. The Commission has adopted a strengthened multidisciplinary approach and developed programmes of integrated and comprehensive agricultural and rural development. The Commission is also promoting regional and sub-regional technical cooperation in fields of mutual interest and undertaking joint programmes of work. In each biennium, the Commission reviewed the activities implemented by FAO and its Regional Office and came out with practical recommendations for the agriculture, land and water sectors. ALAWUC recommendations are reviewed by the Regional Conference for the Near East and serve as a basis for the elaboration of the Organization's program of work in the region.

5. At its sixth session (Khartoum, Sudan, 30 November – 2 December 2010), the Commission reviewed its working mechanisms and activities since its establishment and concluded that a number of changes were needed in order to improve its functioning. Accordingly, ALAWUC recommended:

“a) The preparation of internal statutes for the Commission to organize its working criteria, with the Commission Member Countries playing a lead role in such preparation, and the establishment of a board from Member Countries for the monitoring and management of the Commission's affairs; and

b) The Commission Member Countries to contribute financially to the Commission's resources to allow it to improve its working mechanisms and the implementation of its general programs.”

6. These recommendations were endorsed by the Thirtieth Session of the Regional Conference for the Near East (Khartoum, Sudan, 4-8 December 2010). Accordingly, draft Statutes (**Annex I**) were prepared for the Commission's review during its Seventh Session (Special), which took place in Cairo, Egypt, 8-9 May 2012. ALAWUC reviewed the draft Statutes and endorsed them with some changes (**Annex II**).

II. Purpose of the Document

7. The Committee is invited to review the attached draft Statutes of the Agriculture and Land and Water Use Commission for the Near East as set out in the draft Council Resolution in **Annex III**, which contain the observations made by the Seventh Session of ALAWUC, and forward them to the Council for approval.

III. Draft Statutes

8. The draft Statutes include provisions on membership, terms of reference, an executive body or “bureau”, sessions, quorum, majority and voting arrangements, subsidiary bodies, reporting

procedures, administrative and financial matters, observers, and amendments to the Statutes, as required by the Conference for bodies established under Article VI of the Constitution³.

9. In particular, it should be noted that the terms of reference included in Article III were drafted on the basis of the terms of reference of the Regional Commission on Land and Water Use in the Near East and the Near East Regional Commission on Agriculture. Also, Article IV provides for the establishment of a bureau composed by representatives of the Members of the Commission, as requested by ALAWUC during its Sixth Session. Moreover, Article IX contains a provision on reporting lines which follows the recommendations made in the Immediate Plan of Action (IPA) for FAO Renewal (2009-11) adopted by the Conference of FAO at its Thirty-fifth (Special) Session in 2008.

10. The draft Statutes, if endorsed, would be referred to the Hundred and Forty-Fifth Session of the Council (26-30 November 2012), for approval.

IV. Suggested Action by the Committee

11. The Committee is invited to:
- a) review the draft Council Resolution containing the Statutes of ALAWUC, as set out in **Annex III**, and make such comments and observations thereon as appropriate; and
 - b) forward the draft Resolution to the Council for approval.

³ See Principles and Procedures which Should Govern Conventions and Agreements Concluded under Articles XIV and XV of the Constitution and Commissions and Committees Established under Article VI of the Constitution, Part O of Volume II of the Basic Texts of the Organization.

Annex I

Proposed Statutes of the Agriculture and Land and Water Use Commission for the Near East (ALAWUC)

(Appendix I to Document ALAWUC/NE/12/2 (E))

Article I. Membership

1. The Commission shall be open to all Member Nations and Associate Members of the Organization whose territories are situated wholly or partly in the Near East Region as defined by the Organization. The Commission shall be composed of those eligible Member Nations and Associate Members that notify the Director-General their desire to be considered as members.

2. Each Member of the Commission shall communicate to the Director-General the name of its representative who should, as far as possible, participate in the sessions of the Commission in a continuing capacity and have responsibilities related to the coordination formulation or implementation of agriculture, land and water use policies in his countries.

Article II. Terms of Reference

The terms of reference of the Commission shall be:

- a) to conduct periodic reviews and appraisals of important issues and concerns in the Region relating to agriculture, land and water use;
- b) to strengthen the multidisciplinary approach and programmes of integrated and comprehensive agricultural, rural development;
- c) to provide a forum through which Members of the Commission can exchange information and experience;
- d) to promote regional and sub-regional technical cooperation in fields of agriculture, land and water use;
- e) to undertake a joint programme of work among member countries;
- f) to assist FAO in identifying and addressing issues of common interest to Members of the Commission;
- g) to assist FAO in formulating future work programmes including promotion of regional and sub-regional cooperation to overcome problems on water resources management, sustainable land use and completion of data relating to development and conservation of the land and water resources in the Region;
- h) to promote the formulation of programmes in the Region on food production, plant protection, animal health and livestock production, development of agricultural research systems, and identification of efficient agricultural services to farmers.

Article III. Officers

1. The Commission shall elect, at the end of every session, a Chairperson and two Vice-Chairpersons from among the representatives. The Chairperson and Vice-Chairpersons shall be elected for a term of office of two years and shall not be eligible for re-election thereafter, provided that the Vice-Chairpersons shall be eligible for election as Chairperson. Elections shall take place at the end of a regular session.
2. The Chairperson, or in his absence one of the Vice-Chairpersons, shall preside at meetings of the Commission and exercise such other functions as may be required to facilitate the work of the Commission. The Vice-Chairperson acting as Chairperson shall have the same powers and duties as the Chairperson.
3. In the event that the Chairperson and the two Vice-Chairpersons are unable to serve, the Director-General of the Organization or his representative shall act as Chairperson, until an *ad hoc* Chairperson is elected.
4. The Commission may elect one or more rapporteurs from among the representatives.
5. The Director-General shall appoint from among the staff of the Organization a Secretary of the Commission who shall be responsible to him.

Article IV. Bureau

1. The Bureau shall be composed of the Chairperson and the Vice-Chairpersons of the Commission as *ex officio* members and two other members elected by the Commission from among the representatives. The term of office of the elected members shall be for a period of two years and they shall be eligible for re-election for up to two additional two-year terms. Elections shall take place at the end of a regular session. In order to ensure both rotation of members and continuity of service, when electing members of the Bureau, due consideration shall be given to the desirability of replacing no more than three members at the same time.
2. The Chairperson of the Commission shall be Chairperson of the Bureau. In his absence, the first Vice-Chairperson, or in his absence the second Vice-Chairperson shall preside at the meetings of the Bureau and exercise such other functions as may be required to facilitate the work of the Bureau.
3. The Bureau shall, between sessions of the Commission, act on behalf of the Commission as its executive body. In particular, it shall submit to the Commission proposals concerning the general orientation of the Commission's activities and its programme of work; it shall investigate particular problems and help to ensure implementation of the programme approved by the Commission. It shall periodically inform all Members of the Commission, through the Director-General, of any decisions taken. Such decisions shall be subject to confirmation by the Commission at its next session.
4. The Director-General may convene the Bureau as often as required, after consulting with the Chairperson. The Bureau shall meet whenever the Commission holds a session.

Article V. Sessions

1. The Commission shall normally hold only such sessions in each biennium as are listed in the Programme of Work of Budget of the Organization for the relevant period. However, the Director-General may make exceptions when in consultation with the Commission and in his view, such action

is necessary for the fulfillment of the Programme of Work and Budget as approved by the Conference. Such exceptions shall be reported to the session of the Council immediately following such action.

2. The sessions of the Commission shall be convened by the Director-General, who shall decide on the place where they are to be held, in consultation with the Chairperson and the competent authorities of the host country, taking into account the views expressed by the Commission.
3. Notice of the date and place of each session of the Commission shall normally be communicated at least three months before the opening of the session is scheduled to take place to all Members of the Commission.
4. Each Member of the Commission shall have one representative who may be accompanied by alternates and advisers. An alternate or adviser shall not have the right to vote except when substituting the representative.
5. Meetings of the Commission shall be held in public unless the Commission decides otherwise.
6. A majority of the Members of the Commission shall constitute a quorum that is half the number of Members plus one.

Article VI. Agenda

1. The Director-General, in agreement with the Chairperson of the Commission, after having examined the proposals of the Bureau shall prepare a provisional agenda for each session of the Commission.
2. The first item in the provisional agenda shall be the adoption of the agenda. . No matter referred to the Commission by the Conference or Council or the Organization may be omitted from the agenda.
3. Any Member of the Commission may request the Director-General to include specific items in the provisional agenda at any time before the circulation of the agenda.
4. The provisional agenda shall be circulated by the Director-General at least two months before the date on which the opening of the session is scheduled to take place, to all Members of the Commission.
5. Any Member of the Commission and the Director-General may, after the dispatch of the provisional agenda but not later than one month before the date on which the opening of the session is scheduled to take place, propose the inclusion of specific items in the agenda. Such proposals shall be accompanied by a written explanation of the reasons why the inclusion of the items in the agenda is considered desirable. These items shall be placed on a supplementary list, which shall be dispatched by the Director-General to all Members of the Commission, failing which the items shall be communicated to the Chairperson for submission to the Commission.
6. Documents to be submitted to the Commission at any session shall be furnished by the Director-General to the Members of the Commission and to the other Members of the Organization attending the session and to the non-Member Nations and international organizations invited to the session, at the time the agenda is dispatched or as soon as possible thereafter.
7. Subject to paragraph 2 above, the Commission may, at any session, decide by a two-thirds majority to amend the agenda by the deletion, addition or modification of any item.

Article VII. Voting and Procedures

1. Each Member of the Commission shall have one vote.

2. Decisions of the Commission shall be taken by a majority of the votes cast, unless otherwise provided.
3. Any Member of the Commission may request a roll-call vote, in which case the vote of each Member shall be recorded.
4. When the Commission so decides, voting shall be by secret-ballot.
5. Formal proposals relating to items on the agenda and amendments thereto shall be introduced in writing and handed to the Chairperson, who shall circulate copies to the representatives.
6. Voting shall be carried out *mutatis mutandis* in accordance with the pertinent provisions of Rule XII of the General Rules of the Organization.

Article VIII. Subsidiary bodies and *ad hoc* meetings

1. The Commission may establish such subsidiary bodies as it deems necessary for the accomplishment of its task.
2. Membership in subsidiary bodies may be made up of all or selected Members of the Commission or of individuals appointed in their personal capacity.
3. The Commission may recommend to the Director-General the convening of *ad hoc* meetings, either of representatives of Members of the Commission or of experts serving in individual capacity, in order to study issues that because of their specialized nature could not fruitfully be discussed during the normal sessions of the Commission.
4. Experts who are to serve in their personal capacity as members of any subsidiary body or who are to be invited to attend *ad hoc* meetings shall be chosen by the Commission unless the Commission decides otherwise, and shall be appointed by the Director-General in accordance with established procedures.
5. The terms of reference of the subsidiary bodies and the questions to be discussed by *ad hoc* meetings shall be determined by the Commission.
6. The establishment of subsidiary bodies and the convening of *ad hoc* meetings shall be subject to the availability of the necessary funds in the relevant chapter of the approved budget of the Organization. The determination of such availability shall be made by the Director-General. Only such sessions of subsidiary bodies and *ad hoc* meetings shall be convened in each biennium as are listed in the Programme of Work and Budget of the Organization for the relevant period, subject, however, to the authority of the Director-General to make exceptions when in his view such action is necessary for the fulfillment of the Programme of Work and Budget as approved by the Conference; these exceptions being reported to the Session of the Council immediately following such action.
7. Before taking any decision involving expenditures in connection with the establishment of subsidiary bodies or the convening of an *ad hoc* meeting, the Commission shall have before it a report from the Director-General on the administrative and financial implication thereof.
8. The Statutes of the Commission shall apply *mutatis mutandis* to its subsidiary bodies.

Article IX. Records and Reports

1. At each session, the Commission shall approve a report embodying its views, recommendations and decisions, including, when requested, a statement of minority views. Such other records for its own use as the Commission may on occasion decide shall also be maintained.

2. The report of the Commission shall be transmitted to the Director-General of the Organization at the close of each session, who shall circulate them to Members of the Commission, and observers that were represented at the session for their information and, upon request to other Member Nations and Associate Members of the Organization.
3. The Director-General shall bring to the attention of the Conference any recommendations adopted by the Commission which have policy or regulatory implications and to the Council any recommendations which may affect the programme or finances of the Organization.
4. The Director-General of the Organization may request Members of the Commission to supply the Commission with information on actions taken on the basis of recommendations made by the Commission.

Article X. Expenses

1. The expenses of the Secretariat of the Commission shall be determined and paid by the Organization within the limits of the relevant appropriations in the approved budget of the Organization.
2. Expenses incurred by representatives of Members of the Commission, their alternates or advisers, when attending sessions of the Commission, their Bureau, its subsidiary bodies or *ad hoc* meetings, as well as expenses incurred by observers at sessions, shall be borne by the respective governments or organizations.
3. Expenses incurred by experts invited by the Director-General to attend sessions or meetings in their individual capacity shall be borne by the Organization.
4. Any financial matter relating to the Commission and its subsidiary bodies shall be governed by the appropriate provisions of the Financial Regulations of the Organization.

Article XI. Observers

1. Any Member Nation or Associate Member of the Organization that is not a Member of the Commission but has an interest in the work of the Commission may, upon its request, be invited by the Director-General to attend meetings of the Commission or its subsidiary bodies, as well as *ad hoc* meetings in an observer capacity.
2. Non-Member of the Organization that are members of the United Nations, any of its Specialized Agencies or the International Atomic Energy Agency may, upon their request and with the approval of the Council of the Organization, be invited to attend meetings of the Commission or its subsidiary bodies and *ad hoc* meetings in an observer capacity, in accordance with the provisions relating to the granting of observer status to nations adopted by the Conference of the Organization.
3. The Director-General may invite international organizations to attend sessions of the Commission in an observer capacity. Participation of international organizations in the work of the Commission and the relations between the Commission and such organizations shall be governed by the relevant provisions of the Constitution of the Organization and the General Rules of the Organization as well as by the general regulations of the Organization on relations with international organizations. All such relations shall be dealt with by the Director-General of the Organization.

Article XII. Languages

1. The working languages of the Commission shall be Arabic and English.

2. The Commission may decide, in consultation with the Secretariat, which of these languages will be used by its subsidiary bodies or at the *ad hoc* meetings. Any representative using another language shall provide for interpretation in one of the working languages.

Article XIII. Amendments to the Statutes

1. The Commission may suggest amendments to these Statutes which shall be in conformity with the Constitution and the General Rules of the Organization and with the Statement of Principles Governing Commissions and Committees adopted by the Conference. Any proposal for such amendments must be transmitted to the Director-General in time for inclusion in the agenda of the Council or Conference as appropriate.

Annex II

Appendix II of the Report of the Seventh Session of ALAWUC

(Document ALAWUC/NE/12)

Modifications Suggested by the Commission to the Proposed ALAWUC Statutes

The Commission suggested the following changes to the document on its “Proposed Statutes”.

1. To add definitions of the terms “Commission”, “Organization” and “Region” to the Statutes.
2. To modify the Article on “Membership” as follows:
 - Paragraph (1): “The Commission is open to all Member Nations of the Organization whose territories are situated wholly or in part in the Near East Region as defined by the Organization or which are serviced by the Organization’s Regional Office for the Near East. Eligible Member Nations shall notify the Director-General of their desire to be considered as members.”
 - Paragraph (2): “Each Member of the Commission shall communicate to the Director-General the name of its representative who should, as far as possible, participate in the sessions of the Commission in a continuing capacity and have responsibilities related to the coordination between the Commission and his country in agriculture, land and water use issues”.
3. To add a new Article on “Objectives”, which were identified as follows:
 - a) to provide a forum for Members to share information and experiences in the fields of agriculture, land and water use in the Region;
 - b) to promote joint programmes at regional and sub-regional levels for the complementarity of resources; and
 - c) to assist FAO and potential donors in identifying outstanding issues, problems and future work programmes in the Region.
4. To modify the Article on “Terms of Reference” as follows:
 - a) to move paragraphs (c) and (d) to the new Article on “Objectives”.
 - b) to add a new paragraph as follows: “to assist Members of the Commission in preparing project documents to be submitted to donors, particularly those related to priority areas and transboundary issues.”
5. To merge the Articles on “Officers” and “Bureau” making the necessary changes, including:
 - a) to specify that “the Chairperson and Vice-Chairpersons shall not be eligible for re-election immediately thereafter”.
 - b) to refer to the two Vice-Chairpersons without distinguishing between a “first” and a “second” Vice-Chairperson.
 - c) To draft terms of reference or functions for the Chairperson.

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6. To modify the Article on “Voting and Procedures” as follows:
 - a) to move paragraph (5) to the Article on “Agenda”.
 - b) paragraph (6): to replace the reference to “*mutatis mutandis*” for “as appropriate”.
 7. To modify the Article on “Subsidiary Bodies and Ad-Hoc Meetings” as follows: to replace the reference in paragraph (8) to “*mutatis mutandis*” for “as appropriate”.
 8. To modify the Article on “Observers”, paragraph (1), so that invitations be sent “in consultation with the Commission”.

Annex III

Resolution ___/2012

Adoption of Statutes for the Agriculture, Land and Water Use Commission for the Near East (ALAWUC)

THE COUNCIL,

Recalling that the Agriculture and Land and Water Use Commission for the Near East was established pursuant to a recommendation made by the Joint Meeting of the Seventy-Eight Session of the Programme Committee and the Eighty-Eight Session of the Finance Committee (24-26 September 1997) within a process of review of FAO statutory bodies;

Recalling further that the Commission was established as a merger of the Regional Commission on Land and Water Use in the Near East (established under Article VI of the Constitution by the Forty-Eight Session of the Council by Resolution No. 9/48 of 23 June 1967) and the Near East Regional Commission on Agriculture (established also under Article VI of the Constitution by the Eighty-Third Session of the Council by Resolution No. 4/83 of 24 June 1983);

Taking note of the recommendation made by the Sixth Session of the Agriculture and Land and Water Use Commission for the Near East (Khartoum, Sudan, 30 November – 2 December 2010) for the preparation of internal statutes, which was endorsed by the Thirtieth Session of the Regional Conference for the Near East (Khartoum, Sudan, 4-8 December 2010);

Considering the observations made by the Seventh Session (Special) of the Agriculture and Land and Water Use Commission for the Near East (Cairo, Egypt, 8-9 May 2012) on its proposed Statutes;

Decides, under Article VI paragraph 1 of the Constitution, to promulgate the Statutes of the Agriculture, Land and Water Use Commission for the Near East as follows:

Article I. Membership

1. The Agriculture, Land and Water Use Commission for the Near East (hereinafter “the Commission”) is open to all Member Nations of the Food and Agriculture Organization of the United Nations (hereinafter “the Organization”) whose territories are situated wholly or partly in the Near East Region as defined by the Organization (hereinafter “the Region”) or which are serviced by the Organization’s Regional Office for the Near East. Eligible Member Nations shall notify the Director-General of their desire to be considered as members.
2. Each Member of the Commission shall communicate to the Director-General the name of its representative who should, as far as possible, participate in the sessions of the Commission in a continuing capacity and have responsibilities related to the coordination between the Commission and his country in agriculture, land and water use issues.

Article II. Objectives

The objectives of the Commission shall be:

- a) to provide a forum for Members to share information and experiences in the fields of agriculture, land and water use in the Region;

- b) to promote joint programmes at regional and sub-regional levels for the complementarity of resources; and
- c) to assist the Organization and potential donors in identifying outstanding issues, problems and future work programmes in the Region.

Article III. Terms of Reference

The terms of reference of the Commission shall be:

- a) to conduct periodic reviews and appraisals of important issues and concerns in the Region relating to agriculture, land and water use;
- b) to strengthen the multidisciplinary approach and programmes of integrated and comprehensive agricultural and rural development;
- c) to undertake a joint programme of work among Members of the Commission;
- d) to assist the Organization in identifying and addressing issues of common interest to Members of the Commission;
- e) to assist the Organization in formulating future work programmes including promotion of regional and sub-regional cooperation to overcome problems on water resources management, sustainable land use and completion of data relating to development and conservation of the land and water resources in the Region;
- f) to promote the formulation of programmes in the Region on food production, plant protection, animal health and livestock production, development of agricultural research systems, and identification of efficient agricultural services to farmers; and
- g) to assist Members of the Commission in preparing project documents to be submitted to donors, particularly those related to priority areas and transboundary issues

Article IV. Bureau

1. The Commission shall elect, at the end of every regular session, a Chairperson, two Vice-Chairpersons and two members from among the representatives, which collectively shall constitute the Bureau of the Commission. The Chairperson and Vice-Chairpersons shall be elected for a term of office of two years and shall not be eligible for re-election immediately thereafter, provided that the Vice-Chairpersons shall be eligible for election as Chairperson. The term of office of the elected members shall be for a period of two years and they shall be eligible for re-election for up to two additional two-year terms. In order to ensure both rotation of members and continuity of service, when electing members of the Bureau, due consideration shall be given to the desirability of replacing no more than three members at the same time.

2. The Chairperson, or in his absence one of the Vice-Chairpersons, or in their absence one of the elected members, shall have the following functions:

- a) preside at meetings of the Commission and Bureau;
- b) liaise with the Chairperson of the Regional Conference regarding the work programmes of the Commission;

- c) as required or appropriate, convene informal consultations with representatives of Member Nations on issues of an administrative and organizational nature for the preparation and conduct of Commission sessions and meetings of the Bureau;
 - d) liaise with the secretariat and other officials of the Organization in respect of any concerns of the membership; and
 - e) exercise such other functions as may be required to facilitate the work of the Commission or the Bureau.
3. The Vice-Chairperson or elected member acting as Chairperson shall have the same powers and duties as the Chairperson.
 4. In the event that the Chairperson, the two Vice-Chairpersons and the two elected members are unable to serve, the Director-General of the Organization or his representative shall act as Chairperson, until an *ad hoc* Chairperson is elected.
 5. The Commission may elect one or more rapporteurs from among the representatives.
 6. The Bureau shall, between sessions of the Commission, act on behalf of the Commission as its executive body. In particular, it shall submit to the Commission proposals concerning the general orientation of the Commission's activities and its programme of work; it shall investigate particular problems and help to ensure implementation of the programme approved by the Commission. It shall periodically inform all Members of the Commission, through the Director-General, of any decisions taken. Such decisions shall be subject to confirmation by the Commission at its next session.
 7. The Director-General may convene the Bureau as often as required, after consulting with the Chairperson. The Bureau shall meet whenever the Commission holds a session.
 8. The Director-General shall appoint from among the staff of the Organization a Secretary of the Commission who shall be responsible to him.

Article V. Sessions

1. The Commission shall normally hold only such sessions in each biennium as are listed in the Programme of Work and Budget of the Organization for the relevant period. However, the Director-General may make exceptions when in consultation with the Commission and in his view, such action is necessary for the fulfillment of the Programme of Work and Budget as approved by the Conference. Such exceptions shall be reported to the session of the Council immediately following such action.
2. The sessions of the Commission shall be convened by the Director-General, who shall decide on the place where they are to be held, in consultation with the Chairperson and the competent authorities of the host country, taking into account the views expressed by the Commission.
3. Notice of the date and place of each session of the Commission shall normally be communicated at least three months before the opening of the session is scheduled to take place to all Members of the Commission.
4. Each Member of the Commission shall have one representative who may be accompanied by alternates and advisers. An alternate or adviser shall not have the right to vote except when substituting the representative.
5. Meetings of the Commission shall be held in public unless the Commission decides otherwise.
6. A majority of the Members of the Commission shall constitute a quorum that is half the number of Members plus one.

Article VI. Agenda

1. The Director-General, in agreement with the Chairperson of the Commission, after having examined the proposals of the Bureau shall prepare a provisional agenda for each session of the Commission.
2. The first item in the provisional agenda shall be the adoption of the agenda. No matter referred to the Commission by the Conference or Council of the Organization may be omitted from the agenda.
3. Any Member of the Commission may request the Director-General to include specific items in the provisional agenda at any time before the circulation of the agenda.
4. The provisional agenda shall be circulated by the Director-General at least two months before the date on which the opening of the session is scheduled to take place, to all Members of the Commission.
5. Any Member of the Commission and the Director-General may, after the dispatch of the provisional agenda but not later than one month before the date on which the opening of the session is scheduled to take place, propose the inclusion of specific items in the agenda. Such proposals shall be accompanied by a written explanation of the reasons why the inclusion of the items in the agenda is considered desirable. These items shall be placed on a supplementary list, which shall be dispatched by the Director-General to all Members of the Commission, failing which the items shall be communicated to the Chairperson for submission to the Commission.
6. Documents to be submitted to the Commission at any session shall be furnished by the Director-General to the Members of the Commission and to the other Members of the Organization attending the session and to the non-Member Nations and international organizations invited to the session, at the time the agenda is dispatched or as soon as possible thereafter.
7. Subject to paragraph 2 above, the Commission may, at any session, decide by a two-thirds majority to amend the agenda by the deletion, addition or modification of any item. Formal proposals relating to items on the agenda and amendments thereto shall be introduced in writing and handed to the Chairperson, who shall circulate copies to the representatives.

Article VII. Voting and Procedures

1. Each Member of the Commission shall have one vote.
2. Decisions of the Commission shall be taken by a majority of the votes cast, unless otherwise provided.
3. Any Member of the Commission may request a roll-call vote, in which case the vote of each Member shall be recorded.
4. When the Commission so decides, voting shall be by secret-ballot.
5. Voting shall be carried out in accordance with the pertinent provisions of Rule XII of the General Rules of the Organization, as appropriate.

Article VIII. Subsidiary bodies and *ad hoc* meetings

1. The Commission may establish such subsidiary bodies as it deems necessary for the accomplishment of its task.

2. Membership in subsidiary bodies may be made up of all or selected Members of the Commission or of individuals appointed in their personal capacity.
3. The Commission may recommend to the Director-General the convening of *ad hoc* meetings, either of representatives of Members of the Commission or of experts serving in individual capacity, in order to study issues that because of their specialized nature could not fruitfully be discussed during the normal sessions of the Commission.
4. Experts who are to serve in their personal capacity as members of any subsidiary body or who are to be invited to attend *ad hoc* meetings shall be chosen by the Commission unless the Commission decides otherwise, and shall be appointed by the Director-General in accordance with established procedures.
5. The terms of reference of the subsidiary bodies and the questions to be discussed by *ad hoc* meetings shall be determined by the Commission.
6. The establishment of subsidiary bodies and the convening of *ad hoc* meetings shall be subject to the availability of the necessary funds in the relevant chapter of the approved budget of the Organization. The determination of such availability shall be made by the Director-General. Only such sessions of subsidiary bodies and *ad hoc* meetings shall be convened in each biennium as are listed in the Programme of Work and Budget of the Organization for the relevant period, subject, however, to the authority of the Director-General to make exceptions when in his view such action is necessary for the fulfilment of the Programme of Work and Budget as approved by the Conference; these exceptions being reported to the Session of the Council immediately following such action.
7. Before taking any decision involving expenditures in connection with the establishment of subsidiary bodies or the convening of an *ad hoc* meeting, the Commission shall have before it a report from the Director-General on the administrative and financial implication thereof.
8. The Statutes of the Commission shall apply to its subsidiary bodies, as appropriate.

Article IX. Records and Reports

1. At each session, the Commission shall approve a report embodying its views, recommendations and decisions, including, when requested, a statement of minority views. Such other records for its own use as the Commission may on occasion decide shall also be maintained.
2. The report of the Commission shall be transmitted to the Director-General of the Organization at the close of each session, who shall circulate them to Members of the Commission, and observers that were represented at the session for their information and, upon request to other Member Nations and Associate Members of the Organization.
3. The Director-General shall bring to the attention of the Conference any recommendations adopted by the Commission which have policy or regulatory implications and to the Council any recommendations which may affect the programme or finances of the Organization.
4. The Director-General of the Organization may request Members of the Commission to supply the Commission with information on actions taken on the basis of recommendations made by the Commission.

Article X. Expenses

1. The expenses of the Secretariat of the Commission shall be determined and paid by the Organization within the limits of the relevant appropriations in the approved budget of the Organization.

2. Expenses incurred by representatives of Members of the Commission, their alternates or advisers, when attending sessions of the Commission, their Bureau, its subsidiary bodies or *ad hoc* meetings, as well as expenses incurred by observers at sessions, shall be borne by the respective governments or organizations.
3. Expenses incurred by experts invited by the Director-General to attend sessions or meetings in their individual capacity shall be borne by the Organization.
4. Any financial matter relating to the Commission and its subsidiary bodies shall be governed by the appropriate provisions of the Financial Regulations of the Organization.

Article XI. Observers

1. Any Member Nation or Associate Member of the Organization that is not a Member of the Commission but has an interest in the work of the Commission may, upon its request and in consultation with the Commission, be invited by the Director-General to attend meetings of the Commission or its subsidiary bodies, as well as *ad hoc* meetings in an observer capacity.
2. Non-Member of the Organization that are members of the United Nations, any of its Specialized Agencies or the International Atomic Energy Agency may, upon their request and with the approval of the Council of the Organization, be invited to attend meetings of the Commission or its subsidiary bodies and *ad hoc* meetings in an observer capacity, in accordance with the provisions relating to the granting of observer status to nations adopted by the Conference of the Organization.
3. The Director-General may invite international organizations to attend sessions of the Commission in an observer capacity. Participation of international organizations in the work of the Commission and the relations between the Commission and such organizations shall be governed by the relevant provisions of the Constitution of the Organization and the General Rules of the Organization as well as by the general regulations of the Organization on relations with international organizations. All such relations shall be dealt with by the Director-General of the Organization.

Article XII. Languages

1. The working languages of the Commission shall be Arabic and English.
2. The Commission may decide, in consultation with the Secretariat, which of these languages will be used by its subsidiary bodies or at the *ad hoc* meetings. Any representative using another language shall provide for interpretation in one of the working languages.

Article XIII. Amendments to the Statutes

The Commission may suggest amendments to these Statutes which shall be in conformity with the Constitution and the General Rules of the Organization and with the Statement of Principles Governing Commissions and Committees adopted by the Conference. Any proposal for such amendments must be transmitted to the Director-General in time for inclusion in the agenda of the Council or Conference as appropriate.