



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
Agricultura
y la
Alimentación

COMMITTEE ON COMMODITY PROBLEMS

INTERGOVERNMENTAL GROUP ON TEA

NINETEENTH SESSION

New Delhi, India, 12 – 14 May 2010

REVISED RULES OF PROCEDURES OF THE INTERGOVERNMENTAL GROUP ON TEA (As revised in the Report of the Sixth Session, 1-5 July 1985)

I. OFFICERS

1. The Group shall elect at each of its sessions a Chairman, a first Vice-Chairman and a second Vice-Chairman from among the representatives of its eligible Members who shall remain in office until the election of a new Chairman and Vice-Chairmen.
2. The Chairman, or in his absence one of the Vice-Chairmen, shall preside at meetings of the Group and exercise such other functions as may be required to facilitate its work. In the event of the Chairman and the Vice-Chairmen not being able to preside at a meeting, the Group shall appoint the representative of one of its eligible Members to take the chair.
3. The Director-General of the organization shall appoint a Secretary who shall perform such duties as the work of the Group may require, and prepare the records of the proceedings of the Group.

II. SESSIONS

1. The Group shall normally hold its sessions annually and shall only hold such sessions in each biennium as are listed in the Programme of Work of the Organization for the relevant period. However, the Director-General may, if requested by the Group or by its Chairman, or on his own initiative, exercise his authority to hold sessions not provided for in the current Programme of Work when in his view such action is necessary for the fulfilment of the Programme of Work as approved by the Conference. The Director-General shall report any such unscheduled sessions to the next Session of the Council.

2. Any number of separate meetings may be held during each session of the Group.
3. The sessions of the Group shall be held at places to be decided, in consultation with the Director-General, by the Group or by the Chairman.
4. Notice of the date and place of each session shall be communicated to all Members of the Group and to participating Observer Nations, Associate Members and organizations at least two months in advance.
5. Each Member of the Group shall have one representative. Such Member may appoint an alternate and advisers to its representative on the Group.
6. Presence of the representatives of a majority of the Members of the Group entitled to vote shall constitute a quorum for any formal action by the Group.

III. ATTENDANCE

1. Participation of international organizations in an observer capacity in the work of the Group shall be governed by the relevant provisions of the Constitution and the General Rules of the Organization, as well as by the rules on relations with international organizations.
2. Attendance in an observer capacity by non-Member States of the Organization at sessions of the Group shall be governed by the principles relating to the granting of observer status to nations adopted by the Conference.
3. Meetings of the Group shall be held in private, unless otherwise decided by the Group.
4. Any Member Nation or Associate Member of the Organization which is not a Member of the Group, or any non-Member State invited to attend in an observer capacity a session of the Group, may submit memoranda on any item on the agenda of the Group, and participate without vote in any discussion at a public or private meeting of the Group, unless in exceptional circumstances the Group decides that it is necessary, in the interest of the Organization, to restrict attendance to the representative of each Member Nation and Associate Member of the Organization.
5. Members of the Group that have been unrepresented at three consecutive sessions of the Group shall be requested by the Director-General to state whether they intend to maintain membership in the Group, or whether they would wish to be considered as observers.

IV. AGENDA AND DOCUMENTS

1. The Director-General, in consultation with the Chairman of the Group, shall prepare a provisional agenda and circulate it, at least two months in advance of the session, to all Members of the Group and to participating observer nations, Associate Members and Organizations.
2. Any Member of the Group or any Member Nation of the Organization or Associate Member acting within the limits of its status may propose to the Director-General the insertion of an item on the provisional agenda. The director-General shall thereupon circulate the proposed item to Members of the Group, and to participating observer nations, Associate Members and organizations, together with any necessary papers.
3. The Group in session may, by general consent, amend the agenda by the deletion, addition, or modification, of any item, provided that no matter referred to it by the Committee on Commodity Problems, or on the request of the Council or Conference, may be omitted from the agenda.
4. Documents not already circulated shall be dispatched with the provisional agenda, or as soon as possible thereafter.

V. VOTING

1. Subject to the provisions of paragraph 2 of this Rule, each Member of the Group shall have one vote.
2. Associate Members participating in the work of the Group, as Members of the Group shall not hold office, nor have the right to vote.
3. The decisions of the Group shall be ascertained by the Chairman, who shall resort, upon the request of one or more representatives of Members of the Group, to a vote, in which case the pertinent provisions of Rule XII of the General Rules of the Organization shall apply *mutatis mutandis*.

VI. RECORDS AND REPORTS

1. Each session of the Group shall report to the Committee on Commodity Problems. The report of the Group shall embody its views, recommendations and decisions, including, when requested, a statement of minority views.
2. Reports of sessions shall be circulated to all Members of the Group and shall be made available for information to all Member Nations and Associate Members of the Organization, and to non-Member States invited to attend the session, as well as to interested international organizations entitled to be represented at the session.
3. Subject to Rules III.4 above and VI.4 below, record of sessions shall be circulated to all Members of the Group and Observer Nations, Associate Members and organizations having attended the session.
4. Whenever a meeting of the Group is restricted to representatives of each member Nation and Associate Member of the Organization, in accordance with the provisions of Rule III.4 above, The Group shall, at the beginning of that meeting, decide whether a record of the meeting shall be kept and, if so, what circulation, not exceeding that provided for in Rule VI.3 shall be given to it.
5. The Group shall determine the procedures in regard to press communiques concerning its activities.

VII. SUBSIDIARY BODIES

1. The Group may, when necessary, establish subsidiary bodies, subject to the necessary funds being available in the relevant chapter of the approved budget of the Organization, and may include in the membership of such subsidiary bodies Member Nations and Associate Members of the Organization that are not members of the Group.
2. Before taking any decision involving expenditure in connection with the establishment of subsidiary bodies, the Group shall have before it a report from the Director-General on the administrative and financial implications thereof.
3. The Group shall determine the terms of reference of its subsidiary bodies which shall report to the Group.

VIII. SUSPENSION OF RULES

1. Any of the foregoing Rules of Procedure of the Group may be suspended by the group by a two-thirds majority of the votes cast, provided that twenty-four hours' notice of the proposal for the suspension has been given, and that such action is consistent with the Constitution and the General Rules of the Organization. Such notice may be waived if no Member objects.

IX. AMENDMENT OF RULES

1. The Group may decide, by a two-thirds majority of the votes cast, to amend its Rules of Procedure, provided that such amendments are approved by the Committee on Commodity Problems and is consistent with the Rules of Procedure of the Committee.

X. MECHANISM FOR DECISION-MAKING BY THE GROUP DURING THE PERIOD BETWEEN SESSIONS

1. In order to deal with CFC projects during periods between sessions, the following provisions are for inclusion in its Rules and Procedures:
 - a) A Sub-group on Intersessional Matters of the Intergovernmental Group on Tea is hereby established with the following membership: the Chairperson and the two Vice-chairpersons.
 - b) The Sub-group may, between sessions, act on behalf of the Group in relation to the Group's role as an International Commodity Body under the rules of the Common Fund for Commodities in all matters pertaining to the Common Fund, except in supervisory functions.