

August 1997



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

Organización
de las
Naciones
Unidas
para la
Agricultura
y la
Alimentación

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CONFERENCE

Twenty-ninth Session

Rome, 7-18 November 1997

ARRANGEMENTS FOR THE TWENTY -NINTH SESSION OF THE CONFERENCE

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INTRODUCTION

1. At its Twenty-eighth session (October 1995) the Conference decided that the Twenty-ninth session should be held in Rome from 7 to 20 November 1997¹
2. Subsequently the 111th Council Session (October 1996) recommended that the duration of the Twenty-ninth Session of the Conference be reduced in the light of the Council's discussions on achieving savings in the meetings of Governing Bodies. The Council also recalled that the principle of achieving savings should not adversely affect the quality of the work of the bodies². Bearing in mind the foregoing the Council at its Hundred and Twelfth Session (June 1997) recommended that the Twenty-ninth Conference Session be convened in Rome from Friday 7 to Tuesday 18 November 1997.³
3. The Council also reviewed and approved a draft version of this document which was prepared taking into account the recommendations and decisions made by the Conference and the Council.

AGENDA AND SCHEDULING OF ITEMS

4. A provisional agenda for the Conference session containing only matters for which action by the Conference is absolutely required is found in C 97/1 which also lists subjects for which information documents will be tabled during the session.
5. In line with the recommendations of the Hundred and Twelfth Session of the Council, three Commissions would be established, as in the past, to examine the substantive items of the Agenda:
 - Commission I dealing with major trends and policies in food and agriculture, except the State of Food and Agriculture which will be examined by Plenary (Part I of the Agenda).
 - Commission II dealing with the substantive programmes and activities of the Organization. (Part II of the Agenda).
 - Commission III dealing with constitutional and administrative matters (Part III of the Agenda).
6. A tentative timetable of the Conference session is given in Appendix A. The timetable provides that the work of each Commission would generally take up no more than five days. Meetings would normally last from 09.30 to 12.30 hours and from 14.30 to 17.30 hours.
7. As requested by the Council, all foreseen votes are scheduled during the first week of the Conference, for the benefit of Members that may find it difficult to maintain full delegations in Rome throughout the entire Conference period.

¹ C 95/REP para. 151.

² CL 111/REP para. 66.

³ CL 112/REP para. 46.

COMPOSITION OF DELEGATIONS

8. In accordance with Article III of the Constitution, each Member may be represented by one delegate, who may be accompanied by alternates, associates and advisers (see Appendix B).
9. Delegations are normally headed by Ministers. In deciding on the composition of their delegations, Members will wish to bear in mind the need for effective participation in the work of the Commissions as well as in Plenary.

CONSTITUTIONAL DUTIES OF THE CONFERENCE

10. In addition to adopting amendments to the Constitution, Rules and Regulations of the Organization, approving conventions and agreements, etc., the Conference has the following specific constitutional duties.

Admission of New Members

11. The Conference, as the supreme authority of the Organization, admits new Members to the Organization and deals generally with all matters relating to membership. At the date of preparing this document, one application for membership (Kazakhstan) had been received. Under Rule XIX-2 of the General Rules of the Organization (GRO) applications are receivable up to 30 days before the opening of the Conference Session, i.e. 7 October 1997, The admission of new Members is carried out by secret ballot and requires a two-thirds majority of the votes cast, provided that a majority of the Member Nations of the Organization is present. Membership becomes effective on the date on which the Conference approves the application. This item of the Agenda is scheduled for Friday 7 November 1997 (see paragraph 20 below).

Appointment of the Independent Chairman of the Council

12. In accordance with Article V-2 of the Constitution and Rule XXIII-I GRO, the Conference appoints the Independent Chairman of the Council.
13. Rule XXIII-1(b) GRO lays down that the Council shall determine the closing date for submission, by Member Nations to the Secretary-General of the Conference, of nominations for the Office of Independent Chairman of the Council. Likewise, the Council also sets the date by which the Secretary General shall circulate these nominations to all Members of the Organization. Taking into consideration past practice the Council established 12.00 hours on Friday 22 August 1997 as the closing date for submission of nominations, and 29 August as the date by which such nominations are circulated by the Secretary General.
14. The election for the Office of Independent Chairman of the Council is provisionally scheduled for Friday 14 November.

Election of Council Members

15. In accordance with Article V-1 of the Constitution, the Conference elects the Members of the Council. A separate note on the subject of Council Members, including Nomination Forms will be circulated as a Conference document (C 97/11). In accordance with Rule XXII-10(a) GRO, the Conference decides the date of the election and the date by which nominations for election to the Council must be submitted. The attached Timetable (Appendix C) proposes that the election be held on Friday 14 November. As laid down in Rule XXII-10(c) GRO, nominations must be supported in writing by the delegates of two Member Nations to the Conference, other than the delegate of the Member Nation nominated, and must be accompanied by a formal written acceptance of the nomination by the delegate of the Member Nation nominated. Rule XXII-10(d) further specifies that the General Committee shall communicate the valid nominations received to the Conference at least three working days before the date selected for the election. Accordingly the Council recommended that the deadline for the receipt of nominations be set at 12.00 hours on Saturday 8 November.

OFFICERS OF THE CONFERENCE

16. In accordance with Rule XXIV-5(b) GRO, the Council, at its Hundred and Thirteenth Session (November 1997) will propose candidates for the Offices of Chairman of the Conference and Chairmen of the Commissions of the Conference and, in addition, the Council will elect the Nominations Committee of the Conference consisting of eleven Member Nations.

17. In accordance with Rule VII-2 GRO, the Nominations Committee, which reports directly to the Conference, proposes to the Conference nominations for the offices of the three Vice-Chairmen of the Conference, for the members of the Credentials Committee consisting of nine Member Nations, and for the seven elected Members of the General Committee.

PLENARY MEETINGS

18. The first two Plenary meetings on Friday 7 November 1997 should dispose of the opening procedures.

19. At the first Plenary meeting in the morning, the Conference will elect its Chairman and three Vice-Chairmen and appoint the General Committee and the Credentials Committee (Rule VII GRO). The Plenary will then adjourn to permit the General Committee and the Credentials Committee to hold their first meetings.

20. At the second Plenary meeting in the afternoon, the Conference, acting on the first report of the General Committee, will adopt the Agenda, establish the Commissions, appoint a Resolutions Committee (see paragraphs 26 and 27 below) and deal with the admission of observers and other procedural matters. The vote on the admission of new Members is scheduled for the same afternoon, to be followed by the ceremony of admission of these new Members. While the votes are being counted, the presentation of the B.R. Sen Awards for 1996 and 1997, the A.H. Boerma Award and the Edouard Saouma Award will take place.

21. The third Plenary meeting on the morning of Saturday 8 November will start with the Director-General's Statement to the Conference and the Statement of the Independent Chairman of the Council. Following these reports on the work of the Organization and of the Council, respectively, the discussion on the State of Food and Agriculture in the world will commence. This discussion will be reserved for statements to be delivered by Heads of Delegations and will continue until Thursday 13 November. On the morning of Tuesday 11 November, some time has been reserved for the Plenary to hear the Twentieth McDougall Memorial Lecture.

22. Since only five days are available for statements, and as the great majority of Heads of Delegations present at the Conference will no doubt wish to make statements, the Council recommended that statements be limited to a maximum of 5 minutes each.

23. The Council also recommended that Friday 14 November be set aside for the election of Members of the Council (by secret ballot), for the election of the Independent Chairman of the Council (by secret ballot), and for the vote on the budget level (by roll call vote).

24. The last Plenary meetings of the Session would be used to conclude the remaining items on the Agenda and to adopt the report of the Conference.

25. In view of the shorter duration of the Conference, and the need to streamline procedures and debate during the session, greater emphasis should be placed on preparing items for decision. This will be done primarily by presenting all draft decisions to be taken by the Conference in a form ready for approval and inclusion in the Report.

RESOLUTIONS COMMITTEE

26. The Council recommended the establishment of a Resolutions Committee of the Conference composed of seven members, one from each FAO region.

27. The Council also reiterated the view, repeatedly expressed on previous occasions, that resolutions should be kept to a minimum, and be confined to matters requiring a formal decision by Conference. Appendix C sets out the criteria for Conference resolutions and the functions and operating procedures of the Resolutions Committee, as adopted by the Eighteenth and subsequent sessions of the Conference since 1975.

INVITATIONS

28. The United Nations and the other organizations in the UN system are entitled to be represented at sessions of the Conference, without the right to vote. Other intergovernmental organizations having agreements with FAO that contain specific provisions to this effect have a right to attend as observers. Those non-governmental organizations which have consultative status are also entitled to send observers to Conference sessions.

29. Other intergovernmental organizations and non-governmental organizations having specialized consultative status or liaison status, may be invited on a provisional basis by the Director-General, subject to Conference approval. Accordingly, the Provisional Agenda of the Session contains an item "Admission of Observers".

30. The above provisions are set out in Rule XVII GRO and also in the "FAO Policy Concerning Relations with International Non-Governmental Organizations" (FAO Basic Texts, Volume II, Section P).

31. Observers from non-governmental organizations will be invited to attend informal meetings to be held on Saturday 8 November in order that their views and suggestions on the activities and programmes of the Organization may be reported to the Conference.

32. The Council noted the Director-General's suggestion to invite the Palestine Liberation Organization to attend the Twenty-ninth Session of the Conference in an observer capacity.

APPENDIX A: TENTATIVE TIMETABLE OF THE CONFERENCE - DETAILED SCHEDULE

Friday 7 November Plenary	Credentials Committee
<p>am</p> <p><u>1st Meeting</u></p> <p>Opening by the Director-General</p> <p><u>Item 1:</u> Election of Chairman and Vice-Chairmen</p> <p><u>Item 2:</u> Appointment of General Committee and Credentials Committee</p>	<p><u>1st Meeting:</u> (Immediately after appointment of Committee by Plenary)</p>
<p>pm</p> <p><u>2nd Meeting</u></p> <p><u>Item 3:</u> Adoption of the Agenda</p> <p><u>Item 4:</u> Arrangements for the Session and Allocation of Agenda Items</p> <p><u>Item 5:</u> Admission of Observers</p> <p><u>Item 28:</u> Applications for Membership in the Organization (Vote)</p> <p><u>Item 31:</u> Any Other Matters</p> <p>31.2: Presentation of B.R. Sen Awards</p> <p>31.3: Presentation of A.H. Boerma Award</p> <p>31.4: Presentation of Edouard Saouma Award</p> <p><u>Item 28:</u> Applications for Membership in the Organization (cont'd) (Admission Ceremony)</p>	<p><u>2nd Meeting</u></p>

Saturday 8 November

Plenary		Commission II	
<p>am</p> <p><u>3rd Meeting</u></p> <p>Director-General's Statement to the Conference</p> <p>Independent Chairman of Council's Statement to the Conference</p> <p><u>Item 6:</u> Review of the State of Food and Agriculture</p>	<p>[Informal Meeting of observers from Non-Governmental Organizations]</p>	<p><u>1st Meeting</u></p> <p><u>Item 13:</u> Programme Evaluation Report 1996-97</p>	
<p>pm</p> <p><u>4th Meeting</u></p> <p><u>Item 6:</u> Review of the State of Food and Agriculture (cont'd)</p>	<p>[Informal Meeting of Observers from Non-Governmental Organizations]</p>	<p><u>2nd Meeting</u></p> <p><u>Item 13:</u> Programme Evaluation Report 1996-97 (cont'd)</p>	

Monday 10 November

Plenary	Commission I	Commission II	Commission III
<p>am</p> <p><u>5th Meeting</u></p> <p><u>Item 6:</u> Review of the State of Food and Agriculture (cont'd)</p>	<p><u>1st Meeting</u></p> <p><u>Item 7:</u> The World Food Summit and its Follow-up</p>	<p><u>3rd Meeting</u></p> <p><u>Item 14:</u> Medium-Term Plan 1998-2003</p>	
<p>pm</p> <p><u>6th Meeting</u></p> <p><u>Item 6:</u> Review of the State of Food and Agriculture (cont'd)</p>	<p><u>2nd Meeting</u></p> <p><u>Item 8:</u> United Nations/FAO World Food Programme Pledging Target 1999-2000</p> <p><u>Item 9:</u> Standards for Plant Quarantine Harmonization</p>	<p><u>4th Meeting</u></p> <p><u>Item 14:</u> Medium-Term Plan 1998-2003 (cont'd)</p>	

Tuesday 11 November

Plenary	Commission I	Commission II	Commission III
<p>am</p> <p><u>7th Meeting</u></p> <p><u>Item 31.1</u> McDougall Memorial Lecture</p> <p><u>Item 6:</u> Review of the State of Food and Agriculture (cont'd)</p>	<p><u>3rd Meeting</u></p> <p><u>Item 10:</u> Negotiation of a Legally Binding Instrument on Prior Informed Consent (PIC)</p> <p><u>Item 11:</u> Desert Locust Situation: Measures Taken and Further Action Required</p>	<p><u>5th Meeting</u></p> <p><u>Item 15:</u> Programme of Work and Budget 1998-99</p>	
<p>pm</p> <p><u>8th Meeting</u></p> <p><u>Item 6:</u> Review of the State of Food and Agriculture (cont'd)</p>	<p><u>4th Meeting</u></p> <p><u>Item 12:</u> Programme Against African Trypanosomiasis (PAAT)</p>	<p><u>6th Meeting</u></p> <p><u>Item 15:</u> Programme of Work and Budget 1998-99 (cont'd)</p>	

Wednesday 12 November

Plenary	Commission I	Commission II	Commission III
<p>am</p> <p><u>9th Meeting</u></p> <p><u>Item 6:</u> Review of the State of Food and Agriculture (cont'd)</p>		<p><u>7th Meeting</u></p> <p><u>Item 15:</u> Programme of Work and Budget 1998-99 (cont'd)</p>	<p><u>1st Meeting</u></p> <p><u>Item 16:</u> Amendments to the Basic Texts of the Organization</p> <p>16.1: Amendments to Rule XXXIII GRO (CFS)</p> <p>16.2 Amendments to the General Rules of the Organization and Financial Regulations of the Programme Budget Process</p> <p>16.3 Amendments to Financial Regulations 6.9 and 7.1</p> <p><u>Item 17:</u> Revision of the General Regulations of WFP</p> <p><u>Item 18:</u> Amendments to the International Plant Protection Convention</p> <p><u>Item 19:</u> Cooperation Agreement between FAO and CARDNE</p> <p><u>Item 20:</u> Cooperation Agreement between FAO and INFOSAMAK</p> <p><u>Item 21:</u> Cooperation Agreement between FAO and INFOFISH <u>Item 22:</u> Other Constitutional and Legal Matters</p> <p>22.1: Review of FAO Statutory Bodies</p> <p>22.2 Money and Medals Programme</p>
<p>pm</p> <p><u>10th Meeting</u></p> <p><u>Item 6:</u> Review of the State of Food and Agriculture (cont'd)</p>		<p><u>8th Meeting</u></p> <p><u>Item 15:</u> Programme of Work and Budget 1998-99 (cont'd)</p>	<p><u>2nd Meeting</u></p> <p><u>Item 23:</u> Audited Accounts 1994-95 and Report on Actions Taken on the External Auditor's Recommendations</p> <p><u>Item 24:</u> Scale of Contributions 1998-99</p> <p><u>Item 25:</u> Payment by the European Community to cover expenses Arising out of its Membership in the Organization</p> <p><u>Item 26:</u> Financial Position of the Organization including Status of Contributions</p> <p><u>Item 27:</u> Other Administrative and Financial Matters</p> <p>27.1: Approval of the Commissary Accounts by the Finance Committee</p>

Thursday 13 November

Plenary	Commission I	Commission II	Commission III
<p>am</p> <p><u>11th Meeting</u></p> <p><u>Item 6:</u> Review of the State of Food and Agriculture (cont'd)</p>	<p><u>5th Meeting</u></p> <p>Adoption of Report</p>	<p><u>9th Meeting</u></p> <p>Adoption of Report</p>	
<p>pm</p> <p><u>12th Meeting</u></p> <p><u>Item 6:</u> Review of the State of Food and Agriculture (cont'd)</p>	<p><u>6th Meeting</u></p> <p>Adoption of Report (cont'd)</p>	<p><u>10th Meeting</u></p> <p>Adoption of Report (cont'd)</p>	

Friday 14 November

Plenary	Commission I	Commission II	Commission III
<p>am</p> <p><u>13th Meeting</u></p> <p><u>Item 29:</u> Election of Council Members</p>			<p><u>3rd Meeting:</u></p> <p>Adoption of Report</p>
<p>pm</p> <p><u>14th Meeting</u></p> <p><u>Item 29:</u> Election of Council Members (cont'd)</p> <p><u>Item 30:</u> Appointments</p> <p>30.1: Appointment of the Independent Chairman of the Council</p> <p>Adoption of Commission II Report on Item 15 (Programme of Work and Budget 1998- 99)</p>			

Monday 17 November

Plenary	Commission I	Commission II	Commission III
<p>am</p> <p><u>15th Meeting</u></p> <p><u>Item 30:</u> Appointments 30.2: Appointment of Representatives of the FAO Conference to the Staff Pension Committee</p> <p><u>Item 31:</u> Date and Place of the Thirtieth Conference Session</p> <p><u>Item 32:</u> Any Other Matters</p>			
<p>pm</p> <p><u>16th Meeting</u> Adoption of Report of Commission II (cont'd)</p>			

Tuesday 18 November

Plenary	Commission I	Commission II	Commission III
am <u>17th Meeting</u> Adoption of Report of Commission I Adoption of Report of Commission III			
pm			

SUMMARY TIMETABLE

	Plenary	Commission I	Commission II	Commission III	TOTAL
Friday 7 November	1 2				1 1
Saturday 8 November	3 4		1 2		2 2
Monday 10 November	5 6	1 2	3 4		3 3
Tuesday 11 November	7 8	3 4	5 6		3 3
Wednesday 12 November	9 10		7 8	1 2	3 3
Thursday 13 November	11 12	5 6	9 10		3 3
Friday 14 November	13 14			3	2 1
Monday 17 November	15 16				1 1
Tuesday 18 November	17				1

APPENDIX B :EXTRACT FROM ARTICLE III OF THE CONSTITUTION OF FAOTHE CONFERENCE

(Provisions regulating composition of delegations)

1. There shall be a Conference of the Organization in which each Member Nation and Associate Member shall be represented by one delegate. Associate Members shall have the right to participate in the deliberations of the Conference but shall not hold office nor have the right to vote.

2. Each Member Nation and Associate Member may appoint alternates, associates and advisers to its delegate. The Conference may determine the conditions for the participation of alternates, associates and advisers in its proceedings, but any such participation shall be without the right to vote, except in the case of an alternate, associate, or adviser participating in the place of a delegate.

3. No delegate may represent more than one Member Nation or Associate Member.

4. Each Member Nation shall have one vote. A Member Nation which is in arrears in the payment of its financial contributions to the Organization shall have no vote in the Conference if the amount of its arrears equals or exceeds the amount of the Contributions due from it for the two preceding calendar years. The **Conference** may, nevertheless, permit such a Member Nation to vote if it is satisfied that the failure to pay is due to conditions beyond the control of the Member Nation.

APPENDIX C: CRITERIA FOR CONFERENCE RESOLUTIONS AND FUNCTIONS AND OPERATING PROCEDURES OF THE RESOLUTIONS COMMITTEE

1. Criteria for the Formulation of Resolutions

Resolutions should be confined essentially to the following formal matters:

- i) Amendments to the Constitution, the General Rules of the Organization, and the Financial Regulations.
- ii) Approval or confirmation of conventions or agreements and of amendments thereto.
- iii) Establishment of bodies under Article VI of the Constitution and adoption or amendment of the Statutes of such Bodies.
- iv) Adoption of the Programme of Work and Budget for the ensuing biennium.
- v) Decisions regarding financial matters such as the Working Capital Fund, the scale of contributions, and adoption of audited accounts.
- vi) Major programme and policy matters.
- vii) Recommendations to Member Nations or to international organizations.
- viii) Matters relating to the appointment of the Director-General and the Chairman of the Council.
- ix) Tributes and commemorations of special importance to FAO.

2. Functions of the Resolutions Committee

- a) The Resolutions Committee shall examine all draft resolutions, whatever their origin, unless determined otherwise by the General Committee.
- b) The Resolutions Committee shall endeavour to keep the number of resolutions to a minimum, and to ensure that resolutions conform to the criteria set forth above. It shall also draw attention to any significant constitutional programme or budgetary implications of draft resolutions proposed for adoption.
- c) The Resolution Committee may make editorial or similar amendments not affecting the substance of draft resolutions. The Committee may recommend such other amendments as it may deem appropriate. With the consent of the sponsors, the Committee may amend draft resolutions moved from the floor in the course of the Conference session.

3 Operating Procedures of the Resolutions Committee

- a) Meetings of the Resolutions Committee shall be convened, as often as necessary, by its Chairman or by the General Committee. Except as provided in paragraph (e) below, meetings of the Committee shall be held in private. The Committee shall maintain close liaison with the General Committee on both substantive and procedural matters.
- b) Draft resolutions shall be transmitted to the Resolutions Committee before they are submitted to a Commission or a Plenary meeting of the Conference for discussion and approval.
- c) If a draft resolution does not meet the criteria set forth above, the Resolutions Committee will suggest that the substance be incorporated into the narrative text of the Conference Report.
- d) If the Resolutions Committee has doubts regarding the likelihood of agreement in the substance of a draft resolution, the Committee may decide that the substance be debated in the appropriate forum, and that after this debate and a decision on the substance, the draft resolution be returned to the Resolutions Committee for consideration.
- e) The Resolutions Committee may invite the sponsors of a draft resolution to participate in its deliberations and, subject to the consent of such sponsors, may make such amendments to draft resolutions as it may seem appropriate.
- f) The Resolutions Committee may delegate its Chairman or one or more of its members to attend the debate where a draft resolution is discussed, either to explain the Committee's views and reasons for any proposed changes, or to follow the debate so as to be able to inform the Committee of the Background when the text of the draft resolution is submitted to the Committee.
- g) The Resolutions Committee shall submit reports on all draft resolutions which have been referred to it, and such reports shall be circulated as Conference documents. Amendments to draft resolutions recommended by the Committee in its reports shall be deemed to be amendments within the meaning of Rule XI-3 GRO and, if necessary, shall be considered by the appropriate Commission or at a Plenary meeting on the day on which the relevant report is circulated.