



COMMITTEE ON WORLD FOOD SECURITY
Thirty-seventh Session
Rome, 17-22 October 2011
REVISED CFS RULES OF PROCEDURE

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Matters to be brought to the attention of CFS:

- The Committee approves its revised Rules of Procedure, updated to conform to the CFS Reform Document. Moreover, the Committee mandates the Bureau to recommend an update of article XXXIII of the General Rules of the Organization by the next regular session of CFS, to be then forwarded to the next FAO-Conference in June 2013 so as to make it conform with the CFS Reform Document as well as with the revised Rules of Procedure as approved by the current Session. The Committee noted that due regard be paid to the text and spirit of the CFS Reform Document in the mean time.
- The Committee reaffirms the importance of the CFS Reform Document, which shall continue to provide the main reference document regarding the status of the reformed CFS, including with respect to the interpretation of these Rules of Procedure
- The Committee requested the Bureau to further analyze, in coordination with the relevant agencies, the modalities and requirements whereby a system of rotation of the CFS Secretary among FAO, IFAD and WFP could be implemented, including the required qualifications and terms of reference for the CFS Secretary as well as the reporting lines, with a view to allowing the CFS to make an informed decision on the matter at its next regular session
- The Committee requested the Bureau, in coordination with the relevant agencies, to further analyze the modalities and requirements for inclusion in the Secretariat of other UN entities directly concerned with food security and nutrition, with a view to allowing the CFS to take an informed decision on the matter at its next regular session.

BACKGROUND

CFS 36 requested that a Bureau Working Group continue to review and revise the CFS Rules of Procedure, Rule XXXIII of the General Rules of the Organization (GRO) and the FAO Constitution, in light of the Reform Document (CFS:2009/2 Rev.2) and according to the process and timetable proposed in Section III of the document. Below are the Rules of Procedure as revised by the Bureau Working Group which are being presented at CFS 37 for approval under Agenda Item VII, The Implementation of the CFS Reform.

This revision of document CFS:2011/9 contains changes to Rule VII, paragraph 3, as well as Rule VIII, paragraph 1, which are presented in track changes. The CFS Bureau approved these changes in order to ensure harmonization with the CFS Reform document, specifically with paragraph 8 regarding the eligibility for membership of the Committee.

This revised document is submitted for approval by the Committee in accordance with Rule XI¹, and subject to the requirement of Rule X², of the current Rules of Procedure of the Committee on World Food Security.

¹ Rule XI: "The Committee may, by a two-thirds majority of the 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 of Procedure shall be included in the agenda of any session of the Committee, unless notice thereof has been dispatched by the Director-General to Members of the Committee at least 30 days before the opening of the session."

RULE I - COMPOSITION AND PARTICIPATION

1. Membership of the Committee and participation in its proceedings shall be in accordance with paragraphs 7 to 15 of the CFS Reform Document and with Rule XXXIII paragraphs 1 to 5 of the General Rules of the Food and Agriculture Organization.

RULE II - THE BUREAU

1. At the first session of the Committee held after a regular session of the Conference, the Committee shall elect a Chairperson and twelve Members which collectively shall constitute the Bureau of the Committee. The Committee shall also elect twelve Alternate Members. The Chairperson shall be elected on the basis of individual qualifications. The other twelve Members of the Bureau shall be elected from the following regions: two Members each from Africa, Asia, Europe, Latin America and the Caribbean and Near East, respectively; one Member each from North America and South West Pacific. The twelve Alternate Members shall be elected as follows: two Members each from Africa, Asia, Europe, Latin America and the Caribbean and Near East, respectively; one Member each from North America and South West Pacific. Elections shall be conducted in accordance with the provisions of paragraphs 9 (b) and 11 of Rule XII of the General Rules of the Food and Agriculture Organization.

2. The Chairperson, on a rotational basis among regions, the Members of the Bureau and the Alternate Members shall be elected for a period of two years. Their term of office shall expire at the end of the Committee meeting where elections of a new Chairperson, Members, and Alternate Members are held. If a Bureau Member becomes unavailable for unavoidable reasons, the designated Alternate Member will replace the Bureau Member for the remainder of the term of office for which it has been elected, as determined by the Bureau.

3. The Bureau shall elect a Vice-Chairperson from among its members, on the basis of individual qualifications. The Vice-Chairperson shall remain in office until the election of a new Vice-Chairperson. If due to incapacity, death or any other reason, the Chairperson is prevented from exercising his or her functions for the remainder of the term of office, these functions shall be exercised by the Vice-Chairperson for the remainder of the Chairperson's term of office. The Bureau shall elect a new Vice-Chairperson from among its members for the remainder of the Vice-Chairperson's term of office.

4. The Chairperson, or in his or her absence the Vice-Chairperson, shall preside at meetings of the Committee or the Bureau and exercise such other functions as may be required to facilitate its work. The Chairperson, or a Vice-Chairperson exercising functions in the absence of the Chairperson, shall not vote. Each time the Vice-Chairperson presides at a meeting of the Bureau, its regular seat in the Bureau, as representative for its region, will be filled, during that meeting, by a representative of the same permanent representation as the Vice-Chairperson.

² **Rule X: "The Committee may, by a two-thirds majority of the votes cast, decide to suspend any of the foregoing Rules of Procedure, provided that the action contemplated is consistent with the Constitution and the General Rules of the Organization and that 24 hours' notice of the proposal for the suspension has been given. Such notice may be waived if no Member objects."**

RULE III - FUNCTIONS OF THE BUREAU

1. The Bureau shall, between sessions, represent the membership of the Committee, facilitate coordination among all Members and participants and, in general, ensure preparations for the sessions of the Committee including the preparation of the agenda.
2. The Bureau shall exercise such functions as may be delegated to it by the Committee, including the preparation of documents and other tasks related to the operations of the High Level Panel of Experts. The Bureau will facilitate coordination among relevant actors and levels to advance intersessional tasks entrusted to it.

RULE IV - THE ADVISORY GROUP

1. The Bureau shall establish an Advisory Group from among representatives of the Food and Agriculture Organization, the World Food Programme, the International Fund for Agricultural Development and other organizations allowed to participate in the proceedings of the Committee under paragraph 11 of the CFS Reform Document and paragraph 3 of Rule XXXIII of the General Rules of the Food and Agriculture Organization. The members of the Advisory group shall be appointed for a term of two years. The number of members of the Advisory Group shall not exceed that of the members of the Bureau including the Chairperson, unless otherwise decided by the Committee.
2. The Advisory Group shall assist the Bureau by sharing with it the expertise and knowledge of the broad range of organizations it represents and its outreach to constituencies. It shall contribute regularly with substantive work to the intersessional activities of the Committee, and its Members may propose issues to the Bureau for consideration.

RULE V - THE HIGH LEVEL PANEL OF EXPERTS

1. The Committee shall be assisted by a High Level Panel of Experts on Food Security and Nutrition. Its composition and functions are provided for in paragraphs 36 to 46 of the CFS Reform Document and in Rule XXXIII, paragraphs 11 to 14 of the General Rules of the Food and Agriculture Organization.
2. The Rules of Procedure of the High Level Panel of Expert on Food Security and Nutrition and the selection process of its Steering Committee are approved by the Bureau and published on the website of the Committee. Any amendment to the Rules of Procedure of the High Level Panel of Experts on Food Security and Nutrition, or to the Selection process of its Steering Committee is subject to the approval of the Bureau.
3. The Steering Committee shall elect a Chairperson and a Vice-Chairperson from among its members. They shall be elected for a period of two years renewable once. Their term of office shall expire upon election of a new Chairperson and Vice-Chairperson.

RULE VI - SECRETARIAT

1. The Committee shall be assisted by a permanent joint secretariat, located in the headquarters of the Food and Agriculture Organization in Rome. Its task will be to assist the Plenary, the Bureau, the Advisory Group and the High Level Panel of Experts. The Secretariat shall be headed by a Secretary and comprise staff from the Food and Agriculture Organization, the International Fund for Agricultural Development and the World Food Programme.

RULE VII - SESSIONS

1. The Committee shall hold sessions as provided in Rule XXXIII, paragraph 6 of the General Rules of the Food and Agriculture Organization, and shall propose the date and place of its sessions.
2. Any number of separate meetings may be held during each session of the Committee.
3. Notice of the date and place of each session shall be communicated in consultation with the Food and Agriculture Organization, the International Fund for Agricultural Development and the World Food Programme, and the Committee's Chairperson, at least two months in advance of the session to all Members of the Committee, as well as to all such organizations as may have been invited to participate or to send observers to the session. Notification of the date and place of each session shall also be communicated to all Members of the Food and Agriculture Organization, the World Food Programme and the International Fund for Agricultural Development or Member States of the United Nations ~~or the International Atomic Energy Agency which may become Members of the Committee.~~
4. Each Member of the Committee or each organization participating in the proceedings of the Committee under paragraph 11 of the CFS Reform Document and Rule XXXIII, paragraph 3 of the General Rules of the Food and Agriculture Organization may designate alternates and advisers to its representative on the Committee.
5. Presence of representatives of a majority of the Members of the Committee shall constitute a quorum for any formal action by the Committee.
6. Extraordinary sessions may be requested by Members of the Committee and approved by the Bureau after consultation with Committee Members.

RULE VIII - AGENDA AND DOCUMENTS

1. A provisional agenda shall be prepared by the Bureau, in consultation with the Advisory Group. The Chairperson shall circulate the provisional agenda at least two months in advance of the sessions to all Members of the Food and Agriculture Organization, of the World Food Programme, of the International Fund for Agricultural Development and to all Member States of the United Nations ~~or the International Atomic Energy Agency~~ that are not Members of the Food and Agriculture Organization, the World Food Programme and the International Fund for Agricultural Development ~~and are entitled to become Members of the Committee.~~ The provisional agenda shall also be circulated to all participants and observers entitled to participate in the proceedings of the Committee.
2. The United Nations General Assembly (UNGA), the Economic and Social Council (ECOSOC) or the Conference of the Food and Agriculture Organization may request the Chairperson, not less than 30 days before the proposed date of the session, to insert an item in the provisional agenda.
3. The Committee in session may, by a two-thirds majority of the votes cast, amend the agenda by the deletion, addition or modification of any item, provided that no matter referred to it by the United Nations General Assembly (UNGA), the Economic and Social Council (ECOSOC) or the Conference of the Food and Agriculture Organization is omitted from the agenda.
4. Documents not already dispatched shall be dispatched with the provisional agenda or as soon as possible thereafter in all the languages of the Food and Agriculture Organization, the World Food Programme and the International Fund for Agricultural Development.

RULE IX - VOTING

1. Each Member of the Committee shall have one vote.
2. The decisions of the Committee 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 Food and Agriculture Organization shall apply *mutatis mutandis*.

RULE X - REPORTS

1. At each session, the Committee shall approve a report embodying its recommendations and decisions. A summary by the Chairperson will also be released embodying minority views. Any recommendations adopted by the Committee which affects the programme or finances of the Food and Agriculture Organization, the World Food Programme or the International Fund for Agricultural Development or which concerns legal or constitutional matters of these organizations shall be reported to their appropriate governing bodies with the comments of the appropriate subsidiary committees.
2. Committee participants, including the United Nations and other intergovernmental organizations, non-governmental organizations and civil society organizations and private sector associations are encouraged to consider in their respective governing bodies the outcomes of the Committee which are relevant to their own activities.
3. The reports shall be circulated to all Members, participants and observers of the Committee as defined in paragraphs 7 to 15 of the CFS Reform Document and in Rule XXXIII paragraphs 1 to 5 of the General Rules of the Food and Agriculture Organization.
4. Pursuant to Rule XXXIII, paragraph 16 of the General Rules of the Food and Agriculture Organization, the reports of the Committee shall be referred to the Conference of the Food and Agriculture Organization and to the General Assembly of the United Nations through the Conference and the Economic and Social Council.

RULE XI - SUBSIDIARY BODIES

1. In accordance with Rule XXXIII, paragraph 23 of the General Rules of the Food and Agriculture Organization, the Committee may establish subsidiary or *ad hoc* bodies where it considers that such action would expedite its own work, without duplicating the work of existing bodies.
2. Before taking a decision on the establishment of any subsidiary or *ad hoc* body, the Committee shall examine the administrative and financial implications of such a decision, in the light of a report to be submitted by the Secretary.
3. The Committee shall define the terms of reference, composition and, as far as possible, the duration of the mandate of each subsidiary or *ad hoc* body. Such subsidiary or *ad hoc* bodies shall report to the Committee. The reports of the subsidiary or *ad hoc* bodies shall be made available for information to all members of the subsidiary or *ad hoc* bodies concerned, all Members of the Committee, and to interested international organizations entitled to attend sessions of the bodies concerned.

RULE XII - SUSPENSION OF RULES

1. The Committee may, by a two-thirds majority of the votes cast, decide to suspend any of the foregoing Rules of Procedure, provided that the action contemplated is consistent with the Constitution of the Food and Agriculture Organization and the CFS Reform Document and that 24 hours' notice of the proposal for the suspension has been given. Such notice may be waived if no Member objects.

RULE XIII - AMENDMENT OF RULES

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