



# COMMITTEE ON WORLD FOOD SECURITY

**Fortieth Session**

**Rome, Italy, 7-11 October 2013**

**PROPOSED AMENDMENTS TO THE CFS RULES OF PROCEDURE  
AND TO RULE XXXIII OF THE GENERAL RULES OF THE  
ORGANIZATION AND OUTCOMES OF THE WORK OF THE CFS  
RULES OF PROCEDURE WORKING GROUP**

*This document can be accessed using the Quick Response Code on this page;  
a FAO initiative to minimize its environmental impact and promote greener communications.  
Other documents can be consulted at [www.fao.org](http://www.fao.org)*



mi037e

***Matters to be brought to the attention of the Committee:***

- 1) The Committee expresses its appreciation for the work of the Working Group on CFS Rules of Procedure;

The CFS Secretary and the inclusion of other UN entities in the CFS Secretariat (Part I).

The Committee:

- 2) Endorses the terms of reference, revised qualifications and selection procedure for the new CFS Secretary;
- 3) Endorses the modalities and requirements for inclusion in the CFS Secretariat, through secondment of staff of other UN entities directly concerned with food security and;
- 4) Requests FAO, IFAD and WFP to proceed with the process of recruitment of the CFS Secretary as soon as possible.

Proposals to amend the CFS Rules of Procedure and Rule XXXIII of the General Rules of the Organization (Part II)

The Committee:

- 5) Endorses the proposed amendment to Rule XXXIII of the General Rules of the Organization (GRO) and requests that the FAO Council forward these to the Thirty-Ninth Session of the Conference (Rome, 6-13 June 2015) for approval.
- 6) Endorses the proposed amendment to Rule IV (Advisory Group) of the CFS Rules of Procedure;

Future work on the selection criteria for the members of the HLPE Steering Committee, the composition of the Advisory Group and the distinction between CFS Participants and Observers

The Committee:

- 7) Mandates the Bureau to consider which of the selection criteria for the appointment of Members of the HLPE Steering Committee mentioned in paragraph 43 of the CFS Reform Document and paragraph 10 of the Rules and Procedure of the Work of the HLPE<sup>1</sup>, should be included in Rule V of the CFS Rules of Procedure<sup>2</sup> with a view to submitting a proposal to the Committee during its Plenary Session in October 2014.
- 8) Mandates the Bureau in consultation with the Advisory Group, to urgently analyze the role of the Advisory Group, its composition, categories and the selection process for each category in order to strengthen its contribution. The Bureau will submit a proposal to the Committee during its Plenary Session in October 2014.
- 9) Mandates the Bureau to further clarify the CFS Reform Document regarding the distinction between CFS Participants and Observers with a view to submitting a proposal to the Committee at its next Plenary Session in October 2014.

<sup>1</sup> [http://www.fao.org/fileadmin/user\\_upload/hlpe/hlpe\\_documents/HLPE\\_-\\_Rules\\_and\\_procedures.pdf](http://www.fao.org/fileadmin/user_upload/hlpe/hlpe_documents/HLPE_-_Rules_and_procedures.pdf)

<sup>2</sup> CFS 2013/40/Inf.15

## **PART 1 - THE CFS SECRETARY AND THE INCLUSION OF OTHER UN ENTITIES IN THE CFS SECRETARIAT<sup>3</sup>**

### **Background**

At its 39<sup>th</sup> session, the Committee on World Food Security (CFS) “*mandated the Bureau to develop the selection procedure, including the required qualifications and the terms of reference, for the position of the CFS Secretary, together with modalities and requirements for inclusion in the Secretariat of other UN entities directly concerned with food security and nutrition, with a view to submitting proposals to the Committee during its plenary session in October 2013. Such proposals should take into account views expressed by the executive heads of FAO, IFAD and WFP*”<sup>4</sup>.

At its meeting on 25 January 2013, the Bureau decided to delegate the discussion of these matters to the Working Group on CFS Rules of Procedure, chaired by Mr Guo Handi, Deputy Representative of China.

Three meetings of the Working Group were held during which the selection procedure and the modalities and requirements for inclusion in the Secretariat of other UN entities were discussed. On 24 July 2013, consensus was reached by the members of the Working Group on a document outlining the key elements regarding the terms of reference, qualifications and selection procedure of the new CFS Secretary as well as modalities and requirements for inclusion in the Secretariat, through secondment of staff, of other UN entities directly concerned with food security and nutrition. The document was submitted to the CFS Bureau for discussion and endorsement.

### **1. Selection procedure, including required qualifications and terms of reference**

The Bureau, at its meeting on 6 August 2013, reviewed and endorsed the following proposals with a view to present them for endorsement by the Committee at its 40<sup>th</sup> Session:

#### a) Terms of Reference for a D1-level CFS Secretary

- Under the overall supervision of the CFS Chair and in close collaboration with the Bureau and the Advisory Group and the Chairs of the working groups as representatives of CFS Members and Participants, the incumbent will:
  - Manage and supervise the Secretariat;
  - Manage, report on and be accountable for the CFS budget.
  - Be responsible for the implementation of the CFS Resource Mobilization Strategy;
  - Be responsible for the implementation of the CFS Communication Strategy, the communication among CFS stakeholders and the dissemination of CFS publications;
  - Ensure technical, administrative and logistical support to the CFS Chair and the Chairs of the different working groups and technical teams;
  - Supervise and provide technical inputs in the preparation of CFS publications, working documents and meetings;
  - Exercise overall supervision of the CFS Secretariat’s support to the High-Level Panel of Experts;
  - Ensure that the Heads of the three Rome-based agencies are kept informed on the work of the Committee through the appropriate channels;
- The Secretary will be subject to the FAO Regulations and Rules.

#### b) Qualifications

- The incumbent:
  - should have professional experience related to the functioning of multilateral and multi-stakeholder processes and their management;
  - should hold a post-graduate degree preferably in disciplines that are relevant to food security and nutrition;

<sup>3</sup> CFS 2013/40/Inf.15

<sup>4</sup> CFS 2012/39 FINAL REPORT, paragraph 43.

- should have relevant professional experience on food security and nutrition-related issues and policies including preferably a relevant publications record;
- Other details concerning the vacancy announcement for and qualifications of the Secretary, such as managerial, language and other core competences, should be agreed upon by the three Rome-based agencies and communicated to the Committee, through the Bureau and Advisory Group, in a timely manner.

c) Selection Procedure

- The selection process should be transparent and open to any qualified candidate;
- The vacancy announcement will be posted on the FAO, IFAD and WFP websites and publicized elsewhere through other media and by different stakeholders involved in the CFS process;
- The selection panel will be composed of a representative from each of the three Rome-based agencies appointed by the Heads of the organizations;
- The interview process will be in accordance with the standard practices of the three Rome-based agencies;
- The FAO Director-General will appoint the Secretary based on the decision of the selection panel.

These key elements will represent the basis for the preparation of the vacancy announcement and the implementation of the selection process which are under the responsibility of the three Rome-based agencies.

## 2. Inclusion in the Secretariat of other UN entities

- The Secretary should solicit staff contributions by other UN entities, according to the needs of the Secretariat;
- UN entities directly concerned with food security and nutrition that are interested in seconding one or more of its staff members to the Secretariat could submit an official request and appropriate justification to the CFS Secretary and the CFS Chair who, taking into account CFS workstreams, priorities and needs, will decide whether to invite them to join the team and so inform the Bureau and the Advisory Group;
- Following this decision, the interested UN entity will sign an agreement with FAO according to FAO Regulations and Rules to define the kind of contribution and any other administrative matter.

## **PART 2 - PROPOSALS TO AMEND THE CFS RULES OF PROCEDURE AND RULE XXXIII OF THE GENERAL RULES OF THE ORGANIZATION<sup>5</sup>**

The CFS Bureau has reviewed the proposed amendments to the CFS Rules of Procedure and Rule XXXIII of the General Rules of the Organization. The proposed amendment to Rule IV- *Advisory Group* - of the CFS Rules of Procedure is set out in Section B below and presented to the Fortieth Session of the CFS for its adoption in accordance with Rule XIII – *Amendment of Rules* – of the CFS Rules of Procedure<sup>6</sup>. The proposed amendment to paragraph 7 of Rule XXXIII of the General Rules of

<sup>5</sup> CFS 2013/40/Inf.15

<sup>6</sup> Rule XIII of the CFS Rules of Procedure reads: “*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 of the United Nations 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*

the Organization is set out in Section A below and presented to the Fortieth Session of the CFS for its endorsement and subsequent transmission to the Thirty-ninth Session of the FAO Conference (Rome, 6-13 June 2015) through the Council<sup>7</sup>.

## **Section A: Proposed amendment to Rule XXXIII of the General Rules of the Organization<sup>8</sup>**

### **Rule XXXIII<sup>9</sup>**

#### **Committee on World Food Security**

##### **A. Composition and participation**

(...)

7. The Committee may meet in extraordinary (or special) session:
  - a) If at any regular session the Committee so decides;
  - b) If the Bureau so requests; *or*
  - c) *If at least a simple majority of the Member Nations so request*

## **Section B: Proposed amendment to the CFS Rules of Procedure<sup>10</sup>**

### *Rule IV*

#### *Advisory Group*

1. The Bureau shall establish an Advisory Group from among the representatives of the Food and Agriculture Organization of the United Nations, 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 of the United Nations. The members of the Advisory group shall be appointed for a term of two years. The number of the members of the Advisory Group shall not exceed that of the members of the Bureau including the Chairperson, unless otherwise decided by the ~~Committee~~ *Bureau*.

---

*notice thereof has been dispatched by the Secretary to Members of the Committee at least 30 days before the opening of the session."*

<sup>7</sup> Rule XLIX of the GROs reads: (...) 2. "*Amendments of, or additions to, these Rules may be adopted by a two-thirds majority of the votes cast at any plenary meeting of the Conference, provided that the intention to propose the amendment or addition has been communicated to the delegates not less than 24 hours before the meeting at which the proposal is to be considered, and provided further that the Conference has received and considered a report on the proposal by an appropriate committee.* 3. *The Council may propose amendments and additions to these Rules and any such proposals may be considered at the next session of the Conference.*"

<sup>8</sup> Deletions are indicated using ~~strikethrough text~~ and insertions using *underlined italics*.

<sup>9</sup> As amended by Conference Resolution 10/2013 - *Amendments to Rule XXXIII of the General Rules of the Organization*

<sup>10</sup> Deletions are indicated using ~~strikethrough text~~ and insertions using *underlined italics*.