

## **L. RULES OF PROCEDURE OF THE COMMITTEE ON WORLD FOOD SECURITY**

### **Rule I**

#### **Composition and participation**

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 of the United Nations.

### **Rule II**

#### **Bureau**

1. At the first session of the Committee held after a regular session of the Conference, the Committee shall elect a Chairperson and 12 Members which collectively shall constitute the Bureau of the Committee. The Committee shall also elect 12 Alternate Members. The Chairperson shall be elected on the basis of individual qualifications. The other 12 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 Southwest Pacific. The 12 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 Southwest 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 of the United Nations.

2. The Chairperson shall be elected for a period of two years on a rotational basis among regions and on the basis of individual qualifications and experience relevant to the mandate of CFS. He or she shall not be eligible for election for two consecutive terms in the same office. His/her term of office shall expire at the end of the Committee meeting where the election of a new Chairperson is held.

3. 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 new Members and Alternate Members are held. If a Bureau Member becomes temporarily unavailable for an extended period of time, it will inform the Chairperson of the Bureau thereof in writing and in a timely manner, and the designated Alternate Member will replace the Bureau Member for the duration of that period, as determined by the Bureau. If a Bureau Member becomes permanently 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. Alternate Members may attend meetings of the Bureau as silent observers, unless otherwise decided by the Bureau.

4. Nominations of candidates for the election of the Chairperson shall be made by the government of a Member or by its delegate or representative and communicated to the CFS Secretary not later than 30 calendar days before the opening date of the session of the Committee at which the election of the Chairperson will take place. Any nomination reaching the CFS Secretary later shall not be considered as valid. Nominations shall include

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the name of the proposed candidate and details of his/her qualifications and experience. The Secretary shall, within 5 working days from the closing date of the nomination period, communicate to the Members the nominations received.

5. 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.

6. 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.

### **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 on Food Security and Nutrition. The Bureau will facilitate coordination among relevant actors and levels to advance intersessional tasks entrusted to it.

### **Rule IV Advisory Group**

1. The Bureau shall establish an Advisory Group from among 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 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.

3. Each member of the Advisory Group should be responsible for the establishment, maintenance and strengthening of regular linkages with organizations and entities within the category it represents with a view to:

- a) Promote the engagement of interested organizations and entities that are represented in each of the five categories of the Advisory Group in order to ensure a two-way exchange of information during CFS inter-sessional periods;
- b) Facilitate the participation and provision of inputs, comments and proposals regarding ongoing CFS activities from those entities represented in each category that could provide relevant contributions to CFS discussions;
- c) Assist the Bureau in the identification of important developments in the area of food security and nutrition at global, regional and national levels and raise awareness towards the ongoing activities carried out by the different entities represented in each category;
- d) Contribute to the dissemination of CFS outcomes and deliberations.

4. At the end of each inter-sessional period, each member of the Advisory Group should prepare a report to inform the Bureau about the work carried out during the year to fulfil their roles. Particular attention should be devoted to the achievements obtained in involving their constituencies and facilitating a two-way exchange of information and inputs among their stakeholders and the Committee.

5. The CFS Chair, after consulting the Bureau, may decide to appoint *ad hoc* Participants whose mandate would be limited to a particular topic, a specific activity and a limited period of time. The *ad hoc* Participants' expertise and background should add value to the deliberations and contribute to the work of the Advisory Group. The appointed *ad hoc* Participant could participate, with the right to intervene in discussions on the subject matters for which he/she was appointed, in the Joint Bureau and Advisory Group meetings.

## **Rule V**

### **High-Level Panel of Experts on Food Security and Nutrition**

1. The Committee shall be assisted by a High-Level Panel of Experts on Food Security and Nutrition, hereinafter referred to as "the High-Level Panel". Its functions, structure and *modus operandi* are provided for in [paragraphs 36 to 42](#) of the CFS Reform Document and in [Rule XXXIII](#), paragraphs 12 and 13 of the General Rules of the Food and Agriculture Organization of the United Nations.

2. The High-Level Panel shall consist of a Steering Committee and of *ad hoc* Project Teams acting on a project-specific basis and constituting a network of food security and nutrition experts.

3. The Steering Committee shall consist of between ten and fifteen highly reputable, internationally-recognized experts on food security and nutrition-related fields, appointed in their personal capacity for a term of office of two years, renewable consecutively only once. The Steering Committee should reflect an assortment of technical disciplines, balance of regional expertise as well as consideration of gender representation. Ideal candidates will have relevant experience working with cross-disciplinary expert processes. They should have a broad vision and substantial experience in cross-disciplinary expert processes. They should be experienced professionals, holding an advanced university degree, proven record

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of publications and/or solid background in field/research project management in the area of food security and nutrition. Most importantly they should have strong experience in managing groups or networks of experts, extensive communication and inter-personal skills, leadership skills, and, drawing from their international recognition by peers, the capacity to attract and draw expert networks.

4. The members of the Steering Committee shall be appointed by the Bureau of the Committee on the basis of a recommendation of an *ad hoc* technical selection committee consisting of representatives of FAO, the World Food Programme, the International Fund for Agricultural Development, Bioversity International and a representative of civil society organizations. The Steering Committee shall normally hold two sessions every year, unless otherwise decided by the Committee itself in extraordinary circumstances. The functions of the Steering Committee shall be:

- (a) to ensure and follow the preparation of state-of-the-art studies and analysis for consideration by the Committee on a variety of food security and nutrition issues;
- (b) to assemble expert Project Teams to prepare studies and analysis in support of decisions of the Committee;
- (c) to establish and keep under review working methodologies, plans of work and terms of reference for Project Teams and, in general, manage their work;
- (d) to review work methodologies and to propose work plans;
- (e) to perform such related functions as may be required.

5. Members of the Steering Committee will participate in their individual capacities, and not as representatives of their respective governments, institutions or organizations.

6. There shall be a database of experts on all relevant fields related to food security and nutrition who may be nominated by Members of the Committee or any other interested party participating in the proceedings of the Committee. Drawing from this database, the Steering Committee shall constitute *ad hoc* Project Teams to analyse and report on such issues as may be referred by the Steering Committee to the team. The Project Teams shall be constituted for pre-determined periods of time and shall be responsible for drafting studies and analysis under the general direction and oversight of the Steering Committee.

7. The Rules of Procedure of the High-Level Panel 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, or to the Selection process of its Steering Committee is subject to the approval of the Bureau.

8. 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 consecutively only once. Their term of office shall expire upon election of a new Chairperson and Vice-Chairperson.

## **Rule VI**

### **Secretariat**

The Committee shall be assisted by a permanent joint secretariat, located in the headquarters of the Food and Agriculture Organization of the United Nations in Rome. Its task will be to assist the Plenary, the Bureau, the Advisory Group and the High-Level Panel.

The Secretariat shall be headed by a Secretary and comprise staff from the Food and Agriculture Organization of the United Nations, 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](#), paragraphs 6 and 7 of the General Rules of the Food and Agriculture Organization of the United Nations, 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 by the Director-General and the Chairperson of the Committee, in consultation with the Food and Agriculture Organization of the United Nations, the International Fund for Agricultural Development and the World Food Programme, 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 of the United Nations, the World Food Programme and the International Fund for Agricultural Development and Member States of the United Nations.
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 of the United Nations 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.

## **Rule VIII**

### **Agenda and Documents**

1. A provisional agenda shall be prepared by the Bureau, in consultation with Member States and 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 United Nations, of the World Food Programme, of the International Fund for Agricultural Development and to all Member States of the United Nations that are not Members of the Food and Agriculture Organization of the United Nations, the World Food Programme and the International Fund for Agricultural Development. 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 of the United Nations 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 of the United Nations is omitted from the agenda.

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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 of the United Nations, 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 of the United Nations 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 affect the programme or finances of the Food and Agriculture Organization of the United Nations, 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 of the United Nations.
4. Pursuant to Rule XXXIII, paragraph 15 of the General Rules of the Food and Agriculture Organization of the United Nations, the reports of the Committee shall be referred to the Conference of the Food and Agriculture Organization of the United Nations 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 22 of the General Rules of the Food and Agriculture Organization of the United Nations, 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 and with due regard to the necessary funds being available.

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 CFS Secretary, after consultation of the Food and Agriculture Organization of the United Nations, the International Fund for Agriculture Development and the World Food Programme.

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**

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 of the United Nations 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**

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

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