



UNITED
NATIONS

A

**United Nations Conference
on New and Renewable Sources
of Energy**

Nairobi, Kenya
10-21 August 1981

UN LIBRARY

JUN 4 - 1981

Distr.
GENERAL

A/CONF.100/2
20 May 1981

ORIGINAL: ENGLISH

UN/SA COLLECTION

UNITED NATIONS CONFERENCE ON NEW AND
RENEWABLE SOURCES OF ENERGY
10-21 August 1981
Nairobi, Kenya

PROVISIONAL RULES OF PROCEDURE OF THE CONFERENCE*

* The provisional rules of procedure were approved by the Preparatory Committee for the United Nations Conference on New and Renewable Sources of Energy at its third session, held at Headquarters from 31 March to 16 April 1981 (decision 4 (III)). The report of the Committee will be issued as document A/36/47.

81-13523

/...

CONTENTS

<u>Rule</u>		<u>Page</u>
	I. REPRESENTATION AND CREDENTIALS	
1	Composition of delegations	6
2	Alternates and advisers	6
3	Credentials	6
4	Credentials Committee	6
5	Provisional participation	6
	II. OFFICERS	
6	Election	7
7	Acting President	7
8	Voting rights of the President	7
	III. GENERAL COMMITTEE	
9	Composition	7
10	Functions	8
	IV. SECRETARIAT OF THE CONFERENCE	
11	Duties of the Secretary-General	8
12	Duties of the secretariat	8
13	Statements by the secretariat	9
	V. CONCLUSIONS OF THE CONFERENCE	
14	Report	9
	VI. CONDUCT OF BUSINESS	
15	Quorum	9
16	General powers of the President	9
17	Points of order	10

CONTENTS (continued)

<u>Rule</u>		<u>Page</u>
18	Speeches	10
19	Precedence	11
20	Closing of the list of speakers	11
21	Right of reply	11
22	Adjournment of debate	11
23	Closure of debate	11
24	Suspension or adjournment of the meeting	12
25	Order of motions	12
26	Submission of proposals and substantive amendments	12
27	Withdrawal of proposals and motions	12
28	Decisions on competence	12
29	Reconsideration of proposals	13
VII. VOTING AND ELECTIONS		
30	Voting rights	13
31	Majority required	13
32	Meaning of the phrase "representatives present and voting"	13
33	Method of voting	14
34	Explanation of vote	14
35	Conduct during voting	14
36	Division of proposals	14
37	Amendments	14
38	Order of voting on amendments	15
39	Order of voting on proposals	15
40) 41)	Elections	15

CONTENTS (continued)

<u>Rule</u>		<u>Page</u>
VIII. COMMITTEES		
42	Main Committees and working groups	16
43	Representation on the Main Committees	16
44	Officers and procedures	16
IX. LANGUAGES AND RECORDS		
45	Languages of the Conference	17
46	Interpretation	17
47	Languages of resolutions and other formal decisions	17
48	Languages of reports	17
49	Records of meetings	17
X. PUBLIC AND PRIVATE MEETINGS		
50	General principles	18
51	Communiqués on private meetings	18
XI. OTHER PARTICIPANTS AND OBSERVERS		
52	Representatives of the United Nations Council for Namibia	18
53	Representatives of organizations that have received a standing invitation from the General Assembly to participate in the sessions and work of all international conferences convened under the auspices of the General Assembly in the capacity of observer	18
54	Representatives of national liberation movements	19
55	Representatives of the specialized agencies	19
56	Representatives of other intergovernmental organizations	19
57	Representatives of interested United Nations organs	19
58	Representatives of non-governmental organizations	20
59	Written statements	20

CONTENTS (continued)

<u>Rule</u>		<u>Page</u>
	XII. AMENDMENT AND SUSPENSION OF THE RULES OF PROCEDURE	
60	Method of amendment	20
61	Method of suspension	20

I. REPRESENTATION AND CREDENTIALS

Composition of delegations

Rule 1

Each State participating in the Conference shall be represented by a head of delegation and no more than five other accredited representatives and such alternate representatives and advisers as may be required.

Alternates and advisers

Rule 2

The head of delegation may designate an alternate representative or an adviser to act as a representative.

Credentials

Rule 3

The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Secretary-General of the Conference, if possible not less than one week before the date fixed for the opening of the Conference. The credentials shall be issued either by the Head of the State or Government or by the Minister for Foreign Affairs.

Credentials Committee

Rule 4

A Credentials Committee of nine members shall be appointed at the beginning of the Conference. Its composition shall be based on that of the Credentials Committee of the General Assembly of the United Nations at its thirty-fifth session. It shall examine the credentials of representatives and report to the Conference without delay.

Provisional participation

Rule 5

Pending a decision of the Conference upon their credentials, representatives shall be entitled to participate provisionally in the Conference.

/...

II. OFFICERS

Election 1/

Rule 6

The Conference shall elect the following officers: a President, 23 Vice-Presidents and a Rapporteur-General, as well as a Chairman for each of the Main Committees established in accordance with rule 42. Each Main Committee shall elect three Vice-Chairmen and a Rapporteur.

Acting President

Rule 7

1. If the President finds it necessary to be absent from a meeting or any part thereof, he shall designate a Vice-President to take his place.
2. A Vice-President acting as President shall have the same powers and duties as the President.

Voting rights of the President 2/

Rule 8

The President, or a Vice-President acting as President, shall not vote, but shall appoint another member of his delegation to vote in his place.

III. GENERAL COMMITTEE

Composition

Rule 9

The President, the Vice-Presidents, the Rapporteur-General of the Conference and the Chairmen of the Main Committees established in accordance with rule 42 shall constitute the General Committee. The President of the Conference, or in his absence one of the Vice-Presidents designated by him, shall serve as Chairman of the General Committee. The Chairman of the Credentials Committee may participate, without the right to vote, in the General Committee.

1/ For the election of officers of the Credentials Committee and of working groups, see rule 44 (a).

2/ For the voting rights of the Chairmen of the General Committee and the Credentials Committee, see rule 44 (b).

Functions

Rule 10

The General Committee shall assist the President in the general conduct of the business of the Conference and, subject to the decisions of the Conference, shall ensure the co-ordination of its work.

IV. SECRETARIAT OF THE CONFERENCE

Duties of the Secretary-General

Rule 11

1. The Secretary-General of the United Nations, or in his absence the Secretary-General of the Conference, shall act in that capacity in all meetings of the Conference and its subsidiary organs. The Secretary-General of the United Nations or the Secretary-General of the Conference may designate a member of the secretariat to act in his place at these meetings.

2. The Secretary-General of the Conference shall direct the staff required by the Conference.

Duties of the secretariat

Rule 12

The secretariat of the Conference shall, in accordance with these rules:

- (a) Interpret speeches made at meetings;
- (b) Receive, translate and circulate the documents of the Conference;
- (c) Publish and circulate the report of the Conference;
- (d) Make and arrange for the keeping of sound recordings of meetings;
- (e) Arrange for the custody of the documents of the Conference in the archives of the United Nations;
- (f) Generally perform all other work that the Conference may require.

Statements by the secretariat

Rule 13

The Secretary-General of the United Nations or the Secretary-General of the Conference, or any member of the secretariat designated by either for that purpose, may, subject to rule 18, make statements concerning any question under consideration.

V. CONCLUSIONS OF THE CONFERENCE

Report

Rule 14

The Conference shall adopt a report, the draft of which shall be prepared by the Rapporteur-General.

VI. CONDUCT OF BUSINESS

Quorum 3/

Rule 15

The President may declare a meeting open and permit the debate to proceed when at least one third of the representatives of the States participating in the Conference are present. The presence of representatives of a majority of such States shall be required for any decision to be taken.

General powers of the President

Rule 16

1. In addition to exercising the powers conferred upon him elsewhere by these rules, the President shall preside at the plenary meetings of the Conference; he shall declare the opening and closing of each meeting, direct the discussions, ensure observance of these rules, accord the right to speak, put questions to the vote and announce decisions. He shall rule on points of order. The President, subject to these rules, shall have complete control of the proceedings and over the maintenance of order thereat. The President may propose to the Conference the closing of the list of speakers, a limitation on the time to be allowed to

3/ For the quorum required at meetings of the General Committee and the Credentials Committee and at meetings of the Main Committees, see rule 44 (c).

speakers and on the number of times the representative of each participant in the Conference may speak on a question, the adjournment or the closure of the debate and the suspension or the adjournment of a meeting.

2. The President, in the exercise of his functions, remains under the authority of the Conference.

Points of order

Rule 17

During the discussion of any matter, a representative may at any time raise a point of order, which shall be immediately decided by the President in accordance with these rules. A representative may appeal against the ruling of the President. The appeal shall be immediately put to the vote, and the President's ruling shall stand unless overruled by a majority of the representatives present and voting. A representative may not, in raising a point of order, speak on the substance of the matter under discussion.

Speeches

Rule 18

1. No one may address the Conference without having previously obtained the permission of the President. Subject to rules 17, 19 and 21 to 24, the President shall call upon speakers in the order in which they signify their desire to speak.

2. Debate shall be confined to the question before the Conference and the President may call a speaker to order if his remarks are not relevant to the subject under discussion.

3. The Conference may limit the time allowed to speakers ^{4/} and the number of times participants may speak on a question. Permission to speak on a motion to set such limits shall be accorded only to two representatives in favour of and to two opposing such limits, after which the motion shall be immediately put to the vote. In any event, the President shall limit each intervention on a procedural question to a maximum of five minutes. When the debate is limited and a speaker exceeds the allotted time, the President shall call him to order without delay.

^{4/} The Preparatory Committee for the United Nations Conference on New and Renewable Sources of Energy, at its third session, recommended that this limit should be 15 minutes for the representative of each State and 10 minutes for other participants (decision 7 (III)). The report of the Committee will be issued as document A/36/47.

Precedence

Rule 19

The Chairman or Rapporteur of a Main Committee may be accorded precedence for the purpose of explaining the conclusions arrived at by the committee.

Closing of the list of speakers

Rule 20

During the course of a debate, the President may announce the list of speakers and, with the consent of the Conference, declare the list closed. When there are no more speakers, the President shall, with the consent of the Conference, declare the debate closed. Such closure shall have the same effect as closure pursuant to rule 23.

Right of reply

Rule 21

Notwithstanding rule 20, the President shall accord the right of reply to a representative of any State participating in the Conference who requests it. Any other representative may be granted the opportunity to make a reply. Representatives should attempt, in making such statements, to be as brief as possible and preferably to deliver their statements at the end of the meeting at which the request is made.

Adjournment of debate

Rule 22

A representative may at any time move the adjournment of the debate on the question under discussion. Permission to speak on the motion shall be accorded only to two representatives in favour of and to two opposing the adjournment, after which the motion shall, subject to rule 25, be immediately put to the vote.

Closure of debate

Rule 23

A representative may at any time move the closure of the debate on the question under discussion, whether or not any other representative has signified his wish to speak. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the motion shall, subject to rule 25, be immediately put to the vote.

Suspension or adjournment of the meeting

Rule 24

Subject to rule 35, a representative may at any time move the suspension or the adjournment of the meeting. No discussion on such motions shall be permitted and they shall, subject to rule 25, be immediately put to the vote.

Order of motions

Rule 25

The motions indicated below shall have precedence in the following order over all proposals or other motions before the meeting:

- (a) To suspend the meeting;
- (b) To adjourn the meeting;
- (c) To adjourn the debate on the question under discussion;
- (d) To close the debate on the question under discussion.

Submission of proposals and substantive amendments

Rule 26

Proposals and substantive amendments shall normally be submitted in writing to the Secretary-General of the Conference, who shall circulate copies to all delegations. Unless the Conference decides otherwise, substantive proposals shall be discussed or put to the vote no earlier than 24 hours after copies have been circulated in all languages of the Conference to all delegations.

Withdrawal of proposals and motions

Rule 27

A proposal or a motion may be withdrawn by its sponsor at any time before voting on it has commenced, provided that it has not been amended. A proposal or a motion thus withdrawn may be reintroduced by any representative.

Decisions on competence

Rule 28

Any motion calling for a decision on the competence of the Conference to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.

/...

Reconsideration of proposals

Rule 29

When a proposal has been adopted or rejected, it may not be reconsidered unless the Conference, by a two-thirds majority of the representatives present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing reconsideration, after which the motion shall be immediately put to the vote.

VII. VOTING AND ELECTIONS

Voting rights

Rule 30

Each State participating in the Conference shall have one vote.

Majority required 5/

Rule 31

1. Unless the Conference decides otherwise, decisions of the Conference on all matters of substance shall be taken by a two-thirds majority of the representatives present and voting.
2. Unless the Conference decides otherwise and except as otherwise provided, decisions of the Conference on all matters of procedure shall be taken by a simple majority of the representatives present and voting.
3. If the question arises whether a matter is one of procedure or of substance, it shall be decided by the Conference by a majority of the representatives present and voting.
4. If a vote is equally divided, the proposal or motion shall be regarded as rejected.

Meaning of the phrase "representatives present and voting"

Rule 32

For the purpose of these rules, the phrase "representatives present and voting" means representatives casting an affirmative or negative vote. Representatives who abstain from voting shall be regarded as not voting.

5/ For the majority required for decisions of committees and working groups, see rule 44 (d).

Method of voting

Rule 33

Except as provided in rule 40, the Conference shall normally vote by show of hands, except that a representative may request a roll-call, which shall then be taken in the English alphabetical order of the names of the States participating in the Conference, beginning with the delegation whose name is drawn by lot by the President. The name of each State shall be called in all roll-calls, and its representative shall reply "yes", "no" or "abstention".

Explanation of vote

Rule 34

Representatives may make brief statements consisting solely of explanation of their votes, before the voting has commenced or after the voting has been completed. The President may limit the time to be allowed for such explanations. The representative of a State sponsoring a proposal or motion shall not speak in explanation of vote thereon, except if it has been amended.

Conduct during voting

Rule 35

After the President has announced the commencement of voting, no representative shall interrupt the voting except on a point of order in connexion with the process of voting.

Division of proposals

Rule 36

A representative may move that parts of a proposal be voted on separately. If a representative objects, the motion for division shall be voted upon. Permission to speak on the motion shall be accorded only to two representatives in favour of and to two opposing the division. If the motion is carried, those parts of the proposal that are subsequently approved shall be put to the vote as a whole. If all operative parts of the proposal have been rejected, the proposal shall be considered to have been rejected as a whole.

Amendments

Rule 37

A proposal is considered an amendment to another proposal if it merely adds

deletes from or revises part of that proposal. Unless specified otherwise, the word "proposal" in these rules shall be considered as including amendments.

Order of voting on amendments

Rule 38

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Conference shall vote first on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom and so on, until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon.

Order of voting on proposals

Rule 39

1. If two or more proposals, other than amendments, relate to the same question, they shall, unless the Conference decides otherwise, be voted on in the order in which they were submitted. The Conference may, after each vote on a proposal, decide whether to vote on the next proposal.
2. Revised proposals shall be voted on in the order in which the original proposals were submitted, unless the revision substantially departs from the original proposal. In that case the original proposal shall be considered as withdrawn and the revised proposal shall be treated as a new proposal.
3. A motion requiring that no decision be taken on a proposal shall be put to the vote before a vote is taken on the proposal in question.

Elections

Rule 40

All elections shall be held by secret ballot, unless the Conference decides otherwise.

Rule 41

1. When one or more elective places are to be filled at one time under the same conditions, those candidates, in a number not exceeding the number of such places, obtaining in the first ballot a majority of the votes cast and the largest number of votes, shall be elected.

/...

2. If the number of candidates obtaining such majority is less than the number of places to be filled, additional ballots shall be held to fill the remaining places.

VIII. COMMITTEES

Main Committees and working groups

Rule 42

There shall be two Main Committees: working groups may be established, if necessary, by the Conference and by the Main Committees.

Representation on the Main Committees

Rule 43

Each State participating in the Conference may be represented by one representative on each Main Committee. It may assign to these Committees such alternate representatives and advisers as may be required.

Officers and procedures

Rule 44

The rules relating to officers (rules 6 to 8), the secretariat of the Conference (rules 11 to 13), the conduct of business of the Conference (rules 15 to 29) and voting (rules 30 to 41) shall be applicable, mutatis mutandis, to the proceedings of committees and working groups, except that:

(a) Unless otherwise decided, the Credentials Committee and any working group shall elect a chairman and such other officers as may be required;

(b) The Chairmen of the General Committee and Credentials Committee and the Chairmen of working groups may exercise the right to vote;

(c) A majority of the representatives on the General Committee or Credentials Committee or any working group shall constitute a quorum; the Chairman of a Main Committee may declare a meeting open and permit the debate to proceed when at least one quarter of the representatives of the States participating in the Conference are present;

(d) Decisions of committees and working groups shall be taken by a majority of the representatives present and voting, except that the reconsideration of a proposal shall require the majority established by rule 29.

/...

IX. LANGUAGES AND RECORDS

Languages of the Conference

Rule 45

Arabic, Chinese, English, French, Russian and Spanish shall be the languages of the Conference.

Interpretation

Rule 46

1. Speeches made in a language of the Conference shall be interpreted into the other such languages.

2. A representative may speak in a language other than a language of the Conference if he provides for interpretation into one such language. Interpretation into the other languages of the Conference by interpreters of the secretariat may be based on the interpretation given in the first such language.

Languages of resolutions and other formal decisions

Rule 47

All resolutions and other formal decisions of the Conference shall be published in the languages of the Conference.

Languages of reports

Rule 48

Any reports submitted by the General Committee, the Credentials Committee or the Main Committees established in accordance with rule 42, as well as the report of the Conference referred to in rule 14, shall be published in the languages of the Conference.

Records of meetings

Rule 49

1. There shall be neither verbatim nor summary records of meetings.

2. Sound recordings of meetings of the Conference and of the Main Committees shall be made and kept in accordance with the practice of the United Nations. Unless otherwise decided by the Main Committees, no such recordings shall be made of the meetings of any working group thereof.

/...

X. PUBLIC AND PRIVATE MEETINGS

General principles

Rule 50

1. The plenary meetings of the Conference and the meetings of the Main Committees shall be held in public unless the body concerned decides otherwise.
2. Meetings of other organs of the Conference shall be held in private.

Communiqués on private meetings

Rule 51

At the close of a private meeting, the body concerned may issue a communiqué to the press through the Secretary-General of the Conference.

XI. OTHER PARTICIPANTS AND OBSERVERS

Representatives of the United Nations Council for Namibia

Rule 52

Representatives designated by the United Nations Council for Namibia may participate in the deliberations of the Conference, its Main Committees and any working group, in accordance with the relevant resolutions and decisions of the General Assembly.

Representatives of organizations that have received a standing invitation from the General Assembly to participate in the sessions and work of all international conferences convened under the auspices of the General Assembly in the capacity of observer

Rule 53

Representatives designated by organizations that have received a standing invitation from the General Assembly to participate in the sessions and work of all international conferences convened under the auspices of the General Assembly

have the right to participate as observers, without the right to vote, in the deliberations of the Conference, its Main Committees and, as appropriate, any working group.

Representatives of national liberation movements

Rule 54

Representatives designated by national liberation movements invited to the Conference may participate as observers, without the right to vote, in the deliberations of the Conference, its Main Committees and, as appropriate, any working group on any matter of particular concern to those movements.

Representatives of the specialized agencies 6/

Rule 55

Representatives designated by the specialized agencies may participate, without the right to vote, in the deliberations of the Conference, its Main Committees and, as appropriate, any working group on questions within the scope of their activities.

Representatives of other intergovernmental organizations

Rule 56

Representatives designated by other intergovernmental organizations invited to the Conference may participate as observers, without the right to vote, in the deliberations of the Conference, its Main Committees and, as appropriate, any working group on questions within the scope of their activities.

Representatives of interested United Nations organs

Rule 57

Representatives designated by interested organs of the United Nations may participate as observers, without the right to vote, in the deliberations of the Conference, its Main Committees and, as appropriate, any working group on questions within the scope of their activities.

6/ For the purpose of these rules, the term "specialized agencies" includes the International Atomic Energy Agency and the General Agreement on Tariffs and Trade.

Representatives of non-governmental organizations

Rule 58

1. Non-governmental organizations invited to the Conference may designate representatives to sit as observers at public meetings of the Conference and its Main Committees.
2. Upon the invitation of the presiding officer of the conference body concerned and subject to the approval of that body, such observers may make oral statements on questions in which they have special competence.

Written statements

Rule 59

Written statements submitted by the designated representatives referred to in rules 52 to 58 shall be distributed by the secretariat to all delegations in the quantities and in the languages in which the statements are made available to the secretariat for distribution, provided that a statement submitted on behalf of a non-governmental organization is on a subject in which it has a special competence and is related to the work of the Conference.

XII. AMENDMENT AND SUSPENSION OF THE RULES OF PROCEDURE

Method of amendment

Rule 60

These rules of procedure may be amended by a decision of the Conference taken by a two-thirds majority of the representatives present and voting, after the General Committee has reported on the proposed amendment.

Method of suspension

Rule 61

Any of these rules may be suspended by the Conference provided that 24 hours' notice of the proposal for the suspension has been given, which may be waived if no representative objects. Any such suspension shall be limited to a specific and stated purpose and to a period required to achieve that purpose.
