

## RULES OF PROCEDURE OF THE COMMITTEE ON DISARMAMENT

### INTRODUCTION

These rules of procedure have been adopted taking into account the relevant provisions of the Final Document of the first special session of the General Assembly devoted to disarmament, including the agreement reached following appropriate consultations among the Member States during that Session which the General Assembly welcomed in the Final Document.

#### I. Functions and Membership

1. The Committee on Disarmament (hereinafter referred to as the Committee) is a disarmament negotiating forum open to the nuclear weapon States and thirty-five other States (Annex I).
2. The membership of the Committee will be reviewed at regular intervals.
3. All Member States of the Committee shall take part in its work in conditions of full equality as independent States, in accordance with the principle of sovereign equality enshrined in the Charter of the United Nations.

#### II. Representation and Accreditation

4. The delegation of a Member State of the Committee shall consist of a head of delegation and other representatives, advisors, and experts, as may be required.
5. Each delegation shall be accredited by a letter on the authority of the Minister of Foreign Affairs of the Member State, addressed to the Chairman of the Committee.
6. The Delegations shall be seated following the English alphabetical list of membership.

#### III. Sessions

7. The Committee shall have an annual session divided into two parts. The first part shall begin on the first Tuesday in February. The Committee shall decide, as soon as practically possible, the opening date of the second part and the closing dates of both parts of its annual session, taking into account the requirements of its work.

3. The Chairman of the Committee, in full consultation with and with the agreement of all its Members, may convene the Committee in special session.

#### IV. Chairmanship

9. When the Committee is in session, the Chairmanship of the Committee shall rotate among all its members on the first day of the calendar month, a rotation which began in January 1979 following the English alphabetical list of membership.

10. If the head of the delegation which performs the function of Chairman cannot be present, he may be replaced by a member of his delegation. If no member of the delegation holding the chair is able to perform the function of Chairman the delegation next in order of rotation shall temporarily assume this function.

11. Apart from exercising the normal functions of a presiding officer and in addition to the powers conferred upon him elsewhere by these rules, the Chairman shall, in full consultation with the Committee and under its authority, represent it in its relations with States, with the General Assembly and other organs of the United Nations and with other international organizations.

12. During the period when the Committee is not in session the functions of the Chairman shall be carried out by the representative of the Member State which chaired the last plenary meeting of the Committee.

#### V. Secretariat

13. At the request of the Committee the Secretary-General of the United Nations, following consultations with the Committee, will appoint the Secretary of the Committee, who shall also act as his personal representative, to assist the Committee and its Chairman in organizing the business and time-tables of the Committee.

14. Under the authority of the Committee and its Chairman, the Secretary shall, inter alia, assist in the preparation of both the provisional agenda of the Committee and the first draft of the reports of the Committee to the General Assembly of the United Nations.

15. At the request of the Committee the Secretary shall provide professional assistance to the Committee by preparing background papers and bibliographies on issues which are the subject of negotiations in the Committee as well as by compiling data and information relevant to the conduct of negotiations.

16. The Secretary shall also perform such other functions as are entrusted to him by these rules or by the Committee.

17. The Secretary-General of the United Nations will be requested to provide the staff as well as the necessary assistance and services needed by the Committee and any subsidiary bodies which it may establish.

VI. Conduct of Work and Adoption of Decisions

18. The Committee shall conduct its work and adopt its decisions by consensus.

VII. Organization of Work

19. The work of the Committee shall be conducted in plenary meetings, as well as under any additional arrangements agreed by the Committee, such as informal meetings with or without experts.

20. The Committee shall convene in plenary meetings in accordance with a schedule to be agreed upon. These meetings shall be held in public unless the Committee decides otherwise. In the event that it is decided to hold a private meeting, the Committee shall also decide whether to issue a communiqué of the meeting. The communiqué shall adequately reflect the substance of the proceedings and decisions taken by the Committee.

21. If the Committee is unable to take a decision on the substance of an item under negotiation, it will consider the subsequent examination of that item.

22. The Committee may hold informal meetings, with or without experts, to consider as appropriate substantive matters as well as questions concerning its organization of work. When requested by the Committee, the Secretariat shall provide unofficial summaries of those meetings in the working languages.

23. Whenever the Committee deems it advisable for the effective performance of its functions, including when it appears that there is a basis to negotiate a draft treaty or other draft texts, the Committee may establish subsidiary bodies, such as ad hoc sub-committees, working groups, technical groups or groups of governmental experts, open to all Member States of the Committee unless the Committee decides otherwise. The Committee shall define the mandate for each of such subsidiary bodies and provide appropriate support for their work.

24. The Committee shall decide if its own rules of procedure may be adapted to the specific requirements of its subsidiary bodies. The meetings of the subsidiary bodies shall be informal unless the Committee decides otherwise. The Secretariat shall provide assistance to the subsidiary bodies, as requested, including the preparation of unofficial summaries of the subsidiary bodies' proceedings in the working languages of the Committee.

25. The approval by consensus of reports shall not be interpreted as affecting in any manner the essential requirement that such reports must reflect faithfully the positions of all the members of the respective organs.

26. The Committee and its subsidiary bodies shall normally meet at the Office of the United Nations at Geneva.

VIII. Agenda and Programme of Work

27. At the beginning of each annual session, the Committee shall adopt its agenda for the year. In doing so, the Committee shall take into account the recommendations made to it by the General Assembly, the proposals presented by Member States of the Committee and the decisions of the Committee.
28. On the basis of its agenda, the Committee, at the beginning of each part of its annual session, shall establish its programme of work, which will include a schedule of its activities for that part of the session, taking also into account the recommendations, proposals and decisions referred to in rule 27.
29. The provisional agenda and the programme of work shall be drawn up by the Chairman of the Committee with the assistance of the Secretary and presented to the Committee for consideration and adoption.
30. The subject of statements made in plenary meetings will normally correspond to the topic then under discussion in accordance with the agreed programme of work. However, it is the right of any Member State of the Committee to raise any subject relevant to the work of the Committee at a plenary meeting and to have full opportunity of presenting its views on any subject which it may consider to merit attention.
31. While the work of the Committee is in progress Member States may request the inclusion of an urgent item in the agenda. The Committee shall decide whether and when it should be considered.

IX. Participation by States not members of the Committee

32. Representatives of non-member States shall have reserved seats in the conference room during plenary meetings and, if the Committee so decides, at other meetings.
33. Interested States not members of the Committee may submit to the Committee written proposals or working documents on measures of disarmament that are the subject of negotiation in the Committee and may participate in the discussion of the subject-matter of such proposals or working documents.
34. The Committee will invite States not members of the Committee, upon their request, to express views in the Committee when the particular concerns of those States are under discussion. Having considered such a request, the Committee will, through its Chairman, transmit an invitation to that effect to the State or States concerned.
35. The Committee may also decide to invite the States referred to in rules 33 and 34 to participate in informal meetings and in meetings of its subsidiary bodies, in which case the procedure of rule 34 is applicable.
36. The provisions of rules 4 and 5 shall also apply to delegations of non-member States participating in the work of the Committee.

X. Languages, Records and Documents

37. Simultaneous interpretation, verbatim records of public plenary meetings and documents shall be provided in the languages used within the United Nations system by Member States of the Committee participating in its work. Any representative may speak in his own language provided he makes available simultaneous interpretation into a working language.

38. Numbers shall be given in the order in which documents are received by the Secretariat. Check lists of all documents reproduced by the Secretariat shall be available from time to time.

39. Documents of the Eighteen Nations Disarmament Committee (ENDC) and Conference of the Committee on Disarmament (CCD) series may be referred to without their re-submission.

40. Verbatim records and formal and other relevant documents of the Committee shall be distributed to States Members of the United Nations normally within two weeks. Official documents of the Committee will be made available for public use.

XI. Invitations to organs of the United Nations System

41. The Committee may decide to invite specialized agencies, the IAEA and other organs of the United Nations system to provide information as appropriate if the Committee decides that doing so would advance its work.

XII. Non-Governmental Organizations

42. All communications from non-governmental organizations to the Committee, to the Chairman or to the Secretariat, shall be retained by the Secretariat and be made available to delegations upon request. A list of all such communications shall be circulated to the Committee.

XIII. Reports to the United Nations General Assembly

43. The Committee shall submit, through the Chairman, reports to the United Nations General Assembly annually or more frequently as appropriate.

44. The drafts of such reports shall be prepared by the Chairman of the Committee with the assistance of the Secretary and shall be made available to all Member States of the Committee for consideration at least two weeks before the scheduled date for their adoption.

45. The reports of the Committee shall be factual and reflect the negotiations and work of the Committee. Unless the Committee decides otherwise, the drafts shall contain:

- (a) The agenda;
- (b) A summary of specific requests addressed to the Committee by the United Nations General Assembly at its preceding regular session;
- (c) Sectional headings in accordance with items comprised in (a) and (b) above and other matters raised in the Committee during the year;
- (d) Conclusions and decisions;
- (e) A table of contents and an index of verbatim records, by country and subject, of the period covered by the reports;
- (f) Working papers and proposals submitted during the year;
- (g) Verbatim records of the meetings held during the year, distributed as a separate annex;
- (h) Other relevant documents.

46. The Committee shall adopt the annual report at the end of its session. This report shall be made available to all Member States of the United Nations before the opening of the regular sessions of the United Nations General Assembly. All other reports shall be circulated without delay.

#### XIV. Amendments

47. These rules of procedure may be amended by decision of the Committee.

ANNEX I

Algeria	Japan
Argentina	Kenya
Australia	Mexico
Belgium	Mongolia
Brazil	Morocco
Bulgaria	Netherlands
Burma	Nigeria
Canada	Pakistan
China	Peru
Cuba	Poland
Czechoslovakia	Romania
Egypt	Sri Lanka
Ethiopia	Sweden
France	Union of Soviet Socialist Republics
German Democratic Republic	United Kingdom of Great Britain and Northern Ireland
Germany, Federal Republic of	United States of America
Hungary	Venezuela
India	Yugoslavia
Indonesia	Zaire
Iran	
Italy	