



Technical co-operation among developing countries

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High-level meeting on the review
of technical co-operation among
developing countries
Geneva, 26 May - 2 June 1980

RULES OF PROCEDURE^{1/}

I. SESSIONS

Place and date of sessions

Rule 1

1. The high-level meeting (hereinafter referred to as "the Meeting") shall, after annual sessions in 1980 and 1981, be convened biennially by the Administrator of the United Nations Development Programme (hereinafter referred to as "the Administrator").
2. These sessions shall be held at the same place as, and prior to, sessions of the Governing Council of the United Nations Development Programme, unless otherwise recommended by the Meeting at a previous session and endorsed by the General Assembly.

Notification of opening date of sessions

Rule 2

The Administrator shall, at least six weeks in advance of each session, notify all States participating in the United Nations Development Programme (hereinafter referred to as "participating States") and all other participants and observers referred to in rules 50-56 of the date of opening of each session.

^{1/} The rules of procedure have been adopted by the High-level Meeting at its third plenary meeting on Tuesday, 27 May 1980.

II. AGENDA

Drawing up of the provisional agenda

Rule 3

1. The Administrator shall draw up the provisional agenda for each session of the Meeting.
2. The provisional agenda shall include all items proposed by:
 - (a) the Meeting at a previous session;
 - (b) a participating State;
 - (c) a principal organ of the United Nations;
 - (d) the Administrator.
3. Items proposed under paragraph 2 (b) above shall be accompanied by an explanatory memorandum and, if possible, by basic documents or a draft resolution, which shall be submitted to the Administrator at least eight weeks prior to the opening of the session.

Communication of the provisional agenda and related documentation

Rule 4

At least six weeks before the opening date of each session, the Administrator shall forward the provisional agenda and documentation relating to items on the provisional agenda to all participants.

Adoption of the agenda

Rule 5

1. The Meeting shall, at the beginning of each session, adopt its agenda for the session on the basis of the provisional agenda.
2. The Meeting shall normally include in its agenda for the session only items which were included in the provisional agenda and for which adequate documentation has been circulated to all participants pursuant to rule 4.

III. REPRESENTATION AND CREDENTIALS

Composition of delegations

Rule 6

The delegation of each State participating in the Meeting shall consist of a head of delegation and such other accredited representatives, alternate representatives and advisers as may be required.

Alternates and advisers

Rule 7

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

Credentials

Rule 8

The credentials of the head of delegation and other representatives and the names of alternate representatives and advisers shall be submitted to the Administrator, if possible not less than three days before the date fixed for the opening of the Meeting. Any later change in the composition of delegations shall also be submitted to the Administrator. The Bureau shall examine the credentials and submit a report thereon to the Meeting.

Provisional participation

Rule 9

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

IV. BUREAU

Election and special responsibilities

Rule 10

1. At the beginning of each session, the Meeting shall elect the following officers: a President, three Vice-Presidents and a Rapporteur. These officers shall constitute the Bureau and hold office until their successors are elected.^{2/}

^{2/} In electing the Bureau, due account shall be taken of the need to ensure equitable geographical representation. In the election of the President, due regard shall be given to the geographical rotation of this office among the different regional groups.

2. Each of the Vice-Presidents, upon designation by the President with the approval of the Meeting, may serve as Presiding Officer of a working group established in accordance with rule 42.3/

Acting President

Rule 11

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

Voting rights of the President^{4/}

Rule 12

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

V. SECRETARIAT OF THE MEETING

Duties of the Administrator

Rule 13

1. The Administrator, as the head of the secretariat of the Meeting, or his representative, shall act in that capacity in all plenary meetings and in meetings of subsidiary organs.
2. The Administrator shall designate the Secretary of the Meeting and shall provide and direct the staff required by it and its subsidiary organs.

Duties of the secretariat

Rule 14

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

- (a) Interpret speeches made at meetings;
- (b) Receive, translate and circulate the documents of the Meeting;
- (c) Publish and circulate the report of the Meeting;

^{3/} For the election of officers of working groups other than their Presiding Officers see rule 44 (a).

^{4/} For the voting rights of Presiding Officers of working groups see rule 44 (b).

- (d) Make and arrange for the keeping of sound recordings of meetings;
- (e) Arrange for the custody of the documents of the Meeting in the archives of the United Nations; and
- (f) Generally perform all other work required in connexion with the servicing of the Meeting.

Statements by the secretariat

Rule 15

The Administrator or any member of the secretariat designated by him for that purpose, may, subject to rule 19, make oral as well as written statements concerning any question under consideration.

VI. CONDUCT OF BUSINESS

Quorum^{5/}

Rule 16

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

General powers of the President

Rule 17

1. In addition to exercising the powers conferred upon him/her elsewhere by these rules, the President shall preside at the plenary meetings of the Meeting, declare the opening and closing of each such meeting, direct the discussion, ensure observance of these rules, accord the right to speak, put questions to the Meeting for decision and announce such decisions. The President shall rule on points of order and, subject to these rules, have complete control of the proceedings and over the maintenance of order thereat. The President may propose to the Meeting the closure of the list of speakers, a limitation of the time to be allowed to speakers and of the number of times each representative 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/her functions, remains under the authority of the Meeting.

^{5/} For the quorum required at meetings of working groups, see rule 44 (c).

Points of order

Rule 18

Subject to rule 35, a representative may at any time raise a point of order, which shall be decided immediately by the President in accordance with these rules. A representative may appeal against the ruling of the President. The appeal shall be put to the vote immediately, 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 19

1. No one may address the Meeting without having previously obtained the permission of the President, who shall, subject to rules 18, 20 and 22 to 25, call upon speakers in the order in which they signify their desire to speak.
2. Debate shall be confined to the question before the Meeting and the President may call a speaker to order if his/her remarks are not relevant to the subject under discussion.
3. The Meeting may limit the time allowed to speakers and the number of times each representative 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 put to the vote immediately. In any event, the President shall limit interventions on procedural questions to a maximum of five minutes. When the debate is so limited and a speaker exceeds the allotted time, the President shall call him/her to order without delay.

Precedence

Rule 20

The Presiding Officer or another representative of a subsidiary organ or the Rapporteur may be accorded precedence for the purpose of explaining the conclusions arrived at by the organ concerned.

Closing of list of speakers

Rule 21

During the course of a debate the President may announce the list of speakers and, with the consent of the Meeting, declare the list closed. When there are no more speakers, the President shall, with the consent of the Meeting, declare the debate closed. Such closure shall have the same effect as closure by decision of the Meeting.

Right of reply

Rule 22

The right of reply shall be accorded by the President to a representative of a State participating in the Meeting who requests it. Any other representative may be granted the opportunity to make a reply. Such statements shall be as brief as possible and shall, as a general rule, be delivered at the end of the last meeting of the day.

Suspension of adjournment of the meeting

Rule 23

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 be put to the vote immediately.

Adjournment of debate

Rule 24

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 be put to the vote immediately.

Closure of debate

Rule 25

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/her wish to speak. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the motion shall be put to the vote immediately.

Order of motions

Rule 26

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 27

Proposals and substantive amendments shall normally be submitted in writing to the Secretary, who shall circulate copies to all delegations. Unless the Meeting 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 Meeting to all delegations.

Withdrawal of proposals and motions

Rule 28

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 29

A motion calling for a decision on the competence of the Meeting to discuss any matter or to adopt a proposal submitted to it shall be put to the vote before the matter is discussed or a decision is taken on the proposal in question.

Reconsideration of proposals

Rule 30

When a proposal has been adopted or rejected, it may not be reconsidered during the session unless the Meeting, 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 put to the vote immediately.

VII. VOTING AND ELECTIONS

Voting rights

Rule 31

Each State participating in the Meeting shall have one vote.

Majority required and meaning of the phrase
"representatives present and voting"

Rule 32

1. Except as otherwise provided in these rules, decisions of the Meeting shall be made by a majority of the representatives present and voting. If a vote is equally divided, the proposal or motion shall be regarded as rejected.
2. 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.

Method of voting

Rule 33

Except as provided in rule 40, the Meeting shall normally vote by show of hands, but if a representative requests a roll-call, it shall be taken in the English alphabetical order of the names of the States participating in the Meeting, 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

The President shall announce the commencement of voting, after which no representative shall be permitted to intervene until the result of the vote has been announced, 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 a 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

An amendment is a proposal that does no more than add to, delete from or revise part of another 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 Meeting 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 on.

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 Meeting decides otherwise, be voted on in the order in which they were submitted. The Meeting 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 have priority over that proposal.

Elections

Rule 40

All elections shall be held by secret ballot, unless the Meeting decides otherwise in an election where the number of candidates does not exceed the number of elective places to be filled.

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. SUBSIDIARY ORGANS

Working groups

Rule 42

The Meeting may establish working groups, as necessary..

Representation on working groups

Rule 43

Each State participating in the Meeting may be represented by one representative on any working group of which it is a member. It may assign to such working groups such alternate representatives and advisers as may be required.

Officers and procedures

Rule 44

The rules relating to officers, the secretariat of the Meeting, conduct of business and voting of the Meeting (contained in chaps. IV (rules 10-12), V (rules 13-15), VI (rules 16-30) and VII (rules 31-41) shall be applicable mutatis mutandis, to the proceedings of working groups, except that:

(a) Unless otherwise decided, any working group shall elect such officers other than the Presiding Officer as it may require;

(b) The Presiding Officers of working groups may exercise the right to vote;

(c) A majority of the representatives on any working group shall constitute a quorum.

IX. LANGUAGES AND RECORDS

Languages of the Meeting

Rule 45

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

Interpretation

Rule 46

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

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

Languages of official documents

Rule 47

Official documents and all proposals adopted by the Meeting shall be made available in the languages of the Meeting, unless otherwise agreed by the Meeting.

Records of meetings

Rule 48

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

2. Sound recordings of the plenary meetings of the Meeting shall be made and kept in accordance with the practice of the United Nations. Unless requested by the Meeting or the working group concerned, no such recordings shall be made of the meetings of working groups.

X. PUBLIC AND PRIVATE MEETINGS

General principles

Rule 49

1. Plenary meetings shall be held in public unless the Meeting decides otherwise.

2. As a general rule, meetings of working groups shall be held in private.

XI. OTHER PARTICIPANTS AND OBSERVERS

Representatives of the United Nations Council for Namibia

Rule 50

Representatives designated by the United Nations Council for Namibia may participate in the deliberations of the Meeting and any working group thereof, in accordance with the relevant resolutions of the General Assembly.

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

Rule 51

Representatives designated by organizations that have received a standing invitation from the General Assembly to participate as observers in the sessions and work of all international conferences convened under the auspices of the General Assembly have the right to participate in that capacity, without the right to vote, in the deliberations of the Meeting and any working group thereof.

Representatives of national liberation movements

Rule 52

Representatives designated by national liberation movements invited to the Meeting in accordance with the relevant resolutions of the General Assembly, may participate as observers, without the right to vote in the deliberations of the Meeting and, as appropriate, any working group thereof, on any matter of particular concern to those movements.

Representatives of the specialized agencies 6/

Rule 53

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

Representatives of other intergovernmental organizations

Rule 54

Representatives designated by other intergovernmental organizations invited to the Meeting may participate as observers, without the right to vote, in the deliberations of the Meeting and, as appropriate, any working group thereof 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 interested United Nations organs

Rule 55

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

Representatives of non-governmental organizations

Rule 56

1. Non-governmental organizations invited to the Meeting may designate representatives to sit as observers at public meetings of the Meeting.
2. Upon the invitation of the President and subject to the approval of the Meeting, such observers may make oral statements on questions in which they have a special competence.

Written statements

Rule 57

Written statements submitted by the designated representatives referred to in rules 50-56 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 Meeting.

XII. AMENDMENT AND SUSPENSION OF THE RULES OF PROCEDURE

Method of amendment

Rule 58

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

Method of suspension

Rule 59

Any of these rules may be suspended by a decision of the Meeting taken by a two-thirds majority of the representatives present and voting, provided that a 24 hours' notice of the proposal for the suspension has been given, which may be waived if no representative objects. Working groups may, by unanimous consent, waive rules pertaining to them. Any such suspension shall be limited to a specific and stated purpose and to a period required to achieve that purpose.
