

UNITED NATIONS INDUSTRIAL DEVELOPMENT
ORGANIZATION

Rules of Procedure
of the
Industrial Development Board



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**RULES OF PROCEDURE
OF THE
INDUSTRIAL DEVELOPMENT BOARD**

I. Sessions

REGULAR SESSIONS

Rule 1

The Industrial Development Board shall hold at least one regular session a year.

Rule 2

Each regular session of the Board shall be held, subject to the provisions of rule 3, at a date fixed by the Board at the previous session in such a way as to enable the General Assembly to consider the annual report of the Board in the same year.

Rule 3

Five members of the Board or the Executive Director may request an alteration of the date of a regular session. The Executive Director shall forthwith communicate the request to the other members of the Board, together with appropriate observations, including financial implications, if any. If within fourteen days of the inquiry a majority of the members of the Board explicitly concurs in the request, the Executive Director shall convene the Board accordingly.

PLACE OF REGULAR SESSIONS

Rule 4

Regular sessions shall be held at the headquarters of the United Nations Industrial Development Organization, unless otherwise decided by the Board at a previous session.

SPECIAL SESSIONS

Rule 5

1. Special sessions shall be held by decision of the Board, or at the request of:

- (a) A majority of the members of the Board;
- (b) The General Assembly.

2. Special sessions may also be requested by:

(a) The Economic and Social Council;

(b) The President of the Board, with the concurrence of the other members of the Bureau of the Board and in consultation with the Executive Director;

(c) Ten States Members of the United Nations or members of the specialized agencies or of the International Atomic Energy Agency whether or not they are members of the Board.

In such cases, the Executive Director shall immediately inform all members of the Board of the request as well as of the approximate costs and relevant administrative considerations and inquire whether they concur in it. If within twenty-one days of the inquiry a majority of the members of the Board explicitly concurs in the request, the Executive Director shall convene a special session of the Board.

DATE OF OPENING OF SPECIAL SESSIONS

Rule 6

Special sessions of the Board shall normally be convened within six weeks of the receipt by the Executive Director of a request for such a session, at a date and place fixed by the President of the Board in consultation with the Secretary-General of the United Nations, taking into account such observations as may have been made in the request for a special session.

NOTIFICATION OF DATE OF OPENING

Rule 7

The Executive Director shall communicate the date of the first meeting of each session to the members of the Board, all States Members of the United Nations or members of the specialized agencies or of the International Atomic Energy Agency, the Chairmen of the Committees of the Board if any, the President of the General Assembly, the President of the Economic and Social Council, the specialized agencies, the International Atomic Energy Agency, the appropriate United Nations bodies, the inter-governmental organizations referred to in rule 75 below and the international non-governmental organizations referred to in rule 76 below. Such notification shall be sent (a) in the case of a regular session, at least six weeks in advance; (b) in the case of a special session, immediately after the date has been fixed by the President in accordance with rule 6 above.

ADJOURNMENT OF SESSION

Rule 8

The Board may decide at any session to adjourn temporarily and resume its meetings at a later date.

II. Agenda

DRAWING UP OF THE PROVISIONAL AGENDA

Rule 9

1. The Executive Director shall draw up and submit to the Board at each regular session the provisional agenda for the following regular session. The provisional agenda shall include all items proposed by:

- (a) The Board;
- (b) A subsidiary organ of the Board, if any;
- (c) A State Member of the United Nations or member of a specialized agency or of the International Atomic Energy Agency;
- (d) The Executive Director;
- (e) The General Assembly;
- (f) The Economic and Social Council;
- (g) The Governing Council of the United Nations Development Programme;
- (h) The Trade and Development Board of the United Nations Conference on Trade and Development;
- (i) A regional economic commission or the United Nations Economic and Social Office in Beirut;
- (j) A specialized agency, the International Atomic Energy Agency or an inter-governmental organization referred to in rule 75 below.

2. Items proposed under (c), (g), (h) and (j) above shall be accompanied by an explanatory memorandum and, if possible, by basic documents, which shall be submitted to the Executive Director at least seven weeks prior to the opening of the session.

3. International non-governmental organizations included in the list referred to in rule 76 below may propose to the Bureau of the Board that the Bureau request the Executive Director to place items of special interest to the organizations on the provisional agenda of the Board. For the purposes of this rule, a member of the Bureau may designate, in case of absence, a member of his delegation as his substitute.

The Bureau, in considering a request from an international non-governmental organization that an item be placed on the provisional agenda of the Board, shall take into account:

- (a) Whether or not the item can be considered appropriate for action by the Board;
- (b) The extent to which it is considered that the item lends itself to early and constructive action by the Board; and

(c) The adequacy of the documentation submitted by the organization.

Any decision by the Bureau not to grant a request submitted by an international non-governmental organization that an item be placed on the provisional agenda of the Board shall be final.

COMMUNICATION OF THE PROVISIONAL AGENDA

Rule 10

After the Board has considered the provisional agenda for the following session, the provisional agenda, incorporating any amendments made by the Board, shall be communicated by the Executive Director to all States Members of the United Nations or members of the specialized agencies or of the International Atomic Energy Agency, the Chairmen of the Committees of the Board, if any, the President of the General Assembly, the President of the Economic and Social Council, the appropriate United Nations bodies, the specialized agencies, the International Atomic Energy Agency, the inter-governmental organizations referred to in rule 75 below and to the international non-governmental organizations referred to in rule 76 below.

SUPPLEMENTARY ITEMS

Rule 11

The inclusion of supplementary items in the provisional agenda considered by the Board may be proposed by any authority entitled to propose items under paragraph 1 of rule 9. The request for inclusion of a supplementary item shall be supported by a statement from the authority proposing it, except in the case of the General Assembly, regarding the urgency of the consideration of the item. The Executive Director shall communicate to the Board any requests for the inclusion of supplementary items received before the commencement of the regular session.

ADOPTION OF THE AGENDA

Rule 12

1. At the beginning of each regular session, subject to the provisions of rule 15 and after the election of officers when required under rule 18, the Board shall adopt its agenda for the session on the basis of the provisional agenda and any supplementary items proposed in accordance with rule 11.

2. A State Member of the United Nations or member of a specialized agency or of the International Atomic Energy Agency, or a specialized agency, the International Atomic Energy Agency, or an inter-governmental organization referred to in rule 75 below, which

has requested the inclusion of an item in the agenda under rule 9 or 11 above, shall be entitled to be heard by the Board on the inclusion of the item in the agenda for the session.

3. The Board shall normally include in its agenda for the session only items for which adequate documentation has been circulated to members at least six weeks before the beginning of the regular session of the Board.

ALLOCATION OF ITEMS

Rule 13

The Board may allocate items between the plenary meetings of the Board and sessional committees and working parties, if any, set up in accordance with rule 59, and may refer items without preliminary debate in the Board to:

(a) One or more of its subsidiary organs, if any, for examination and report at a subsequent session of the Board;

(b) The Executive Director for study and report at a subsequent session of the Board; or

(c) The proposer of the item, for further information or documentation.

PROVISIONAL AGENDA FOR A SPECIAL SESSION

Rule 14

The provisional agenda for a special session shall consist only of those items proposed for consideration in the request for the holding of the session. It shall be transmitted to the authorities mentioned in rule 10 at the same time as the notice convening the Board.

REVISION OF THE AGENDA

Rule 15

During a regular session, the Board may revise the agenda for the session by adding, deleting, deferring or amending items. Only urgent and important items shall be added to the agenda of the Board during the session.

III. Representation and credentials

Rule 16

Each member of the Board shall be represented by an accredited representative, who may be accompanied by such alternate representatives and advisers as may be required.

Rule 17

1. The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Executive

Director before the first meeting which the representatives are to attend.

2. The Bureau of the Board shall examine the credentials and submit its report to the Board. This rule shall not, however, prevent a member from changing its representative, alternate representatives, or advisers subsequently, subject to proper submission and examination of credentials, where needed.

IV. Officers

ELECTIONS

Rule 18

Each year at the commencement of the first meeting of the regular session, the Board shall elect a President, three Vice-Presidents and a Rapporteur from among its members. These officers shall constitute the Bureau of the Board. In electing the officers, due regard shall be paid to the principle of equitable geographical representation.

Rule 19

The offices of the President, the three Vice-Presidents and Rapporteur shall be subject to rotation among the groups referred to in the annex to General Assembly resolution 2152 (XXI) within a five-year cycle in accordance with appendix A to these rules of procedure.

For the purposes of this rule, due account shall be taken of the decisions of the Board regarding the association of new members with the lists of States contained in the annex to General Assembly resolution 2152 (XXI).¹

TERMS OF OFFICE

Rule 20

The President, the Vice-Presidents and the Rapporteur shall hold office until their successors are elected. None of them may hold office after the expiration of the term of office of the member of which he is a representative.

ACTING PRESIDENT

Rule 21

If the President cannot preside at a meeting or any part thereof, he shall appoint a Vice-President to take his place.

REPLACEMENT OF THE PRESIDENT

Rule 22

If the President ceases to be a representative of a member of the Board or is unable to perform his functions, or if the State of which

¹ See appendix B to the rules of procedure.

he is a representative ceases to be a member of the Board, the Bureau shall designate one of the Vice-Presidents as Acting President.

POWERS OF THE ACTING PRESIDENT

Rule 23

A Vice-President acting as President shall have the same powers and duties as the President.

VOTING RIGHTS OF THE PRESIDENT

Rule 24

In the case of a member of the Board which is for the time being represented by the President, an alternate representative shall, at the discretion of the President, be permitted to participate in the proceedings and to vote in the Board. In such a case the President shall not exercise his right to vote.

V. Secretariat

DUTIES OF THE EXECUTIVE DIRECTOR

Rule 25

The Executive Director shall act in that capacity in all meetings of the Board and of its subsidiary organs, if any. He may designate an officer of the Secretariat to act as his representative.

Rule 26

The Executive Director shall direct the staff required by the Board and its subsidiary organs.

Rule 27

The Executive Director shall be responsible for keeping the members of the Board informed of any questions which may be of interest to the Board.

Rule 28

The Executive Director, or his representative, may, subject to rule 33, make oral as well as written statements to the Board and its subsidiary organs, if any, concerning any question under consideration.

Rule 29

The Executive Director shall be responsible for all the necessary arrangements for meetings of the Board and of its subsidiary organs, including the preparation and distribution of documents in all the working languages at least six weeks in advance of the sessions of the Board and its subsidiary organs, if any. A translation of the documents

into either of the other official languages shall be furnished if requested by any member of the Board.

DUTIES OF THE SECRETARIAT

Rule 30

The Secretariat shall interpret speeches made at meetings; shall receive, translate and circulate the documents of the Board and its subsidiary organs; shall publish and circulate the records of the sessions, the resolutions, the reports and the relevant documentation of the Board. It shall have the custody of the documents in the archives of the Board and generally perform all other work which the Board may require.

ESTIMATE OF EXPENDITURES

Rule 31

1. Before any proposal which involves expenditure from United Nations funds is approved by the Board, the Executive Director shall circulate to all members of the Board, as early as possible, a report from the Secretary-General of the United Nations, in terms of Financial Regulations 13.1 and 13.2, on the estimated costs involved as well as on administrative and budgetary implications with reference to existing authorizations and appropriations in accordance with the provisions of paragraphs 20 to 25, inclusive, of General Assembly resolution 2152 (XXI).

2. The Board shall take into account the estimates referred to in paragraph 1 before adopting any proposal involving expenditure from United Nations funds. If the proposal is adopted, the Board shall indicate, whenever appropriate, the priority or degree of urgency which it attaches to the projects and, as the case may be, which current projects may be deferred, modified, or eliminated to ensure that the work of the United Nations Industrial Development Organization (UNIDO) will be carried on most effectively.

3. Whenever the Board wishes to recommend, in cases of exceptional urgency, that work involving expenditures under paragraph 21 of General Assembly resolution 2152 (XXI) for which no financial provision exists be started before the next regular session of the General Assembly, it shall include a specific indication to that effect to the Executive Director in the resolution approving the proposal.

4. The Executive Director shall submit to the Board at each regular session the estimates of expenditure of the Organization for the following year.

VI. Conduct of business

QUORUM

Rule 32

A majority of the members of the Board shall constitute a quorum.

POWERS OF THE PRESIDENT

Rule 33

In addition to exercising the powers conferred upon him elsewhere by these rules, the President shall declare the opening and closing of each meeting of the Board, shall direct the discussion, 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 and, subject to these rules, shall have control of the proceedings of the Board and over the maintenance of order at its meetings. The President may propose to the Board the limitation of time to be allowed to speakers, the limitation of the number of times each representative may speak on any question, the closure of the list of speakers or the closure of the debate. He may also propose the suspension or the adjournment of the meetings or of the debate on the question under discussion.

Rule 34

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

SPEECHES

Rule 35

No person may address the Board without having previously obtained the permission of the President. Subject to rules 36 and 37 the President shall call upon speakers in the order in which they signify their desire to speak. The President may call a speaker to order if his remarks are not relevant to the subject under discussion.

PRECEDENCE

Rule 36

The Chairman, Vice-Chairman or Rapporteur of a committee or working party, or a designated representative of any subsidiary organ, may be accorded precedence in speaking for the purpose of explaining the conclusion arrived at by the committee, working party or subsidiary organ concerned and for the purpose of replying to questions.

POINTS OF ORDER

Rule 37

1. During the discussion of any matter, a representative may at any time rise to a point of order, and the point of order shall be immediately decided by the President in accordance with the rules of procedure. A representative may appeal against the ruling of the President. The appeal shall be immediately put to the vote, and the ruling of the President shall stand unless overruled by a majority vote of the members present and voting.

2. A representative rising to a point of order may not speak on the substance of the matter under discussion.

TIME-LIMIT ON SPEECHES

Rule 38

The Board may limit the time allowed to each speaker and the number of times each representative may speak on any question, except on procedural questions, when the President shall limit each intervention to a maximum of five minutes. When debate is limited and a representative has spoken his allotted time, the President shall call him to order without delay.

CLOSING OF LIST OF SPEAKERS

Rule 39

During the course of a debate the President may announce the list of speakers and, with the consent of the Board, declare the list closed. The President may, however, accord the right of reply to any member if, in his opinion, a speech delivered after he has declared the list closed makes this desirable. When the debate of an item is concluded because there are no other speakers, the President, with the consent of the Board, shall declare the debate closed.

ADJOURNMENT OF DEBATE

Rule 40

During the discussion of any matter, a representative may move the adjournment of the debate on the question under discussion. In addition to the proposer of the motion, one representative may speak in favour of and one against the motion, after which the motion shall be immediately put to the vote.

CLOSURE OF DEBATE

Rule 41

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 closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote.

SUSPENSION OR ADJOURNMENT OF THE MEETING

Rule 42

During the discussion of any matter a representative may move the suspension or the adjournment of the meeting. Such motion shall not be debated, but shall be immediately put to the vote.

ORDER OF PROCEDURAL MOTIONS

Rule 43

Subject to rule 37, and regardless of the order in which they are submitted, the following motions shall have precedence in the following order over all other proposals or 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) For the closure of the debate on the question under discussion.

PROPOSALS AND AMENDMENTS

Rule 44

Proposals and amendments shall normally be introduced in writing and handed to the Executive Director, who shall circulate copies to the members. As a general rule, no proposal shall be discussed or put to the vote at any meeting of the Board unless copies of it have been circulated to all members not later than the day preceding the meeting. Subject to the consent of the Board, the President may, however, permit the discussion and consideration of proposals even though these proposals or amendments have not been circulated or have only been circulated the same day.

DECISION ON COMPETENCE

Rule 45

Subject to rule 43, any motion calling for a decision on the competence of the Board to adopt any proposal or any amendment submitted to it shall be put to the vote before a vote is taken on the proposal or amendment in question.

WITHDRAWAL OF MOTIONS

Rule 46

A motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been amended. A motion which has thus been withdrawn may be reintroduced by another member.

VII. Voting

VOTING RIGHTS

Rule 47

Each member of the Board shall have one vote.

MAJORITY REQUIRED AND MEANING OF THE EXPRESSION "MEMBERS PRESENT AND VOTING"

Rule 48

1. Decisions of the Board shall be made by a majority of the members present and voting.

2. For the purpose of these rules, the phrase "members present and voting" means members present and casting an affirmative or negative vote. Members which abstain from voting are considered as not voting.

METHOD OF VOTING

Rule 49

Subject to rule 55, the Board shall normally vote by show of hands, but any representative may request a roll call, which shall then be taken in the alphabetical order of the names of the members, beginning with the member whose name is drawn by lot by the President.

RECORDING OF ROLL CALL

Rule 50

The vote of each member participating in a roll call shall be inserted in the record.

CONDUCT DURING VOTING

Rule 51

After the President has announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connexion with the actual conduct of the voting. The President may permit members to explain their votes, either before

or after the voting, except when the vote is taken by secret ballot. The President may limit the time to be allowed for such explanations. The President shall not permit the proposer of a proposal or of an amendment to explain his vote on his own proposal or amendment.

DIVISION OF PROPOSALS OR AMENDMENTS

Rule 52

A representative may move that parts of a proposal or of an amendment shall be voted on separately. If objection is made to the request for division, the motion for division shall be voted upon. Permission to speak on the motion for division shall be given only to two speakers in favour and two speakers against. If the motion for division is carried, those parts of the proposal or of the amendment which are subsequently approved shall be put to the vote as a whole. If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

VOTING ON AMENDMENTS

Rule 53

1. 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 Board shall first vote 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 amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. If no amendments are adopted, the proposal shall be put to the vote in its original form.

2. A motion is considered an amendment to a proposal if it adds to, deletes from or revises part of that proposal.

VOTING ON PROPOSALS

Rule 54

1. If two or more proposals relate to the same question, the Board shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The Board may, after each vote on a proposal, decide whether to vote on the next proposal.

2. Any motions requiring that no decision be taken on the substance of such proposals shall, however, be considered as previous questions and shall be put to the vote before them.

ELECTIONS

Rule 55

All elections shall be held by secret ballot unless otherwise decided by the Board.

Rule 56

1. If, when one person or member only is to be elected, no candidate obtains in the first ballot the majority required, a second ballot shall be taken, restricted to the two candidates obtaining the largest number of votes. If in the second ballot the votes are equally divided, the President shall decide between the candidates by drawing lots.

2. In the case of a tie in the first ballot among the candidates obtaining the second largest number of votes, a special ballot shall be held for the purpose of reducing the number of candidates to two. In the case of a tie among three or more candidates obtaining the largest number of votes, a second ballot shall be held. If a tie results among more than two candidates, the number shall be reduced to two by lot and the balloting, restricted to them, shall continue in accordance with the preceding paragraph.

Rule 57

1. When two or more elective places are to be filled at one time under the same conditions, those candidates obtaining a majority on the first ballot shall be elected.

2. If the number of candidates obtaining such majority is more than the number of places to be filled, those candidates obtaining the largest number of votes shall be elected.

3. If the number of candidates obtaining such majority is less than the number of places to be filled, there shall be held additional ballots to fill the remaining places, the voting being restricted to the candidates obtaining the greatest number of votes in the previous ballot, who shall number not more than twice the places remaining to be filled. However, in the case of a tie between a greater number of unsuccessful candidates, a special ballot shall be held for the purpose of reducing the number of candidates to the required number.

4. If three restricted ballots are inconclusive, unrestricted ballots shall follow in which votes may be cast for any eligible person or member. If three such unrestricted ballots are inconclusive, the next three ballots (subject to exception in the case similar to that of the tie mentioned at the end of the previous paragraph of this rule) shall be restricted to the candidates obtaining the greatest number of votes in the third of the unrestricted ballots. The number

of such candidates shall not be more than twice the places remaining to be filled.

5. The following three ballots thereafter shall be unrestricted and so on, until all the places are filled.

EQUALLY DIVIDED VOTES

Rule 58

If a vote is equally divided on matters other than elections, the proposal shall be regarded as rejected.

VIII. Sessional committees and working parties and subsidiary organs of the Board

Rule 59

The Board may establish such sessional committees and working parties and subsidiary organs as may be necessary for the effective discharge of its functions.

SESSIONAL COMMITTEES AND WORKING PARTIES

Rule 60

1. At each session, the Board may set up sessional committees and working parties, from among its members, and refer to them any questions on the agenda for study and report.

2. The sessional committees and working parties may set up sub-committees and sub-groups of working parties. The members of such sub-committees and sub-groups of working parties shall be nominated by the committee or working party concerned.

3. The provisions of rules 32 to 58 of these rules of procedure shall be applied as appropriate in the proceedings of the committees, working parties and any sub-committees or sub-groups set up by them.

Rule 61

Each sessional committee and working party shall elect its own officers, unless otherwise decided by the Board.

SUBSIDIARY ORGANS OF THE BOARD AND EXPERT GROUPS

Rule 62

1. The Board may establish such subsidiary organs on a permanent or *ad hoc* basis as may be necessary for the effective discharge of its functions and, as required, expert groups to consider specific problems and make recommendations.

2. Any State Member of the United Nations or member of a specialized agency or the International Atomic Energy Agency, whether

or not that State is represented on the Board, may become a member of any subsidiary organ of the Board. In determining the size of the subsidiary organs and in electing their members the Board shall take fully into account the desirability of including in the membership of these bodies States with a special interest in the subject-matter to be dealt with by them, as well as the need to ensure equitable geographical distribution.

3. The rules of procedure of subsidiary organs shall be those of the Board, as appropriate, subject to such modifications as the Board may decide upon in the light of proposals by the subsidiary organs concerned. Each subsidiary organ shall elect its own officers.

4. Each subsidiary organ, taking into consideration the date of the regular session of the Board and bearing in mind the items referred to it by the Board, may adopt its own priorities within the framework of the work programme established by the Board, and in consultation with the Executive Director of the Organization, meet as may be necessary.

IX. Languages and records

OFFICIAL AND WORKING LANGUAGES

Rule 63

Chinese, English, French, Russian and Spanish shall be the official languages, and English, French and Spanish the working languages of the Board.

INTERPRETATION FROM OFFICIAL LANGUAGES

Rule 64

Speeches made in any of the official languages shall be interpreted into the other official languages.

INTERPRETATION FROM OTHER LANGUAGES

Rule 65

Any representative may make a speech in a language other than the official languages. In this case he shall himself provide for interpretation into one of the official languages. Interpretation into the other official languages by an interpreter of the Secretariat may be based on the interpretation given in the first official language.

LANGUAGE OF RESOLUTIONS, OTHER FORMAL DECISIONS AND DOCUMENTS

Rule 66

Except as provided for in rule 67 below, all resolutions, recommendations and other formal decisions of the Board as well as its

reports to the General Assembly and other important documents shall be made available in the official languages. Upon the request of any member of the Board, any other document shall be made available in any or all of the official languages.

LANGUAGE OF SUMMARY RECORDS

Rule 67

Summary records of the Board and its sessional committees shall be drawn up in the working languages. A translation of the whole or part of any summary record into either of the other official languages shall be furnished if requested by any member of the Board.

SUMMARY RECORDS OF PUBLIC MEETINGS

Rule 68

Summary records of public meetings of the Board and of its sessional committees and subsidiary organs shall be prepared by the Secretariat. They shall be distributed in provisional form as soon as possible to all members of the Board and any others participating in the meeting, who may, within three working days of their receipt by delegations and others participating in the meeting, submit corrections to the Secretariat. Any disagreement concerning such corrections shall be decided by the President of the Board or by the Chairman of the committee or subsidiary organ to which the summary record relates, after consulting, where available, the sound records of the proceedings. At the end of sessions and in other special circumstances, the President of the Board or the Chairman of the committee or subsidiary organ concerned may, in consultation with the Executive Director, on giving previous notice, extend the time for submitting corrections.

The summary records, with any such corrections incorporated, shall be distributed promptly to the members of the Board and to all States Members of the United Nations or members of the specialized agencies or of the International Atomic Energy Agency. Separate corrigenda shall not normally be issued.

RECORDS OF PRIVATE MEETINGS

Rule 69

The records of private meetings of the Board and of its sessional committees shall be distributed promptly to the members of the Board and to any others participating in the meeting. They shall be made available to other States upon decisions of the Board. They may be made public at such time and under such conditions as the Board may decide.

RESOLUTIONS AND OTHER FORMAL ACTIONS

Rule 70

The text of the resolutions, recommendations and other formal decisions adopted by the Board, its sessional committees and other subsidiary organs, if any, shall be distributed by the Secretariat to all members of the Board and any others participating in the session. The printed text of such resolutions, recommendations and other formal decisions as well as of the reports of the Board to the General Assembly shall be distributed after the close of the session to all States Members of the United Nations or members of the specialized agencies or of the International Atomic Energy Agency, and the inter-governmental organizations referred to in rule 75 below.

SOUND RECORDS OF MEETINGS

Rule 71

Sound records of the meetings of the Board and of its sessional committees shall be kept by the Secretariat in accordance with the practices of the United Nations.

X. Public and private meetings

Rule 72

The meetings of the Board, its sessional committees and working parties and subsidiary organs, if any, shall be held in public unless the body concerned decides otherwise.

XI. Participation of other States not members of the Board

Rule 73

The Board shall invite any State Member of the United Nations or member of a specialized agency or of the International Atomic Energy Agency, which is not a member of the Board, to participate in its deliberations on any matter of particular concern to that State. Any State thus invited shall not have the right to vote but may submit proposals which may be put to the vote by request of any member of the Board.

Rule 74

A subsidiary organ may invite any State Member of the United Nations or member of a specialized agency or of the International Atomic Energy Agency, which is not one of its own members, to participate in its deliberations on any matter of particular concern to that member. Any State thus invited shall not have the right

to vote, but may submit proposals which may be put to the vote by request of any member of the subsidiary organ concerned.

XII. Participation of specialized agencies, the International Atomic Energy Agency, the United Nations Conference on Trade and Development, the United Nations Development Programme and other inter-governmental organizations

Rule 75

Representatives of specialized agencies, the International Atomic Energy Agency, the United Nations Conference on Trade and Development and the United Nations Development Programme, as well as of the inter-governmental organizations referred to in paragraph 35 of General Assembly resolution 2152 (XXI) which are designated for this purpose by the Board, may participate, without the right to vote, in the deliberations of the Board and its subsidiary organs, if any, upon the invitation of the President or Chairman as the case may be, on questions within the scope of their activities.

Written statements of specialized agencies, the International Atomic Energy Agency, the United Nations Conference on Trade and Development and the United Nations Development Programme as well as of the inter-governmental organizations referred to in paragraph 1 above, related to items on the agenda of the Board or its subsidiary organs, if any, shall be circulated by the Secretariat to members of the Board and the subsidiary organ concerned.

XIII. Observers of international non-governmental organizations

Rule 76

1. International non-governmental organizations concerned with the promotion of industrial development referred to in paragraph 36 of General Assembly resolution 2152 (XXI) may designate representatives to sit as observers at public meetings of the Board, its committees and subsidiary organs. The Board shall from time to time adopt and revise when necessary the list of such organizations. Upon the invitation of the President or Chairman, as the case may be, and subject to the approval of the Board or of the subsidiary organ concerned, international non-governmental organizations may make oral statements on matters within the scope of their activities.

2. Written statements provided by international non-governmental organizations referred to in paragraph 1 above, related to items on the agenda of the Board or of its subsidiary organs, shall be circulated by the Secretariat to members of the Board and the subsidiary organ concerned.

XIV. Amendments and suspensions of rules of procedure

Rule 77

Any of these rules may be amended or suspended by the Board subject to rules 78 and 79 below.

Rule 78

These rules may not be amended until the Board has received a report on the proposed amendment from a committee or working party of the Board established for that purpose.

Rule 79

A rule of procedure may be suspended by the Board provided that twenty-four hours' notice of the proposal for the suspension has been given. The notice may be waived if no member objects.

APPENDIX A

ROTATION OF THE OFFICES OF THE BOARD

As from 1983 the following rotation of Groups within the five-year cycle shall be provided for with respect to the election of the Bureau of the Board:

<i>1983</i>	<i>1984</i>	<i>1985</i>	<i>1986</i>	<i>1987</i>
PRESIDENT				
Group B	Group C	Group D	African States in Group A	Asian States plus Yugoslavia in Group A
VICE PRESIDENTS				
Group C Group D African States in Group A	Group D African States in Group A Asian States plus Yugoslavia in Group A	African States in Group A Asian States plus Yugoslavia in Group A Group B	Asian States plus Yugoslavia in Group A Group B Group C	Group B Group C Group D
RAPPORTEUR				
Asian States plus Yugoslavia in Group A	Group B	Group C	Group D	African States in Group A

The above cycle shall be repeated every five years as from 1988 onwards.

APPENDIX B

Resolution adopted by the General Assembly at its 1468th plenary meeting, on 17 November 1966

2152 (XXI). United Nations Industrial Development Organization

The General Assembly,

Recognizing that the industrialization of developing countries is essential for their economic and social development and for the expansion and diversification of their trade,

Conscious of the fact that the acceleration of industrial development, especially in the developing countries, depends largely on the broadest international co-operation,

Considering the widespread desire for a comprehensive organization capable of intensifying, co-ordinating and expediting the efforts of the United Nations system in the field of industrial development,

Bearing in mind the need for special measures designed to give additional impetus to the industrialization of the less advanced of the developing countries,

Recalling its resolution 2089 (XX) of 20 December 1965, by which it established within the United Nations an autonomous organization for the promotion of industrial development,

Having considered the report of the *Ad Hoc* Committee on the United Nations Organization for Industrial Development,^a

I

Decides that the United Nations Industrial Development Organization (hereinafter referred to as the Organization), established as an organ of the General Assembly, shall function as an autonomous organization within the United Nations in accordance with the provisions set forth in section II below:

II

PURPOSE

1. The purpose of the Organization shall be to promote industrial development, in accordance with Article 1, paragraph 3, and Articles 55 and 56 of the Charter of the United Nations, and by encouraging the mobilization of national and international resources to assist in, promote and accelerate the industrialization of the developing countries, with particular emphasis on the manufacturing sector.

FUNCTIONS

2. In the fulfilment of its purpose, the Organization shall undertake:
(a) Operational activities, including in particular:

^a *Official Records of the General Assembly, Twenty-first Session, Annexes, agenda item 41, document A/6229.*

- (i) Encouragement and promotion of and making of recommendations for national, regional and international action to achieve more rapid industrialization of developing countries;
- (ii) Contribution to the most effective application in the developing countries of modern industrial methods of production, programming and planning, taking into account the experience of States with different social and economic systems;
- (iii) Building and strengthening of institutions and administration in the developing countries in the matter of industrial technology, production, programming and planning;
- (iv) Dissemination of information on technological innovations originating in various countries and, for the developing countries, assistance in the implementation of practical measures for the application of such information, the adaptation of existing technology and development of new technology especially suited to the particular physical, social and economic conditions of developing countries through the establishment and improvement, *inter alia*, of technological research centres in these countries;
- (v) Assistance, at the request of Governments of developing countries, in the formulation of industrial development programmes and in the preparation of specific industrial projects, including, as necessary, technical and economic feasibility studies;
- (vi) Co-operation with the regional economic commissions and the United Nations Economic and Social Office in Beirut in assisting the regional planning of industrial development of developing countries within the framework of regional and sub-regional economic groupings among those countries, where such groupings exist;
- (vii) Making recommendations, in connexion with the objectives stated under (vi) above, for special measures for adapting and co-ordinating the measures adopted so that, in particular, the less advanced of the developing countries will receive a strong impetus to their growth;
- (viii) Offering advice and guidance, in close co-operation with the appropriate bodies of the United Nations, the specialized agencies and the International Atomic Energy Agency, on problems relating to the exploitation and efficient use of natural resources, industrial raw materials, by-products and new products of developing countries, with a view to increasing their industrial productivity and contributing to the diversification of their economies;
- (ix) Assistance to the developing countries in the training of technical and other appropriate categories of personnel needed for their accelerated industrial development, in co-operation with the specialized agencies concerned, in conformity with the principles of collaboration and co-ordination set forth in paragraphs 33 and 34 below;
- (x) Proposing, in co-operation with the international bodies or inter-governmental regional bodies concerned with industrial property, measures for the improvement of the international system of industrial property, with a view to accelerating the transfer of technical know-how to developing countries and to strengthening the role of patents consistent with national interests as an incentive to industrial innovations;
- (xi) Assistance, at the request of Governments of developing countries, in obtaining external financing for specific industrial projects, by giving guidance in the preparation of requests, by providing infor-

mation on the terms and conditions of the various financing agencies and by advising the financing agencies on the technical and economic soundness of the projects submitted for financing;

(b) Action-oriented studies and research programmes designed especially to facilitate the activities outlined in sub-paragraph (a) above, including in particular the compilation, analysis, publication and dissemination of information concerning various aspects of the process of industrialization, such as industrial technology, investment, financing, production, management techniques, programming and planning.

INDUSTRIAL DEVELOPMENT BOARD

Composition

3. The Industrial Development Board (hereinafter referred to as the Board), established as the principal organ of the Organization, shall consist of forty-five members, elected by the General Assembly from among States Members of the United Nations and members of the specialized agencies and of the International Atomic Energy Agency for a term of three years, provided, however, that of the members elected at the first election the terms of fifteen members shall expire at the end of one year and the terms of fifteen other members at the end of two years.

4. In electing the members of the Board, the General Assembly shall have due regard to the principle of equitable geographical representation and shall accordingly observe the following distribution of seats:

(a) Eighteen from the States listed in part A of the annex to the present resolution;

(b) Fifteen from the States listed in part B of the annex;

(c) Seven from the States listed in part C of the annex;

(d) Five from the States listed in part D of the annex.

The lists of States contained in the annex shall be reviewed by the Board in the light of changes in the membership of the United Nations or of the specialized agencies or of the International Atomic Energy Agency.

5. Retiring members shall be eligible for immediate re-election.

6. Each member of the Board shall have one representative with such alternates and advisers as may be required.

Functions and powers

7. The principal functions and powers of the Board shall be:

(a) To formulate principles and policies to achieve the purpose of the Organization;

(b) To make proposals for putting those principles and policies into effect and to take such other steps within its competence as may be conducive to this end;

(c) To initiate such other action as may be necessary and appropriate to the fulfilment of the purpose of the Organization;

(d) To consider and approve the programme of activities of the Organization;

(e) To review and facilitate the co-ordination of activities within the United Nations system in the field of industrial development;

(f) To exercise control over the effective utilization of resources available to the Organization;

(g) To keep the activities of the Organization under review and to request its Executive Director to prepare such reports, studies and other documents as it may deem appropriate;

(h) To report annually to the General Assembly through the Economic and Social Council; the Council may transmit to the Organization and to the General Assembly such comments on the report as it may deem necessary.

Voting

8. Each member of the Board shall have one vote.

9. Decisions of the Board shall be taken by a simple majority of the members present and voting.

Procedures

10. The Board shall adopt its own rules of procedure.

11. The Board shall meet as required in accordance with its rules. It shall normally hold one regular session a year.

12. The Board shall elect its President, three Vice-Presidents and a Rapporteur to hold office for a period of one year. In electing its officers, it shall pay due regard to the principle of equitable geographical representation.

13. The Board may invite any State Member of the United Nations or member of a specialized agency or of the International Atomic Energy Agency to participate, without a vote, in its deliberations on any matter of particular concern to that State.

Subsidiary organs

14. The Board may establish such subsidiary organs on a permanent or *ad hoc* basis as may be necessary for the effective discharge of its functions, including, as required, expert groups to consider specific problems and to make recommendations.

15. The Board shall determine the terms of reference and rules of procedure of its subsidiary organs.

16. In electing the members of its subsidiary organs, the Board may include any State Member of the United Nations or member of a specialized agency or of the International Atomic Energy Agency, whether or not that State is represented on the Board.

SECRETARIAT

17. The Organization shall have an adequate permanent and full-time secretariat, which will be appointed in accordance with Article 101 of the Charter of the United Nations, and which will avail itself of the other appropriate facilities of the Secretariat of the United Nations.

18. The secretariat shall be headed by the Executive Director, who shall be appointed by the Secretary-General of the United Nations and whose appointment shall be confirmed by the General Assembly. He shall be appointed for four years and shall be eligible for reappointment.

19. The Executive Director shall have over-all responsibility for the administrative and research activities of the Organization. He shall also be responsible for all operational activities of the Organization, including activities executed by the Organization as a participating organization of the United Nations Development Programme. He shall make arrangements for meetings of the Board and shall prepare such reports, studies or other documents as may be necessary for the functioning of the Board and its subsidiary organs and shall perform such other functions as may be entrusted to him by the Board.

FINANCIAL ARRANGEMENTS

20. The expenditure of the Organization shall be classified under the following categories:

- (a) Expenses for administrative and research activities;
- (b) Expenses for operational activities.

21. Expenses for administrative and research activities shall be borne by the regular budget of the United Nations, which shall include a separate budgetary provision for such expenses.

22. Expenses for operational activities shall be met:

(a) From the voluntary contributions made to the Organization, in cash or in kind, by Governments of the States Members of the United Nations, members of the specialized agencies and of the International Atomic Energy Agency;

(b) Through participation in the United Nations Development Programme on the same basis as other participating organizations;

(c) By the utilization of the appropriate resources of the United Nations regular programme of technical assistance.

23. Voluntary contributions to the Organization for its operational activities under paragraph 22 (a) above may be made, at the option of the Governments, either:

(a) Through announcement at a pledging conference to be convened by the Secretary-General of the United Nations on the recommendation of the Board; or

(b) In accordance with regulations 7.2 and 7.3 of the Financial Regulations of the United Nations; or

(c) By both of these methods.

24. The voluntary contributions referred to in paragraph 22 (a) above shall be governed by the Financial Regulations of the United Nations, except for such modifications as may be approved by the General Assembly on the recommendation of the Board.

25. Disbursement of the funds referred to in paragraph 22 (b) above shall be for purposes consistent with the policies, aims and functions of the Organization, including such policies and programmes as may be established by the Board, and shall be made by the Secretary-General of the United Nations in consultation with the Executive Director of the Organization.

26. All States Members of the United Nations, members of the specialized agencies and of the International Atomic Energy Agency, and in particular the industrially advanced countries, when considering contributions for the operational activities of the Organization under paragraph 22 (a) above, are urged to bear in mind the pressing need for the industrial development of the developing countries.

CO-ORDINATION AND CO-OPERATION WITH UNITED NATIONS BODIES AND OTHER ORGANIZATIONS

27. The Organization shall play the central role in and be responsible for reviewing and promoting the co-ordination of all activities of the United Nations system in the field of industrial development.

28. In its relations with organs and agencies within the United Nations system, the Board shall act in conformity with the responsibilities of the Economic and Social Council under the Charter of the United Nations, particu-

larly those of co-ordination, and with the relationship agreements with the agencies concerned.

29. There shall be a close and continuous working relationship between the Organization and the United Nations Conference on Trade and Development, in accordance with the general principle that the former shall be competent to deal with the general and technical problems of industrialization, including the establishment and expansion of industries in developing countries, and the latter with the foreign trade aspects of industrialization, including the expansion and diversification of exports of manufactures and semi-manufactures by developing countries.

30. The Organization shall establish a close and continuous working relationship with the regional economic commissions and the United Nations Economic and Social Office in Beirut.

31. The Organization shall be a participating agency in the United Nations Development Programme and there shall be close co-operation and co-ordination between the Organization and the United Nations Development Programme. The Executive Director shall be a member of the Inter-Agency Consultative Board of the United Nations Development Programme.

32. Adequate arrangements shall be made by the Secretary-General of the United Nations for close co-operation and co-ordination between the secretariat of the Organization and the other departments of the United Nations Secretariat.

33. The Organization shall exercise its functions, when appropriate, in close co-operation with the specialized agencies concerned and the International Atomic Energy Agency.

34. The co-ordination between the Organization and the specialized agencies concerned and the International Atomic Energy Agency shall be carried out at the inter-governmental level by the Board. Adequate arrangements shall also be made by the Secretary-General of the United Nations for such co-ordination at the secretariat level.

35. The Organization may establish appropriate working relationships with relevant inter-governmental organizations.

36. The Organization may, when it considers it appropriate, establish a working relationship with international non-governmental organizations concerned with the promotion of industrial development.

FUTURE INSTITUTIONAL ARRANGEMENTS

37. The General Assembly shall review, in the light of experience, the effectiveness and further evolution of these institutional arrangements, with a view to deciding upon such changes and improvements as might be necessary in order to meet fully the growing needs in the field of industrial development.

TRANSITIONAL ARRANGEMENTS

38. The provisions approved by the General Assembly under the appropriate sections of the budget for the activities of the Centre for Industrial Development shall be transferred to the Organization.

39. The post of Commissioner for Industrial Development shall be abolished.

40. The Secretary-General of the United Nations, in establishing the secretariat of the Organization under paragraph 17 above, shall make arrangements, in consultation with the Executive Director:

(a) To transfer to the secretariat of the Organization such of the existing staff of the Centre for Industrial Development as is appropriate to the functions of the Organization;

(b) To transfer to the secretariat of the Organization the staff at present servicing the operational activities of the Centre for Industrial Development for which the Organization will assume full operational responsibility;

(c) To recruit such additional staff as may be required to fill the existing posts in the establishment for the purpose of industrial development.

41. After the adoption of the present resolution, the Economic and Social Council is requested to abolish the Committee for Industrial Development.

42. The Executive Director shall submit to the Board at its first session a report on the activities so far carried out by the United Nations system in the field of industrial development and proposals for a work programme for the Organization, by sectors and areas of activities.

Annex

A. LIST OF STATES INDICATED IN SECTION II, PARAGRAPH 4(a) OF GENERAL ASSEMBLY RESOLUTION 2152 (XXI)^b

Afghanistan	Guinea-Bissau	Oman
Algeria	India	Pakistan
Angola	Indonesia	Papua New Guinea
Bahrain	Iran (Islamic Republic of)	Philippines
Bangladesh	Iraq	Qatar
Benin	Israel	Republic of Korea
Bhutan	Ivory Coast	Rwanda
Botswana	Jordan	Sao Tome and Principe
Burma	Kenya	Saudi Arabia
Burundi	Kuwait	Senegal
Cape Verde	Lao People's Democratic Republic	Seychelles
Central African Republic	Lebanon	Sierra Leone
Chad	Lesotho	Singapore
China	Liberia	Solomon Islands
Comoros	Libyan Arab Jamahiriya	Somalia
Congo	Madagascar	South Africa
Democratic Kampuchea	Malawi	Sri Lanka
Democratic People's Republic of Korea	Malaysia	Sudan
Democratic Yemen	Maldives	Swaziland
Djibouti	Mali	Syrian Arab Republic
Egypt	Mauritania	Thailand
Equatorial Guinea	Mauritius	Togo
Ethiopia	Mongolia	Tunisia
Fiji	Morocco	Uganda
Gabon	Mozambique	United Arab Emirates
Gambia	Nepal	United Republic of Cameroon
Ghana	Niger	United Republic of Tanzania
Guinea	Nigeria	

^bAs amended by the General Assembly in resolutions 2385 (XXIII) of 19 November 1968, 2510 (XXIV) of 21 November 1969, 2637 (XXV) of 19 November 1970, 2824 (XXVI) of 16 December 1971, 2954 (XXVII) of 11 December 1972, 3088 (XXVIII) of 6 December 1973, 3305 (XXIX) of 14 December 1974, 3401A and 3401B (XXX) of 28 November and 9 December 1975, 31/160 of 21 December 1976, 32/108 of 15 December 1977, 33/79 of 15 December 1978, 34/97 of 14 December 1979, and 35/65 of 5 December 1980.

Upper Volta
Vanuatu
Viet Nam

Yemen
Yugoslavia
Zaire

Zambia
Zimbabwe

B. LIST OF STATES INDICATED IN SECTION II, PARAGRAPH 4(b)^b

Australia
Austria
Belgium
Canada
Cyprus
Denmark
Finland
France
Germany, Fed. Rep. of
Greece
Iceland

Ireland
Italy
Japan
Liechtenstein
Luxembourg
Malta
Monaco
Netherlands
New Zealand
Norway

Portugal
Spain
Sweden
Switzerland
Turkey
United Kingdom of
Great Britain and
Northern Ireland
United States of
America

C. LIST OF STATES INDICATED IN SECTION II, PARAGRAPH 4(c)^b

Antigua and Barbuda
Argentina
Bahamas
Barbados
Belize
Bolivia
Brazil
Chile
Colombia
Costa Rica
Cuba
Dominica

Dominican Republic
Ecuador
El Salvador
Grenada
Guatemala
Guyana
Haiti
Honduras
Jamaica
Mexico
Nicaragua

Panama
Paraguay
Peru
Saint Lucia
Saint Vincent and
the Grenadines
Suriname
Trinidad
and Tobago
Uruguay
Venezuela

D. LIST OF STATES INDICATED IN SECTION II, PARAGRAPH 4(d)^b

Albania
Bulgaria
Byelorussian Soviet
Socialist Republic
Czechoslovakia

German Democratic
Republic
Hungary
Poland
Romania

Ukrainian Soviet
Socialist Republic
Union of
Soviet Socialist Republics