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**ECONOMIC COMMISSION FOR EUROPE**

2007 UNECE CONFERENCE ON AGEING

Preparatory Committee

First meeting

Geneva, 12-13 July 2007

Item 8 of the provisional agenda

DISCUSSION OF RULES OF PROCEDURE: DURATION, PARTICIPANTS,  
NGO INVOLVEMENT

**PREPARATIONS FOR THE 2007 UNECE CONFERENCE ON AGEING**

Note by the secretariat

Introduction

1. In the first cycle of the global review and appraisal of the Madrid International Plan of Action on Ageing (MIPAA) (E/CN.5/2006/2), the Commission for Social Development mandated Regional Commissions to convene regional conferences (pending the availability of sufficient resources) to consider the findings of national reviews, share experiences and good practices, and identify priorities for future action, and to submit the findings to the Commission for Social Development in 2008. The UNECE Executive Committee approved the Work Plan on Population (ECE/EX/2007/L.4), which includes convening such conferences and the related preparatory meetings. The first meeting of the Preparatory Committee for the 2007 UNECE Conference on Ageing is expected to elaborate the content and decide on the modalities of the Conference.
2. The present document contains the draft rules of procedure to be followed in the 2007 UNECE conference on ageing.

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\* Re-issued for technical reasons.

## I. RULES OF PROCEDURE FOR THE CONFERENCE

### Rule 1

The Conference follows the Rules of Procedure of the United Nations Economic Commission for Europe (E/ECE/778/Rev.4). In addition, the following rules have been adopted.

## II. PARTICIPATION

### Specialized agencies

#### Rule 2

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

### Other intergovernmental organizations

#### Rule 3

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

### Representatives of non-governmental organizations

#### Rule 4

1. Representatives of the non-governmental organizations accredited to the Conference may sit as observers at the plenary sessions of the Conference, within the limitations set by the Conference room's seating capacity.
2. Given the availability of time, a limited number of non-governmental organizations accredited to the Conference may also make oral statements at the Conference. For this, the non-governmental organizations should select spokespersons among themselves.
3. Non-governmental organizations (NGOs) with special competence in the area of ageing may submit written documentation and proposals, prior to and during the Conference.

### Individual experts

#### Rule 5

1. Prominent experts in the field of ageing may be invited to the Conference in their personal capacity as resource persons by the Executive Secretary of the UNECE.

2. Upon the invitation of the Chair, such experts may make oral statements on questions in which they have special competence.

### III. OFFICERS

#### Elections

##### Rule 6

The Conference shall elect the following officers: a Chair, three Vice-Chairs and a Rapporteur, to be chosen among the representatives of participating UNECE member States.

### IV. BUREAU

#### Composition

##### Rule 7

The Chair, the Vice-Chairs and the Rapporteur shall constitute the Bureau of the Conference. The Chair of the Conference or, in his/her absence, one of the Vice-Chairs designated by him/her, shall serve as Chair of the Bureau.

#### Functions

##### Rule 8

The Bureau shall assist the Chair in the general conduct of the business of the Conference and, subject to the decisions of the Conference, shall ensure the coordination of its work.

### V. OPENING OF THE CONFERENCE

#### Decisions concerning the agenda and the organization

##### Rule 9

The Conference shall, at its first meeting:

- (a) Elect its officers and constitute its subsidiary bodies;
- (b) Adopt its agenda, the draft of which shall, until such adoption, be the provisional agenda of the Conference;
- (c) Decide on the organization of its work.

## VI. CONCLUSIONS OF THE CONFERENCE

### Report

#### Rule 10

The Conference shall adopt its report, including decisions taken at the Conference.

## VII. CONDUCT OF BUSINESS

### Quorum

#### Rule 11

The Chair may declare a session open and permit the debate to proceed when representatives of at least one third of participating States are present. The presence of representatives of a majority of participating States shall be required for any action to be taken.

### Interventions

#### Rule 12

1. No one may address the Conference without having previously obtained the permission of the Chair. The Chair shall call upon speakers in the order in which they signify their desire to speak.
2. Debate shall be confined to the question before the Conference and the Chair may call a speaker in order if his/her remarks are not relevant to the subject under discussion.

## VIII. DECISION-MAKING

### General agreement

#### Rule 13

The Conference should make best endeavours to ensure that the work of the Conference is accomplished by general agreement.

### Voting rights

#### Rule 14

Each participating State shall have one vote.

IX. LANGUAGES AND DOCUMENTS

Languages of the Conference

Rule 15

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

Languages of resolutions and other formal decisions

Rule 16

All formal decisions by the Conference shall be published, following the Conference, in the languages of the Conference.

X. WRITTEN STATEMENTS

Rule 17

Written statements submitted by the designated representatives and experts referred to in rules 3 to 5 shall be distributed by the secretariat to all delegations in the quantities and in the language in which the statements are made available to it at the site of the Conference, provided that a statement submitted on behalf of a non-governmental organization is related to the work of the Conference and is on a subject in which it has a special competence.

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