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OCCASION

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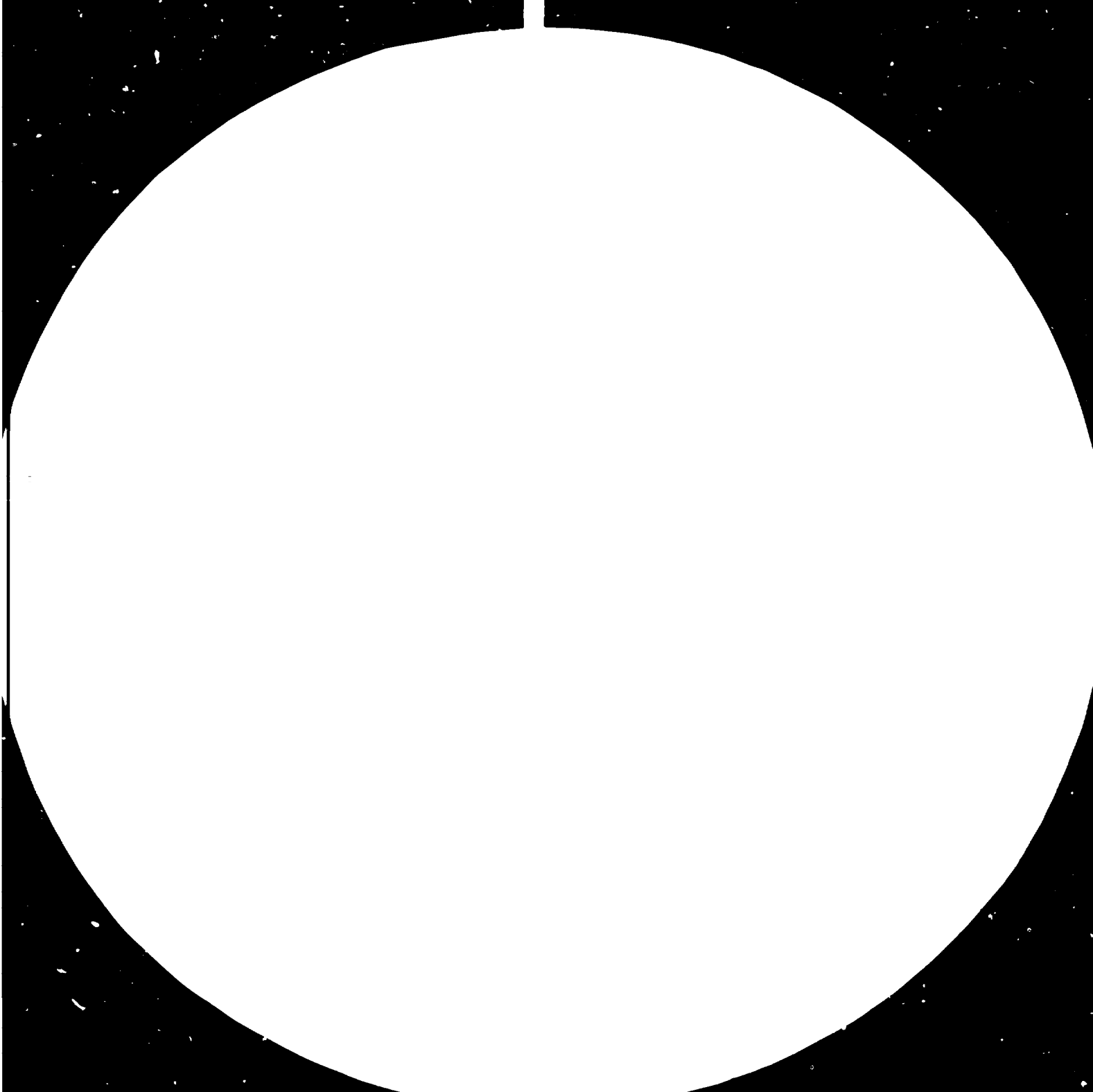
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UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

**THE SYSTEM
OF
CONSULTATIONS**

THE SYSTEM OF CONSULTATIONS

At its seventh special session, the General Assembly, in its resolution 3362 (S-VII), invited the Industrial Development Board to draw up the rules of procedure according to which the UNIDO System of Consultations would operate.

The Industrial Development Board, at its thirteenth session, requested the Executive Director to prepare draft rules of procedure for the System of Consultations.

At the sixteenth session of the Permanent Committee, the draft rules of procedure as a whole were adopted by vote.

At its sixteenth session, the Industrial Development Board adopted the Report of the Permanent Committee on the work of its sixteenth session including the rules of procedure for the System of Consultations.

THE SYSTEM OF CONSULTATIONS

PART I: PRINCIPLES, OBJECTIVES AND CHARACTERISTICS

1. The System of Consultations shall be an instrument through which the United Nations Industrial Development Organization (UNIDO) is to serve as a forum for developed and developing countries in their contacts and consultations directed towards the industrialization of developing countries.
2. The System of Consultations shall relate to co-operation between developed and developing countries and among developing countries themselves.
3. The System of Consultations would also permit negotiations among interested parties at their request, at the same time as or after consultations.
4. The System of Consultations, as an important and established activity of UNIDO, is a valuable framework for identifying problems associated with the industrialization of developing countries, for considering ways and means to accelerate their industrialization, and for contributing to closer industrial co-operation among member countries, in accordance with the Lima Declaration and Plan of Action.
5. The System of Consultations shall seek action-oriented measures towards increasing the share of developing countries in world industrial production and creating new industrial facilities in developing countries contributing to the establishment of a New International Economic Order. To that end, the problems associated with the industrialization of developing countries shall be considered on a continuing basis from a policy, economic, financial, social and technical point of view.

6. The System of Consultations shall be used to monitor trends in world industry so that problems anticipated by developing countries in relation to their industrialization process may be prevented while those detected may be dealt with as they emerge.

7. The formulation of solutions to the problems addressed in the process of consultations shall take account of the experience in industrial development of countries with different social and economic systems.

8. The Board shall consider the reports of the Consultation Meetings and the conclusions and recommendations contained therein, as well as decide and provide guidance on appropriate follow-up action.

9. The System of Consultations shall operate at four levels: global, regional, interregional and sectoral, which shall be used as appropriate and as respectively described in paragraphs 11 to 14 below. With respect to regional and interregional Consultations, due account shall be taken of the contributing role and responsibilities of the United Nations Regional Commissions.

10. All levels of Consultation Meetings shall be open to participants from all member countries.

11. Consultations at the *global level* may cover in particular:

(a) Issues related to the promotion and acceleration of the industrialization of developing countries as well as to the development of industrial co-operation of all countries;

(b) Topics that are common to a number of industrial sectors.

These Consultations shall, taking into account, *inter alia*, the positive aspects of current practices in international industrial co-operation, formulate proposals for closer collaboration in the field of industry between developed and developing countries and among developing countries themselves, due attention being paid to all interests involved and the imperative need of developing countries for the acceleration of their industrialization.

12. Consultations at the *regional level* should be held at the request of the States concerned and may cover in particular:

(a) Problems primarily related to the industrial development of the region;

(b) Any industrial topic or industrial sector relevant to the region;

(c) Any industrial topic or industrial sector on which world-wide consultations have been held, in order to facilitate the implementation at the regional level of any relevant recommendations.

13. Consultations at the *interregional level* should be held at the request of the States concerned, and may cover in particular, current and future industrial co-operation between any two or more regions in relation to any industrial topic or sector.

14. Consultations at the *sectoral level* may cover in particular:

(a) Changing patterns in the sector;

(b) The ways and means through which a substantial and effective contribution can be made to the industrialization of developing countries and to the achievement of the objectives and targets set out in the International Development Strategy for the Third United Nations Development Decade as well as in the Lima Declaration and Plan of Action;

(c) Elaboration of recommendations for action at national, regional, interregional and world-wide levels.

15. The activities of the System of Consultations shall make full use of the resources and experience available within the secretariat and contribute effectively to UNIDO's other activities.

16. In view of the central co-ordinating role of UNIDO within the United Nations system in the field of industrial development, the Executive Director of UNIDO shall take the necessary steps to ensure, on the part of the various organizations, organs and programmes of the United Nations system, within their respective areas of competence, their active participation in and contribution to the System of Consultations. In any case, the competent United Nations Regional Commission shall be requested to contribute to the preparation and conduct of the regional Consultations.

17. Upon approval by the Board, UNIDO may co-sponsor a particular Consultation with the various organizations, organs and programmes of the United Nations system or with intergovernmental organizations, in which event the Executive Director shall decide, in co-operation with the other executive heads concerned, on the allocation of functions for the preparation and conduct of the Consultation. Within the approved budgetary allocations, he shall also discuss and decide with the executive heads concerned on the financial contribution of each.

18. The expenses for Consultations shall be considered administrative expenses of UNIDO within the meaning of paragraphs 20 (a) and 21 of Section II of General Assembly resolution 2152 (XXI). However, when a Consultation is held away from headquarters, the actual additional costs directly or indirectly involved shall be borne by a State or any other source, in accordance with paragraph 5 of General Assembly resolution 31/140.

19. Participants in a Consultation shall be responsible for their own expenses, except for the special consideration to be given to participants from the least developed countries.

20. The topics and sectors in respect of which Consultations are to be held, as well as the level defined in paragraphs 11 to 14 at which they are to take place, shall be determined by the Board. The Board shall decide every two years on the programme of Consultations, including preparatory meetings, taking into account, *inter alia*, the financial implications, for the following biennium corresponding to a financial period.

21. Each Consultation shall be prepared and the issues to be considered shall be identified on the basis of:

(a) Studies by the secretariat of UNIDO, and where appropriate, by other United Nations organs, international organizations, or other relevant bodies and institutions;

(b) Discussions, individually or at appropriate meetings, of these studies and of other documents, among experts selected by the Executive Director, having due regard to equitable geographical distribution, and as appropriate in consultation with the member States concerned;

(c) Informal contacts with bodies and institutions which can effectively contribute to the preparation of the Consultations, and discussions where appropriate with permanent representatives of the member States of UNIDO.

22. On the basis of the decisions of the Board regarding the programme of Consultations, the Executive Director shall fix the date, place and duration of each Consultation Meeting, taking account of the progress of preparatory arrangements.

23. Participants of each member country should include officials of governments as well as representatives of industry, labour, consumer groups and others, as deemed appropriate by each Government.

24. International organizations and intergovernmental and non-governmental organizations having consultative status with UNIDO shall be invited by the Executive Director to participate in the Consultations as observers.

PART II: RULES OF PROCEDURE

Agenda

25. The provisional agenda of each Consultation shall be drawn up by the Executive Director on the basis of the preparatory arrangements and shall be communicated, at least three months before the opening date, to all member States and to organizations invited.
26. The documents for each Consultation shall be distributed to member States and to organizations invited in time to permit adequate advance consideration—normally two months before the opening date. Documents shall be distributed as available to those nominated to participate as soon as the nomination is communicated to the secretariat.
27. The Consultation Meeting shall adopt its agenda on the basis of the provisional agenda subject to amendments which may be made with the consent of the meeting.

Officers

28. Each Consultation Meeting shall elect a Chairman, a rapporteur and up to four Vice-Chairmen. Due account shall be taken of the principle of equitable geographical distribution in the election of these officers who shall constitute the Bureau.
29. If the Chairman cannot preside at a meeting or any part thereof, he shall appoint a Vice-Chairman to take his place, who shall then have the same powers and duties as those of the Chairman.
30. (a) In addition to exercising the powers conferred upon him elsewhere by these rules, the Chairman shall preside at the plenary meetings, declare the opening and closing of each meeting of the Consultation, shall direct the discussion, ensure observance of these rules, accord the right to speak, put questions to the meeting for decision and announce such decisions.
- (b) The Chairman shall rule on points of order and, subject to these rules, shall have control of the proceedings of the Consultations and over the maintenance of order at its meetings. During the course of a debate the Chairman may announce the list of speakers and, with the consent of the Consultation Meeting, declare the list closed. The Chairman 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.

(c) The Chairman may propose to the Consultation the limitation of time to be allowed to speakers, the limitation of the number of times each participant may speak on any question and the closure of the debate. He may also propose the suspension or the adjournment of the meeting or of the debate on the question under discussion.

31. The Chairman and the Bureau of the Consultation Meeting in the exercise of their functions remain under the authority of the meeting.

Working Groups

32. The Consultation Meeting may establish such working groups as may be necessary for the effective discharge of its functions.

Public meetings

33. Plenary and other meetings shall be held in public unless the Consultation Meeting decides otherwise.

Secretariat

34. The Executive Director or his representative shall direct the staff required for each Consultation Meeting.

35. The secretariat of UNIDO shall be responsible for all the necessary arrangements for a Consultation including the preparation and distribution of documents in all the working languages at least six weeks before the meeting; within the ambit of its responsibilities it shall assist the Chairman, as requested, in the exercise of his duties.

36. The Executive Director or his representative may make oral or written statements to the Consultation and its working groups, if any, concerning any questions under consideration.

Languages and records

37. Interpretation shall be provided in all the official languages of the Board as are effectively required by participants in the Consultation. A

speaker may use a language other than an official language of the Board, if he provides for interpretation into one of the languages used in the Consultation.

38. Documents for a Consultation shall be prepared in all of the working languages of the Board. Upon request of participants, documents shall also be made available in other official languages of the Board.

39. The report of a Consultation Meeting shall be prepared in the official languages of the Board.

40. No verbatim or summary records shall be made. Sound recordings of Consultations and, as appropriate, of working groups may be kept by the secretariat of UNIDO.

Substantive proposals

41. Substantive proposals and amendments thereto during the discussions may be introduced by any participant or observer, but a decision thereon shall only be taken by the participants.

42. Such proposals and amendments shall normally be introduced in writing and be circulated by the secretariat. Unless the meeting decides otherwise, as a general rule these shall not be considered until the day following their circulation; the Chairman may, however, with the consent of the meeting, permit consideration of proposals or amendments that have not been circulated or have been circulated the same day.

Procedural motions

43. 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;
- (i') To close the debate on the question under discussion.

Points of order

44. During the discussion of any matter, a participant or observer may at any time raise a point of order which shall be decided immediately by

the Chairman and in accordance with these rules. A participant may appeal against the ruling of the Chairman. The appeal shall be immediately referred to the Bureau of the Consultation Meeting for decision. A participant or observer may not, in raising a point of order, speak on the substance of the matter under discussion.

Decisions

45. All organs of Consultation Meetings shall operate on the basis of consensus among participants from each member country as defined by paragraph 23. If participants from a member country do not wish to join a consensus, this shall be made known through a spokesperson from among their number.

Formulation of the report

46. Each Consultation Meeting shall formulate a report, which shall include conclusions and recommendations agreed upon by consensus and also other significant views expressed during the discussions.

47. The draft of the report shall be prepared by the rapporteur and be submitted, after consideration by the Bureau, to the Consultation for its consideration and adoption.

Adoption of the report

48. The adoption of the report shall be by consensus among participants.

Submission of the report

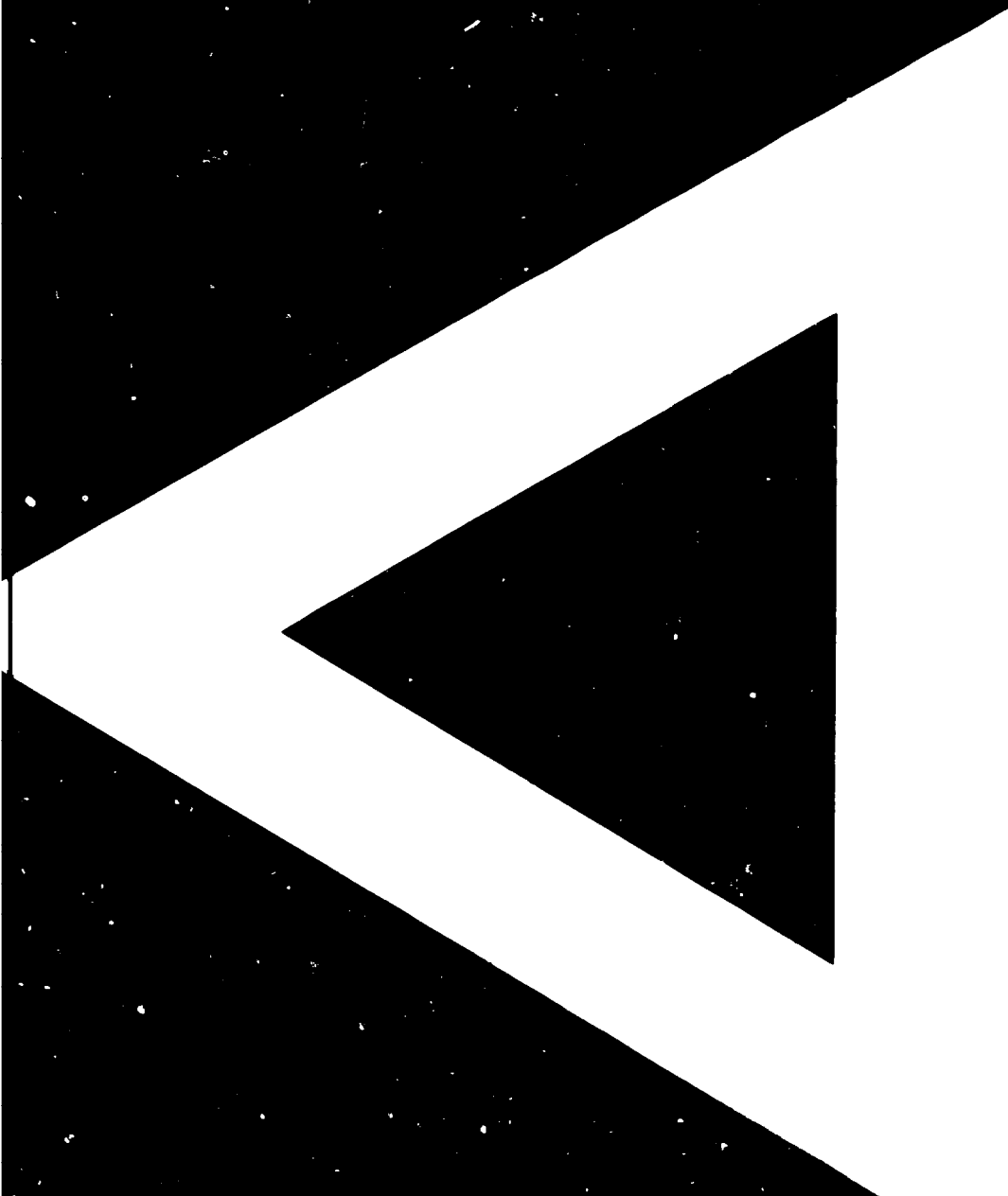
49. The report of the Consultation Meeting, and the conclusions and recommendations contained therein, shall be submitted to the Board for decision and guidance on appropriate follow-up action.

Other procedural matters

50. Other procedural matters, including those not covered by these rules, which have not been settled by the Consultation Meeting by consensus among participants shall be submitted to the Bureau of the Consultation Meeting for decision.

Amendment

51. These rules may be amended by the Board.



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