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I. REPRESENTATION AND NOTIFICATION

Composition of delegations

Rule 1

Each delegation participating in the Conference shall consist of a head of delegation and such other representatives, alternate representatives and advisers as may be required.

Alternates and advisers

Rule 2

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

Rule 3

Notification of delegations

1. The names and titles of each participant and observer of the members of the delegation shall be submitted to the Secretary General of the Conference, if possible not less than one week before the date on which the Conference is scheduled to be convened.

Rule 4

Objection to a delegation

1. If an objection is raised against the participation of a delegation, such objection shall be considered by the General Committee, whose report thereon shall be submitted to the Conference.
2. Pending a decision of the Conference regarding an objection against the participation of a delegation, the latter shall be entitled to participate provisionally in the Conference with the same rights as other delegations within the same category.

II. OFFICERS

Elections

Rule 5

The Conference shall elect from among the heads of delegations or representatives of participating States the following officers: a President, nine Vice-Presidents and a Rapporteur-General. These officers shall be elected with due regard to equitable geographical distribution. The Conference shall also elect such other officers as may be necessary for the performance of its functions.

Acting President

Rule 6

1. If the President finds it necessary to be absent from a meeting or any part thereof, he or she shall designate a Vice-President to take his or her place.

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

Rule 7

If an officer resigns or ceases to be able to perform his or her functions or to be a representative of a participating State, the Conference shall as soon as possible elect a new officer. If the office thus vacated is that of the President, the other officers shall select one of the Vice Presidents to serve as Acting President until a new President has been elected.

The President shall not vote

Rule 8

The President, or a Vice-President acting as President, shall not vote in the Conference, but shall designate another member of his or her delegation to vote in his or her place.

III. GENERAL COMMITTEE

Composition

Rule 9

1. The President, the Vice-Presidents and the Rapporteur-General elected pursuant to rule 5 shall constitute the General Committee. The chairman or another designated representative of any subsidiary organ not represented on the Committee may participate in its proceedings, without the right to vote.

2. If any member of the General Committee is to be absent from one of its meetings, he or she may designate another member of his or her delegation to participate and vote in his place.

Rule 10

Officers

On the General Committee, the President, or in his or her absence one of the Vice-Presidents designated by him or her, shall serve as Chairman and, if necessary, the Rapporteur-General shall serve as Rapporteur.

Rule 11

Functions

In addition to performing other functions specified in these rules, the General Committee shall assist the President in the general conduct of the business of the Conference and, subject to the decisions of the Conference, shall ensure the co-ordination of its work.

IV. SECRETARIAT

Duties of the Secretary-General and of the secretariat of the Conference

Direction of the secretariat of the Conference

Rule 12

1. The Director-General of UNIDO shall designate, as early as possible, a Secretary-General of the Conference and, if appropriate, a Special Representative.

2. The Secretary-General, under the general direction of any Special Representative of the Director-General, shall direct the Secretariat of the Conference.

Rule 13

The secretariat of the Conference shall, in accordance with these rules

- (a) Interpret speeches made at meetings in English, French or Spanish;
- (b) Receive, translate, reproduce and distribute the documents of the Conference;
- (c) Publish and circulate the official documents of the Conference;
- (d) Make and arrange for the keeping of sound recordings;
- (e) Arrange for the custody and preservation of the documents of the Conference in the archives of UNIDO;
- (f) Generally perform all other work that the Conference may require.

Statements by the secretariat

Rule 14

In the exercise of the duties referred to in rules 12 and 13, the Secretary-General or any other member of the staff designated for that purpose may, at any time, make either oral or written statements concerning any question under consideration.

V. OPENING OF THE CONFERENCE

Temporary President

Rule 15

The Director-General of UNIDO or, in his absence, his representative shall open the first meeting of the Conference and preside until the Conference has elected its President.

Decisions concerning organization

Rule 16

1. The Conference shall, to the extent possible, at its first meeting: (a) adopt its rules of procedure; (b) elect its officers and constitute its subsidiary organs; (c) adopt its agenda, the draft of which shall, until such adoption, be the provisional agenda of the Conference; (d) decide on the organization of its work.
2. Recommendations resulting from pre-conference consultations shall, in principle, be acted on without further discussion.

VI. CONDUCT OF BUSINESS

Quorum

Rule 17

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 Conference are present. The presence of representatives of a majority of the States so participating shall be required for any decision to be taken.

General powers of the President

Rule 18

1. In addition to exercising the powers conferred upon him or her elsewhere by these rules, the President shall preside at the plenary meetings of the Conference, declare the opening and closing of each meeting, direct the discussion, ensure observance of these rules, accord the right to speak, promote general agreement, inform the General Committee on efforts to reach general agreement, put questions to the vote and announce decisions. The President shall rule on points of order and, subject to these rules, shall have complete control of the proceedings and over the maintenance of order thereat. The President may propose to the Conference the closure of the list of speakers, a limitation on the time to be allowed to speakers and 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 or her functions, remains under the authority of the Conference.

Speeches

Rule 19

1. No one may address the Conference without having previously obtained the permission of the President. Subject to rules 20, 21, 23, 24, to 27, the President shall call upon speakers in the order in which they signify their desire to speak. The secretariat shall be in charge of drawing up a list of such speakers. All interventions shall be confined to the questions before the Conference and the President may call a speaker to order if his or her remarks are not relevant to the subject under discussion.

2. The Conference may limit the time allowed to each speaker and the number of times each representative may speak on a question. Before a decision is taken, two representatives may speak in favour of, and two against, a proposal to set such limits. When the debate is limited and a speaker exceeds the allotted time, the President shall call him or her to order without delay. In any event, the President may limit each intervention on a procedural question to a maximum of five minutes.

Precedence

Rule 20

The representative of a subsidiary organ may be accorded precedence in the Conference, for the purpose of explaining the conclusions arrived at by his or her subsidiary organ.

Points of order

Rule 21

Subject to rule 38, 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.

Closing of list of speakers

Rule 22

1. During the course of a debate the President may announce the list of speakers and, with the consent of the Conference, declare the list closed.

2. When there are no more speakers the President shall, with the consent of the Conference declare the debate closed. Such closure shall have the same effect as closure pursuant to rule 25.

Rule 23

1. Notwithstanding rule 22, the President shall accord the right of reply to a representative of any State participating in the Conference who requests it. Any other representative may be granted the opportunity to make a reply.

2. Replies made pursuant to the present rule shall be made at the end of the last meeting of the day, or at the conclusion of the consideration of the relevant issue if that is sooner.

3. The number of interventions in reply for any delegation at a given meeting should be limited to two per issue.

4. The first intervention in reply, for any delegation on any issue at a given meeting, shall be limited to five minutes and the second intervention shall be limited to three minutes.

Adjournment of debate

Rule 24

Subject to rule 38, a representative may at any time move the adjournment of the debate on the question under discussion. In addition to the proposer of the motion permission to speak on the motion shall be accorded only to two representatives in favour and to two opposing the adjournment, after which the motion shall, subject to rule 27, be immediately put to the vote.

Closure of debate

Rule 25

Subject to rule 38, 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 or 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, subject to rule 27, be immediately put to the vote.

Suspension or adjournment of the meeting

Rule 26

Subject to rule 38, 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, subject to rule 27, be immediately put to the vote.

Order of motions

Rule 27

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.

Basic proposals

Rule 28

1. The draft policy conclusions, that have emerged from the preparatory process and been circulated to the States and organizations invited to participate in the Conference by the Director-General of the UNIDO not later than four weeks before the date on which the Conference is convened shall be the basic proposals for consideration by the Conference.

2. Any amendment relating to the basic proposals preferably should be submitted to the Secretary-General of the Conference before the date on which the Conference is convened; amendments so submitted shall receive priority in their processing by the Secretariat.

Other proposals and amendments

Rule 29

Other proposals and amendments shall normally be submitted in writing to the Secretary-General of the Conference, who shall circulate copies to all delegations. As a general rule, no proposal shall be discussed or put to the vote at any meeting of the Conference unless copies of it have been circulated to all delegations not later than on the day preceding the meeting. The President may, however, permit the discussion of and decision on amendments, even though these amendments have not been circulated or have been circulated only on the same day.

Decisions on competence

Rule 30

Subject to rule 21, any motion calling for a decision on the competence of the Conference 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.

Withdrawal of proposals and motions

Rule 31

A proposal or a motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that it has not been amended. A proposal or a motion that has thus been withdrawn may be reintroduced by any representative with its original priority, provided he or she does so promptly and it has not been substantially changed.

Reconsideration of proposals

Rule 32

When a proposal has been adopted or rejected it may not be reconsidered unless the Conference, by a two-thirds majority of the representatives of States present and voting, so decides. Permission to speak on the motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be immediately put to the vote.

VII. DECISION-MAKING

Consensus

Rule 33

1. The Conference shall make every effort to ensure that its conclusions on all matters of substance are taken by consensus or general agreement, or otherwise without a vote.
2. Notwithstanding any measures that may be taken in compliance with paragraph 1, a proposal or motion before the Conference shall be voted on if a representative of a State so requests.

Voting rights

Rule 34

Each State participating in the Conference shall have one vote.

Majority required

Rule 35

1. Subject to paragraph 1 of rule 33, decisions of the Conference on all matters of substance shall be taken by a two-thirds majority of the participating States present and voting.
2. Except as otherwise provided in these rules, decisions of the Conference on all matters of procedure shall be taken by a majority of the participating States present and voting.
3. If the question arises whether a matter is one of procedure or of substance, the President of the Conference shall rule on the question. An appeal against this ruling shall be put to the vote immediately, and the President's ruling shall stand unless overruled by a majority of the participating States present and voting.
4. If a vote is equally divided, the proposal or motion shall be regarded as rejected.

Meaning of the phrase "participating States
present and voting"

Rule 36

For the purpose of these rules, the phrase "participating States present and voting" means participating States present and casting an affirmative or negative vote. Participating States that abstain from voting shall be considered as not voting.

Method of voting

Rule 37

Except as provided in rule 44, the Conference shall normally vote by show of hands, except that a representative may request a roll-call vote, which shall then be taken in the English alphabetical order of the names of the States participating in the Conference, beginning with the State 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".

Conduct during voting

Rules 38

After the President has announced the commencement of voting, no representative shall interrupt the voting except on a point of order in connection with the process of voting.

Explanation of vote

Rule 39

Representatives of States may make brief statements consisting solely of explanations of vote, 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, unless it has been amended.

Division of proposals

Rule 40

A representative of a State may move that parts of a proposal be voted on separately. If a representative of a State objects, the motion for division shall be voted upon. Permission to speak on the motion shall be accorded only to two representatives in favour and 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 41

A proposal is considered an amendment to another proposal if it merely adds to, deletes from or revises part of that proposal. Unless specified otherwise, the word "proposal" in these rules shall be considered as including amendments.

Order of voting on amendments

Rule 42

1. When an amendment to a proposal is moved, the amendment shall be voted on first. When two or more amendments to a proposal are moved, the Conference 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 upon.

2. When the Conference decides, in accordance with rule 40, to consider an extensive text in convenient portions, such as paragraphs or articles, each of these shall be treated as a separate proposal for the purpose of paragraph 1.

Order of voting on proposals

Rule 43

1. If two or more proposals, other than amendments, relate to the same question, they shall, unless the Conference decides otherwise, be voted on in the order in which they were submitted. The Conference 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 44

All elections shall be held by secret ballot unless, in the absence of any objection, the Conference decides to proceed without taking a ballot when there is an agreed candidate or slate.

Rule 45

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 a majority is less than the number of places to be filled, additional ballots shall be held to fill the remaining places. From such ballots the candidates obtaining the least number of votes in the previous ballot may be eliminated on the proposal of the President.

VIII. SUBSIDIARY ORGANS

Rule 46

The Conference may set up subsidiary organs, including sub-committees and working groups. The Conference shall determine the matters to be considered by any subsidiary organ.

Officers

Rule 47

1. A subsidiary organ shall have a chairman and such other officers as may be required.

2. Except as otherwise provided in Rule 5, subsidiary organs and the working group shall elect their own officers.

Quorum

Rule 48

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

2. A majority of the representatives of a subsidiary organ shall constitute a quorum.

Officers, conduct of business and voting

Rule 49

The rules contained in chapters II, VI (except rule 17) and VII above shall be applicable, mutatis mutandis, to the proceedings of a subsidiary organ, except that:

- (a) The chairmen of subsidiary organs may exercise the right to vote;
- (b) Decisions of subsidiary organs shall be taken by a majority of the participating States present and voting, except as provided by rule 32.

IX. LANGUAGES AND RECORDS

Languages of the Conference

Rule 50

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

Interpretation

Rule 51

1. Speeches made in a language of the Conference shall be interpreted into the other such languages.
2. A representative may speak in a language other than a language of the Conference if the delegation concerned provides for interpretation into one such language.

Records and sound recordings of meetings

Rule 52

The Secretariat shall make sound recordings of meetings of the Conference. Such recordings also shall be made of meetings of subsidiary organs when the body concerned so decides.

Languages of official documents

Rule 53

Official documents shall be made available in the languages of the Conference.

X. PUBLIC AND PRIVATE MEETINGS

Plenary meetings

Rule 54

The plenary meetings of the Conference shall be held in public unless the Conference decides otherwise. All decisions taken by the plenary of the Conference at a private meeting shall be announced at an early public meeting of the plenary.

Other meetings

Rule 55

As a general rule meetings of the General Committee, the Drafting Committee, and other subsidiary organs shall be held in private.

Communiqué on private meetings

Rule 56

At the close of a private meeting, the organ concerned may issue a communiqué to the press through the secretariat of the Conference.

XI. Other participants

General rights of participation

Rule 57

Except as otherwise provided by the Conference, representatives of invited participants other than UNIDO Member States.

- (a) May not participate in decision-making;
- (b) May not make any procedural motion or request, raise points of order or appeal against rulings of the President;
- (c) May introduce substantive proposals;
- (d) May intervene, with the permission of the President, in the debates in plenary meetings of the Conference;
- (e) May be given an opportunity to reply in accordance with rule 23.
- (f) May participate in subsidiary organs, as appropriate and as authorized by the subsidiary organ concerned.

Written statements

Rule 58

Written statements submitted by representatives of invited participants other than UNIDO Member States shall be distributed by the secretariat of the Conference to all delegations in the quantities and in the languages in which the statements are made available to it at the site

of the Conference, provided that the statement is on a subject in which the participant has a special competence and is related to the work of the Conference.

XII. SUSPENSION AND AMENDMENT OF THE RULES OF PROCEDURE

Method of suspension

Rule 59

Any of these rules may be suspended by the Conference provided that twenty-four hours notice of the proposal for the suspension has been given, which may be waived if no representative objects. Any such suspension shall be limited to a specific and stated purpose and to a period required to achieve that purpose.

Method of amendment

Rule 60

These rules of procedure may be amended by a decision of the Conference taken by a two-thirds majority of the representatives of States present and voting, after the General Committee has reviewed and reported on the proposed amendment.

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