11th Meeting of the Standing Committee

Rome, Italy, 28 April 2015

Rules of Procedure for the Standing Committee

General Functions

Rule 1

The general duties of the Standing Committee (hereafter "the Committee") as well as the general rules for its organisation and functioning are set out in Resolution 6.17 "Terms of Reference for the Standing Committee", adopted by the 6th Session of the Meeting of Parties convened in Prague (Czech Republic) from 20 to 22 September 2010.

The general duties are to:

(a) Carry out, between one meeting of the Meeting of the Parties and the next, such interim activities as may be necessary to execute the decisions of the Meeting;

(b) Monitor the execution of the Secretariat's budget;

(c) Oversee the implementation of policy by the Secretariat;

(d) Provide guidance and advice to the Secretariat on the implementation of the Agreement, on the preparation of meetings, and on any other matters brought to it by the Secretariat;

(e) Represent, where appropriate, the interests of the Meeting of the Parties, vis à vis the Government of the host country of the Secretariat's headquarters, UNEP and other international organisations for consideration of matters relating to the Agreement and its Secretariat;

(f) Perform any other function as may be entrusted to it by the Meeting of the Parties; and

(g) Submit through its Chair at each ordinary meeting of the Meeting of the Parties a report on its work since the previous ordinary meeting, including any recommendations concerning its role and effective operation;

(h) Make recommendations, as appropriate, for consideration at the next meeting of the Meeting of the Parties.

Representation and Attendance

Rule 2

Each member of the Committee shall be entitled to be represented at meetings of the Committee by a Representative and/or an Alternate Representative. The Representative shall exercise the voting rights of a Member. In his/her absence, the Alternate Representative shall act in his/her place.

The Representative and Alternate Representative shall also act as focal point for the work of the Committee between its sessions.

The Secretariat shall endeavour, to the extent possible, to obtain external funding for the reasonable and justifiable travel expenses of elected members from Parties with economies in transition, and for not more than one representative of such a Party at any one meeting of the Committee;

The Secretariat shall also refund to the Chair of the Committee, upon request, all reasonable and justifiable travel expenses for travel undertaken on behalf of the Meeting of Parties or on behalf of the Secretariat.

Rule 3

On behalf of the Committee, the Chair may request the Secretariat to invite any person or organization to participate in meetings of the Committee as observers when their presence is judged useful in the accomplishment of its tasks.

The Chair of the Advisory Committee shall be invited as observer *ex officio*.

Rule 4

The Members of the Committee shall elect the Chair and the Vice-Chair immediately after the closure of the Meeting of Parties at the same venue.

Rule 5

Before a regular session of the Meeting of Parties or If an extraordinary meeting or a special session of the Meeting of Parties is held between two regular meetings, the host Party of that meeting shall participate in the work of the Committee on matters related to the organisation of the meeting.

Officers

Rule 6

The Chair shall preside at meetings of the Committee, approve for circulation the provisional agenda prepared by the Secretariat and maintain liaison with other committees and with the Advisory Committee between meetings of the Committee. The Chair may represent the Committee and the Parties as required within the limits of the Committee's mandate, and shall carry out such other functions as may be entrusted by the Committee.

Rule 7

The Vice-Chair shall assist in the execution of the Chair’s functions, and shall preside at meetings in the absence of the Chair.

Rule 8

The Secretariat of the Agreement shall provide a secretary for meetings of the Committee.

Elections

Rule 9

If in an election to fill one place no candidate obtains an overall majority in the first ballot, 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 presiding officer shall decide between the candidates by drawing lots.

Rule 10

If in the first ballot there is a tie amongst candidates obtaining the second largest number of votes, a special ballot shall be held amongst them for reducing the number of candidates to two.

Rule 11

In the case of a tie amongst three or more candidates obtaining the largest number of votes in the first ballot, a special ballot shall be held amongst them for reducing the number of candidates to two. If a tie then results amongst two or more candidates, the presiding officer shall reduce the number to two by drawing lots, and a further ballot shall be held in accordance with Rule 9.

Meetings

Rule 12

The Committee shall normally have deliberations at least once every year.

Rule 13

Meetings of the Committee shall be called at the request of the Chair or at least three Members.

Rule 14

The time and place of meetings shall be determined by the Chair, in consultation with the Secretariat.

Rule 15

Notice of meetings to all Members and the other Parties including the time and venue, shall be given by the Secretariat at least 45 days and, in the case of emergency meetings, at least 14 days in advance of the meeting.

Rule 16

A quorum for a meeting shall consist of four Members of the Committee. No decision shall be taken at a meeting in the absence of a quorum.

Rule 17

Decisions of the Committee shall be taken by consensus unless a vote is requested by the Chair or by three Members.

Rule 18

Decisions of the Committee by voting (pursuant to Rule 17) shall be taken by a simple majority of the Members present. In the case of a tie, the motion shall be considered as rejected.

Rule 19

The Secretariat shall prepare the report of each meeting of the Committee and send it to the Parties represented at the meeting within 30 working days thereafter. The Secretariat shall take note of comments received within 30 working days of the dispatch of the report and transmit the final report to all the Parties following its approval by the Chair.

Communication Procedure

Rule 20

Any member or the Secretariat may make a proposal to the Chair for a decision by written procedure including electronic mail. The Secretariat shall communicate the proposal to the Members for comments within 60 days of communication; any comments received within these limits shall also be so communicated.

Rule 21

If no objection to a proposal is received by the Secretariat by the date when the comments on the proposal were due to be communicated, the proposal shall be considered as adopted, and notice of the adoption shall be given to all Members.

Rule 22

If any member objects to a proposal within the applicable time limit, the proposal shall be referred to the next meeting of the Committee.

Final Provisions

Rule 23

In matters not covered by the present Rules, the Rules of Procedure as adopted by the last regular session of the Meeting of Parties shall be applied *mutatis mutandis*.

Rule 24

These Rules shall come into force on adoption by the Committee and may be amended by the Committee as required at the request of one or more Members by at least two thirds of its elected Members.