RULES OF PROCEDURE: THE MEETING ETIQUETTE

• The objective of the RoP is to ensure a fair participation and a constructive meeting by organizing the way the meeting is conducted.
• They are adopted at the beginning of each MOP, on the basis of a proposal and can be amended.
• 57 rules in “chapters”
CHAPTERS 1

• Purpose
• Definitions
• Place of meetings
• Dates of meetings
• Observers
• Agenda
• **Representation and credentials**
• **Officers**
• **The Meeting Committee, other Committees and Working Groups**
• Secretariat
CHAPTERS 2

• Conduct of Business
• Voting
• Languages
• Documents
• Sound Recordings of the Meeting
• Entering into Force and Amendments to the Rules of Procedure
• Overriding authority of the Agreement
REPRESENTATION AND CREDENTIALS (RULES 16 TO 20)

• For each Party: Head of delegation + other accredited representatives (max 4 in the plenary) listed through the credential

• Credentials Committee: at least two Parties of the African region and two of the Eurasian region
OFFICERS (RULES 21 TO 25)

• A president and vice-presidents are elected
• Presidency usually exercised by the host country (Hungary)
• President is no longer a representative of its Party
• Power and duties:
  • ensure the observance of the RoP,
  • accord the right to speak,
  • put questions to the vote,
  • announce decisions.
MEETING COMMITTEE, OTHER COMMITTEES AND WORKING GROUPS (RULE 26)

• Composition of the meeting committee: Past president, current president and Vice-President, Chair of the Standing Committee and chair of the Technical Committee.
  • review the progress of the meeting, including the draft of the report of the previous day prepared by the Secretariat, and to
  • provide advice to the President in order to ensure the smooth development of the meeting

• The Meeting of the Parties may establish other committees and working groups, in particular related to Finances and Technical Matters

• For each of these groups a President is elected.
CONDUCT OF BUSINESS (RULES 29 TO 38)

• Plenaries in public, working group can be private
• President gives the floor and can limit the time allowed to each speaker
• President accords the right of reply to any representative
• A Party may at any time raise a point of order
• Motions to:
  • suspend a session;
  • adjourn a session;
  • adjourn the debate on the question under discussion; and
  • For the closure of the debate on the question under discussion.
VOTING (RULES 39 TO 51)

• Each Party has one vote
• Regional economic integration organisations (e.g., EU) have a number of votes equal to the number of their Member States which are also Parties
• Agreement by consensus
• If a vote is needed: a two-thirds majority of the Parties present and voting
• EXCEPTION : for the budget, where unanimity is required
• An amendment shall be voted on before the proposal to which it relates is put to the vote
THANK YOU!

MERCI!