

Third International Congress on Technical and Vocational Education and Training (TVET)

14 – 16 May 2012

Shanghai, People's Republic of China

PROVISIONAL RULES OF PROCEDURE

(Established in accordance with the 'Regulations for the general classification of the various categories of meetings convened by UNESCO', adopted by the General Conference at its fourteenth session: 14 C/Resolutions, 23 and amended at its 18th, 25th and 33rd sessions)

I. PARTICIPATION

Rule 1 – Chief Participants

The main participants are specialists selected and invited in their individual capacity by the Director-General of UNESCO. The main participants act in their private capacity.

Rule 2 – Representatives and observers

The following may be represented at the Congress:

1. UNESCO Member States and Associate Members, by observers;
2. Non-Member States of UNESCO which have observation missions to UNESCO, by observers;
3. The United Nations and other organizations of the United Nations system with which UNESCO has concluded mutual representation agreements, by representatives;
4. On the invitation of the Director-General of UNESCO, by observers:
 - (a) Organizations of the United Nations system with which UNESCO has not concluded mutual representation agreements;
 - (b) Intergovernmental organizations;
 - (c) International non-governmental organizations;

II. ORGANIZATION OF THE CONGRESS

Rule 3 – Terms of reference

UNESCO in close cooperation with a broad range of partners, including specialized United Nations agencies, has set in place a Strategy for TVET. The Strategy aims to support TVET in Member States during three biennia (2010-2015). The strategy is focusing on three core areas of actions: (i) provision of upstream policy advice and related capacity development; (ii) conceptual clarification of skills development and improvement of monitoring and (iii) acting as a clearinghouse and informing the global TVET debate. As part of its third core area, the UNESCO's Strategy for TVET suggests organizing a Third International Congress on TVET to take stock of developments since 1999, to introduce regular mid-term progress reviews on the global development of TVET, to assess needs for further developments, and to set out joint directions for future work on TVET

Rule 4 – Election of the Bureau of the Congress

The main participants shall elect a President of the Congress, one or more Vice-Presidents and a General Rapporteur.

III. CONDUCT OF BUSINESS

Rule 5 – Duties of the President of the Congress

- 5.1 In addition to exercising the powers which are conferred on him/her elsewhere by these Rules, the President shall declare the opening and closing of each plenary meetings, direct the discussions in such meetings, ensure observance of these Rules, accord or withhold the right to speak, as appropriate, and announce decisions. He/she shall rule on points of order and, subject to the present Rules, shall control the proceedings and the maintenance of order. He/she may at any time consult the Congress on any item of the agenda or point of procedure.
- 5.2 If the President is absent or if he/she is unable to discharge his/her duties, his/her place shall be taken by one of the Vice-Presidents who, acting in that capacity, shall have the same powers and duties as the President.
- 5.3 The General-Rapporteur shall present the oral report of the Congress at the closing ceremony of the Congress.

Rule 6 – Quorum

- 6.1 A quorum shall consist of a majority of the main participants referred to in Rule 1.
- 6.2 If, after five minutes' adjournment, there be still no quorum as above defined, the President may request the agreement of all the main participants actually present temporarily to waive paragraph 1 of this Rule.

Rule 7 - Work of the Congress

- 7.1 The work of the Congress shall be conducted in plenary, in parallel workshops, round tables and special sessions in accordance with the programme of the Congress as drawn up by the Director-General of UNESCO.
- 7.2 The function and the role of the Chairperson of each parallel session and the round table are the same, mutatis mutandis, as those held by the President of the Congress by these rules (Rule 5).

Rule 8 - Order and length of speeches

- 8.1 The presiding officer shall call upon speakers in the order in which they signify their wish to speak.
- 8.2 To facilitate the conduct of business, the presiding officer may limit the time allowed to each speaker.
- 8.3 Any observer wishing to make a statement shall obtain the prior authorization of the presiding officer.

Rule 9 - Working languages

Arabic, Chinese, English and French are the working languages of the plenary sessions.

Chinese, English and French are the working languages of the parallel sessions.

English and French are the working language of the Drafting Group.

The main working document shall be issued in Arabic, Chinese, English, French, Russian and Spanish.

Rule 10 – Report of the Congress

- 10.1 The conclusions reached by the participants are incorporated in a report which is transmitted to the Director-General of UNESCO.
- 10.2 The Director-General of UNESCO is responsible for the dissemination of this report and for communicating it to the interested parties. She is also responsible to follow up in the most appropriate way the proposals and recommendations of the Congress.

Rule 11 – Voting

The work of the Congress will not generally involve the exercise of the right to vote.

Nevertheless, if a vote is taken on a particular question, the following provisions shall apply:

- 11.1 Each main participant referred to in Rule 2 shall have one vote.
- 11.2 Decisions, which are voted, shall be taken by a majority of the main participants referred to in Rule 1 who are present and voting.
- 11.2 For the purpose of the present Rules, the phrase "participants referred to in Rule 1 who are present and voting" shall mean those casting an affirmative or negative vote. Participants abstaining from voting shall be considered non-voters.
- 11.4 Voting shall normally be by show of hands.

IV. SECRETARIAT OF THE CONFERENCE

Rule 12 – Secretariat

- 12.1 The Secretariat of the Congress shall be UNESCO officials appointed for that purpose by the Director-General of the Organization.
- 12.2 The Secretariat shall perform all the work necessary for the smooth functioning of the Congress.
- 12.3 The members of the Secretariat shall participate without the right to vote in the work of the Congress. They may at any time make oral or written statements on any question under consideration.