



Final version 6/09/2017

UNESCO GLOBAL GEOPARKS COUNCIL AND BUREAU

RULES OF PROCEDURE

I. PARTICIPATION

Rule 1 Participants

The participants shall be experts appointed by the Director-General of UNESCO to serve as members of the UNESCO Global Geoparks Council, hereinafter referred to as 'the UGGpC. They shall serve in a private capacity and will be high-profile experts chosen for their proven experience, scientific or professional qualifications in relevant fields, taking into account an equitable geographical distribution and gender equality. They will be required to ensure that they have no conflict of interest and that they will not seek or accept instructions from governments or other authorities.

In addition the Director-General of UNESCO, the President of the GGN, the Secretary-General of the IUGS, the Director-General of the IUCN or their representatives shall be *ex officio* members of the Council without the right to vote.

Rule 2 Representatives and observers

Member States and Associate Members of UNESCO will be able to send observers to sessions of the Council.

The United Nations and other organizations of the United Nations system with which UNESCO has concluded mutual representation agreements may be represented at sessions of the Council. The Director-General of UNESCO may extend invitations to send observers to sessions of the Council to:

- (a) organizations of the United Nations system with which UNESCO has not concluded mutual representation agreements;
- (b) intergovernmental organizations;
- (c) international non-governmental organizations, in accordance with the Directives concerning UNESCO's partnership with non-governmental organizations.

Representatives and observers referred above shall not have the right to vote.

II. ORGANIZATION OF MEETINGS

Rule 3 Terms of reference

The purpose of UGGpC meetings are to advise the Director-General of UNESCO on the strategy, planning and implementation of UNESCO Global Geoparks and specifically: raising and allocating funds; cooperation among the UNESCO Global Geoparks and with other relevant programmes. The UGGpC shall be responsible for assessing revalidated and new UNESCO Global Geopark nominations received from Member States as described in the operational guidelines. It shall also be responsible for making decisions on whether new applications should be forwarded to the UNESCO Executive Board for endorsement.

The UGGpC decisions concerning new UNESCO Global Geopark nominations will be submitted to the UNESCO Executive Board for their endorsement in a document prepared by the Bureau of the UGGpC together with the UNESCO Secretariat.

The UGGpC shall be responsible to accredit territory changes (extension or contraction or deformation) for revalidated UNESCO Global Geoparks.

The UGGpC will make all decisions regarding the revalidation of existing UNESCO Global Geoparks.

The decisions of the Council regarding Geopark revalidations should be announced at the closing ceremony of the International Conference on UNESCO Global Geoparks or a Regional Geoparks Conference.

Rule 4 Working methods of the UGGpC

4.1 The UGGpC shall meet annually in ordinary session, when possible during a regional or international conference on UNESCO Global Geoparks. All costs related to the sessions of the UGGpC will be borne by the inviting UNESCO Global Geopark or any other conference organizers. In the event of no such conference the session will either be deferred, held remotely or held at UNESCO Headquarters subject to available resources.

4.2. The Council may convene extraordinary sessions, the costs of which shall be covered by extrabudgetary resources.

4.3 The UGGpC shall ordinarily conduct its work in plenary. It may, however, decide to set up drafting groups within the limits of available financial and technical resources.

4.4. The UGGpC shall elect a Chairperson, a Vice-Chairperson and a Rapporteur who shall remain in office for two years, with due consideration for geographical distribution and gender balance.

Rule 5 UNESCO Global Geoparks Bureau

5.1 The Chairperson, Vice-Chairperson and Rapporteur, assisted by the Secretariat, shall constitute the UGG Bureau, with the Director-General of UNESCO and the President of the Global Geoparks Network Association or their representatives as *ex-officio* members without the right to vote.

5.2 The Chairperson, Vice-Chairperson and Rapporteur shall remain in office until the conclusion of the UGGpC's work.

5.3 The Bureau shall be responsible for coordinating the work of the UGGpC before, during, after and in between meetings of the UGGpC. It shall perform any other function entrusted to it by the UGGpC.

5.4 The Bureau, convened by its Chairperson, shall meet as frequently as it deems necessary. The Bureau may, if the Chairperson deems it appropriate, be consulted by correspondence, including electronic consultation.

Rule 6 Duties of the UGGpC Chairperson

6.1 The Chairperson shall open and close each session of the meeting. He/She shall direct the discussions, ensure observance of these Rules, accord the right to speak, put questions to the vote and announce decisions. He/She shall rule on points of order and, subject to the present Rules, shall control the proceedings of each meeting and ensure the maintenance of order.

6.2 Should the Chairperson find it necessary to be absent during a meeting or any part thereof, the Vice-Chairperson shall replace him/her.

6.3 The Vice-Chairperson sitting as Chairperson, in accordance with Rule 6.2, shall have the same powers and duties as the Chairperson.

Rule 7 Quorum

7.1 At the meetings of the UGGpC and of its drafting groups, a majority of the members of the UGGpC present at the meeting shall constitute a quorum.

Rule 8 Order and time-limit to speeches

8.1 The Chairperson of the meeting shall give the floor to speakers in the order in which they signify their wish to speak.

8.2 For the convenience of the discussions, the Chairperson of the meeting may limit the time to be allowed to each speaker.

8.3 The representatives and observers referred to in Rule 2 may take the floor during a meeting with the prior consent of the Chairperson of the meeting.

Rule 9 Voting

9.1 The UGGpC shall endeavour to arrive at its decisions by consensus.

9.2 The Chairperson shall summarize the general report of the discussions. If one or more of the members of the UGGpC are not in agreement with the conclusions, their views and the grounds thereof may, at their request, be summarized in the final report of the meeting.

9.3 In the event of a vote being taken, decisions shall be taken by a simple majority of the participants referred to in Rule 1 who are present and voting. Each participant referred to in Rule 1 shall have one vote.

9.4 The phrase 'participants referred to in Rule 1 who are present and voting' means members casting an affirmative or negative vote. Participants abstaining from voting shall be regarded as non-voting.

9.5 When an amendment to a proposal is moved, the amendment shall be voted on first. When several amendments to a proposal are moved, the meeting shall first vote on the amendment deemed by the presiding officer to be the 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.

9.6 A motion is considered an amendment to a proposal if it merely adds to, deletes from, or revises part of that proposal

Rule 10 Discussions on new applications and revalidations

10.1 As indicated in Rule 1, UGGpC members are high profile experts strongly involved in UGGp's. Through their professional activities they may have interaction with UGGp candidates or those about to be under revalidation. To prevent any conflict of interest should any of these situations arise, the UGGpC member who has any personal or professional relation with a UGGp candidate or any UGGp that just underwent revalidation must inform the Council of this relation and will have to leave the UGGpC deliberation room at the opening of the session related to the discussion of the relevant candidate or UNESCO Global Geopark. The member will not participate in the analysis or discussion of the UGGpC and will not be able to vote on the subject.

10.2 The UGGpC Chairperson shall invite UGGpC Members to summarise their analysis of each UGGp candidate or any UGGp that just underwent revalidation following the agreed agenda. Before entering into discussion the UGGpC Chairperson will have to ask if any UGGpC members has a conflict of interest with any UGGp candidate or any UGGp that has just underwent revalidation. If a UGGpC member answer positively, UGGpC Chairperson will ask the individual to leave the room for the time of the discussion and vote related with this UGGp candidate or UGGp that has just underwent revalidation. Once the voting on this particular UGGp candidate or any UGGp that has just underwent revalidation has been completed, the UGGpC Chairperson will authorize the UGGpC member to come back into the meeting room and will inform the individual of the result of the UGGpC vote.

10.3 In case of the UGGpC Chairperson declaring a conflict of interest with a UGGp candidate or any UGGp that just underwent revalidation, the Chairperson will have to inform the UGGpC accordingly and will leave the floor to the Vice-Chairperson. The Vice-Chairman will ask the UGGpC Chairperson to leave meeting room at the opening of the session related with this UGGp candidate or UGGp that has just underwent revalidation. The Chairperson will not be able to participate in the discussion or vote on the related UGGp candidate or UGGp that has just underwent revalidation. Once the voting on this particular UGGp candidate or UGGp that just underwent revalidation has been completed, the UGGpC Vice-Chairperson will authorize the Chairperson to come back into the meeting room and she/he will be informed of the result of the UGGpC vote. At this moment, UGGpC Chairperson will regain his/her role and direct the meeting.

10.4 In case of UGGpC Chairperson and Vice-Chairperson are both in a conflict of interest with a UGGp candidate or UGGp that just underwent revalidation, the procedure will be the same and the discussion and voting related with the concerned UGGp candidate or UGGp that has just underwent revalidation will be delegated to a UGGpC Member.

10.5 In case of no declaration from a UGGpC Member of a conflict of interest but if such a conflict of interest of a UGGpC Member is clearly demonstrated, the UGGpC could ask the immediate dismissal from the UGGpC of the UGGpC member involved.

10.6 Examples of possible conflicts of interest of UGGpC members regarding UGGp candidates or any UGGp that just underwent revalidation

- The UGGpC member is employed by a UGGp candidate or revalidated
- The UGGpC member has realized one (or several) support/consultancy for a UGGp candidate or revalidated

Rule 11 Working language

The working language of the UGGpC shall be English.

Rule 12 Secretariat of the UGGpC

12.1 The Secretariat of the UGGpC shall be provided by UNESCO officials designated for that purpose by the Director-General.

12.2 The Secretariat shall perform all the work necessary for the smooth functioning of the work and the meetings of the UGGpC.

12.3 The Secretariat shall attend all meetings of the UGGpC and may at any time make either oral or written statements concerning any matter under consideration.

Rule 13 Report of the meeting

13.1 After each session, the UGGpC shall present a report on its work and its decisions to the Bureau and the UNESCO Global Geoparks. The report shall be circulated to Member States and Associate Member States of UNESCO.

13.2 The report of the sessions of the Bureau will be circulated to the Council and to Member States and Associate Member States of UNESCO.

13.2 The UGGpC shall submit a report, on the progress of the UNESCO Global Geoparks for each session of the General Conference of UNESCO, as part of a joint report of the International Geoscience and Geoparks Programme.

Rule 14 Statements by the Secretariat

The Secretariat may at any time make either oral or written statements concerning any question under considerations by the meeting.