

## UN Inter-Agency Committee on Bioethics

### Rules of Procedure of the UN Inter-Agency Committee on Bioethics

#### I. Working Methods

- a) The UN Inter-Agency Committee on Bioethics (hereinafter referred to as “the Inter-Agency Committee”) shall meet at least once a year;
- b) The venues and dates shall be fixed at the preceding meeting or after consultation of all Members and Associate Members;
- c) Each meeting shall be at the invitation of one of the Members or Associate Members which will cover the administrative costs involved (including but not limited to interpretation if any, document production, publication of report, mailing);
- d) Each meeting shall be convened by a letter of invitation addressed by the host Member or Associate Member to the Executive Heads of all Members and Associate Members at least 30 days before the opening of the meeting, accompanied by a provisional agenda prepared by the Secretariat (see Section II), which shall include topics identified at the previous meeting and appropriate additional topics suggested by Members and Associate Members; alternatively, subject to their agreement, the invitation could be addressed directly to the focal points of the Members or Associate Members;
- e) The host Member or Associate Member shall designate a senior official to act as the chair of the meeting, preferably different from the senior official representing a Member or an Associate Member and participating in the discussion;
- f) The report of the meeting shall be prepared under the authority of the chair of that meeting and circulated within 60 days of the close of the meeting, after consultation with the Secretariat;
- g) The Inter-Agency Committee may invite representatives of international organizations that are not Members or Associate Members, as well as individual experts, to participate in any hearings and/or discussions organized during the meetings of the Inter-Agency Committee;
- h) The working languages of the Inter-Agency Committee shall be English, French and Spanish. However, subject to the agreement of all the Members and Associate Members, meetings of the Inter-Agency Committee may be held without interpretation.

## **II. Permanent Secretariat**

The work of the Inter-Agency Committee is supported by a Permanent Secretariat currently based in UNESCO, which shall:

- a) Establish the provisional agenda of each meeting in consultation with the host Member or Associate Member, based on topics identified at the previous meeting and appropriate additional topics suggested by Members and Associate Members;
- b) Provide support to the host Member or Associate Member in finalizing the provisional reports of meetings, drafted by the host Member or Associate Member, before their circulation;
- c) Ensure the revision, finalization and dissemination of any other document produced by the Inter-Agency Committee or related with its work;
- d) Upon appropriate consultation with Members and Associate Members, ensure representation of the Inter-Agency Committee between meetings;
- e) Sign correspondences on behalf of the Inter-Agency Committee;
- f) Send formal invitations to other organizations or experts designated by the Inter-Agency Committee to participate in hearings and/or discussions organized during the meetings of the Inter-Agency Committee;
- g) Maintain a master file of relevant documents, correspondence, and meeting materials;
- h) Establish and maintain on-line information on the Inter-Agency Committee;
- i) Perform other Secretariat functions required for the work of the Inter-Agency Committee or as may be determined by the Inter-Agency Committee itself.

## **III. Conduct of Business**

The Inter-Agency Committee shall make every effort to reach agreement by consensus.

## **V. Amendments**

These Rules of Procedure may be amended by a two-thirds majority of all Members and Associate Members.