

**Intergovernmental Special Committee meeting of experts (Category II)
related to a Draft Recommendation concerning the Preservation of, and
Access to, Documentary Heritage in the Digital Era**

1-2 July 2015
UNESCO House, Paris (Fontenoy Building, Room IV)

Provisional Rules of Procedure

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Provisional Rules of Procedure

I. Composition of the Meeting

Article 1: Participants

The participants shall be experts representing the governments of the Member States and Associate Members of UNESCO who have been invited to participate in accordance with the Executive Board's decision at its 196th session. They shall have the right to vote.

Article 2: Observers

Non-Member States of UNESCO, as well as the United Nations and other organizations of the United Nations system with which UNESCO has concluded mutual representation agreements and other intergovernmental and non-governmental organizations, and entities to be invited in conformity with the Executive Board's decision at its 196th session may participate in the work of the Meeting as observers, without the right to vote.

II. Organization of the Meeting

Article 3: Elections

The Meeting shall elect its Chairperson, four Vice-Chairpersons and a Rapporteur.

Article 4: Subsidiary Bodies

The Meeting may establish such working groups as are necessary for the conduct of its work. Each of these bodies shall elect its Chairperson and its Rapporteur. The provisions of these Rules of Procedure shall apply *mutatis mutandis* to the Chair and to the discussions of the subsidiary bodies, in the absence of any decision to the contrary by them or by the Meeting, when the Rules of Procedure so permit.

Article 5: Duties of the Chairperson

1. The Chairperson shall open and close each Plenary session. He/she shall direct the discussions, ensure observance of these Rules, accord the right to speak to the representatives, 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 session and the maintenance of order.

2. Should the Chairperson find it necessary to be absent during the session or any part thereof, a Vice-Chairperson designated by him/her shall replace him/her. A Vice-Chairperson sitting as Chairperson shall share the same powers and responsibilities as the Chairperson.

3. The Chairpersons of the working groups shall have the same duties in respect of the bodies that they are required to chair.

III. Conduct of Business

Article 6: Publicity of Sessions

All Plenary sessions shall, unless the Meeting decides otherwise, be held in public.

Article 7: Order and Duration of Speeches

1. The Chairperson shall call upon participants in the order in which they signify their wish to speak.

2. To facilitate the conduct of business, the Chairperson may limit the time to be allowed to each speaker.

3. With the consent of the participants, the Chairperson may call upon an observer who has expressed his/her wish to speak.

Article 8: Points of Order

During a discussion, any participant may raise a point of order. Such points of order shall immediately be decided upon by the Chairperson. An appeal may be made against the ruling of the Chairperson. Such appeal shall be put to the vote immediately.

Article 9: Procedural motions

Any participant may, at any time, move to the adjournment or closure of the debate or of the session. Such motions shall be immediately put to the vote in the following order:

- Suspension of the session;
- Adjournment of the session;
- Adjournment of the debate on the item under discussion;
- Closure of the debate on the item under discussion

Article 10: Working Languages

Arabic, Chinese, English, French, Russian and Spanish are the working languages of the Meeting.

Article 11: Voting

1. Each Member State shall have one vote. Voting shall normally be by show of hands but any participant may request a vote by roll-call. Unless otherwise specified in the present Rules, the decisions shall be taken by a simple majority of the participants present and voting. Nevertheless, in all matters, participants shall endeavour to take decisions by consensus.

2. For the purpose of the present Rules, the expression “participants present and voting” means participants casting an affirmative or negative vote. Participants abstaining from voting shall be considered as not voting.

IV. Secretariat of the Meeting

Article 12: Secretariat

The Secretariat of the Meeting and of its subsidiary bodies shall be provided by the UNESCO staff designated for this purpose by the Director-General.

Article 13: Duties of the Secretariat

1. It shall be the duty of the Secretariat to receive, translate and distribute documents, reports and resolutions, to provide for the interpretation of speeches made at the Meeting and to perform all other work necessary for the smooth functioning of the Meeting or of its subsidiary bodies.

2. The Secretariat may, at any time and upon the Chairperson’s approval, make statements, either written or oral, at the Meeting or at its bodies, concerning any matter under consideration.

V. Adoption, suspension and amendment of the Rules of Procedure

Article 14: Adoption

The Present Rules of Procedure shall be adopted by a simple majority of the participants present and voting.

Article 15: Suspension

Any Rule of Procedure may be suspended by a decision taken by a two-thirds majority of the participants present and voting.

Article 16: Amendment

The present Rules of Procedure may be amended by a decision taken by a two-thirds majority of the participants present and voting.