

Meeting of the High Contracting Parties to the Convention for the Protection of Cultural Property in the Event of Armed Conflict

(The Hague, 1954)

RULES OF PROCEDURE¹

I. Composition of the Meeting

Rule 1 – High Contracting Parties

The representatives of States which are Parties to the Convention for the Protection of Cultural Property in the Event of Armed Conflict, adopted in The Hague on 14 May 1954, may participate in the work of the Meeting, with the right to vote.

Rule 2 – States non Parties to the Convention

- 2.1 The representatives of Member States of UNESCO not parties to the Hague Convention of 1954 for the Protection of Cultural Property in the Event of Armed Conflict (hereinafter “The Hague Convention”) and permanent observer missions to UNESCO may participate in the work of the Meeting as observers, without the right to vote, and subject to Rule 8.3.
- 2.2 Representatives of the United Nations and organizations of the United Nations system and other intergovernmental organizations which have concluded mutual representation agreements with UNESCO, as well as observers of intergovernmental and international nongovernmental organizations invited by the Director-General, may participate in the work of the Meeting, without the right to vote, and subject to Rule 8.3.

¹ Adopted at the sixth meeting of the High Contracting Parties to the Convention for the Protection of Cultural Property in the Event of Armed Conflict (Paris, 26 October 2005).

II. Organization of the meeting

Rule 3 – Election

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

Rule 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.

Rule 5 – Bureau

The Bureau shall consist of: the Chairperson, the four Vice-Chairpersons and the Rapporteur. Its function is to co-ordinate the work of the Meeting and of its subsidiary bodies and to fix the date, hour and order of business of its sessions.

Rule 6 – Duties of the Chairperson

- 6.1 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.
- 6.2 If the Chairperson finds it necessary to be absent during a 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 power and responsibilities as the Chairperson.
- 6.3 The Chairpersons and Vice-Chairpersons of the working groups have the same duties as far as the bodies which they are chairing are concerned.

III. Conduct of business

Rule 7 – Publicity of the sessions

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

Rule 8 – Order and time-limit of speakers

- 8.1 The Chairperson shall call upon speakers in the order in which they signify their wish to speak.
- 8.2 To facilitate the conduct of business, the Chairperson may limit the time to be allowed to each speaker.
- 8.3 The consent of the Chairperson must be obtained whenever an observer wishes to address the Meeting.

Rule 9 – Points of order

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

Rule 10 – Adjournment and closure

Any of the delegates may move the adjournment or closure of the debate or the session. Such motions shall be immediately put to the vote.

Rule 11 – Resolutions and amendments

Draft resolutions and amendments, if any, shall be transmitted in writing to the Secretariat which shall circulate copies to the delegations. As a general rule, no resolution or amendment shall be discussed or put to the vote unless it has been circulated sufficiently in advance to all delegations in both working languages.

Rule 12 – Working languages

English and French are the working languages of the Meeting. Speakers are free, however, to speak in any other language, provided that they make their own arrangements for the interpretation of their speeches into one of the working languages.

Rule 13 – Voting

- 13.1 Each High Contracting Party shall have one vote. Voting shall normally be by a show of hands but any delegate may request vote by roll-call. The decisions shall be taken by a simple majority of the delegations present and voting.

- 13.2 For the purpose of the present Rules, the expression “delegations present and voting” shall mean States casting an affirmative or negative vote. States abstaining from voting shall be regarded as not voting.
- 13.3 When an amendment to a proposal is moved, the amendment shall be voted on first. When two or more amendments to a proposal are made, the Meeting shall first vote on the amendment judged by the Chairperson to be furthest removed on substance from the original proposal, it shall then vote on the amendment next furthest removed therefrom and so on, until all the amendments have been put to the vote. A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

IV. Secretariat of the Meeting

Rule 14 – Secretariat

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

Rule 15 – Duties of the Secretariat

- 15.1 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 in one of the working languages and to perform all other work necessary for the smooth functioning of the Meeting.
- 15.2 The Secretariat may, at any time, upon the Chairperson’s approval, make statements, either written or oral, at the Meeting or at its bodies, concerning any matter under consideration by the Meeting.

V. Amendment to the Rules of Procedure

Rule 16 – Amendment

The present Rules may be amended by a decision of the Meeting taken in plenary session.