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CONVENTION ON THE PROTECTION AND PROMOTION OF THE DIVERSITY OF CULTURAL EXPRESSIONS

PROPOSED REVISIONS TO THE RULES OF PROCEDURES OF THE CONFERENCE OF PARTIES TO THE 2005 CONVENTION

Information meeting

20 April 2023

3:00 p.m. to 5:30 p.m. (CET)

UNESCO Headquarters, Room II and online

The proposed revisions to the Rules of Procedure of the Conference of Parties to the 2005 Convention are hereby presented as part of the Culture Sector's effort to harmonise the rules of the seven assemblies of the UNESCO conventions in the field of culture.

Background

1. In view of the needs identified by the different assemblies¹ of UNESCO's conventions² in the field of culture, the Secretariat presented to the 41st session of UNESCO's General Conference in 2021 a set of model rules of procedure for these assemblies (hereinafter, "the Model Rules of Procedure") annexed to document [41 C/55](#). Subsequently, the General Conference adopted [41C/Resolution 74](#), by which it "[took] note of the Model Rules of Procedure, from which the said assemblies may draw insights to explore possible ways to harmonise their respective rules of procedure, as appropriate".
2. The Model Rules of Procedure are intended to serve as a basis for assemblies wishing to harmonise the terminology and the technical provisions of their rules of procedure with the rules of procedures of the other UNESCO conventions in the field of culture. These model rules were the result of a joint work between the secretariats of all six conventions and the Office of International Standards and Legal Affairs that undertook an in-depth comparative study of the regulatory texts and procedural practices of each assembly.
3. It should be noted that, in July 2022, the Ninth Session of the General Assembly of the States Parties to the 2003 Convention for the Safeguarding of the Intangible Cultural Heritage (hereinafter, the "2003 Convention"), adopted revised Rules of Procedure taking into account the Model Rules of Procedure ([Resolution 9.GA 12](#)).

Information meeting

4. Pursuant to [41C/Resolution 74](#) of the General Conference, the Secretariat wishes to invite the Parties to the 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions (hereinafter 'the 2005 Convention') to an information meeting, on **20 April 2023, from 3 p.m. to 5.30 p.m. (CET)**, on the revisions to the rules of procedures of the following assemblies of the conventions in the field of culture:
 - Conference of Parties to the 2005 Convention;
 - Meeting of States Parties to the 2001 Convention on the Protection of the Underwater Cultural Heritage;
 - Meeting of the High Contracting Parties to the 1954 Hague Convention for the Protection of Cultural Property in the Event of Armed Conflict;
 - Meeting of the Parties to the Second Protocol of the 1954 Hague Convention for the Protection of Cultural Property in the Event of Armed Conflict.
5. The information meeting, modelled on the two information meetings held in the framework of the General Assembly of States Parties to the 2003 Convention (May 2022) and the Meeting of States Parties to the 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property (December 2022), will enable Parties to ask questions on the content of the Model Rules of Procedure and explore possible ways to harmonise the Rules of Procedure of the Conference of Parties to the 2005 Convention with those of other assemblies, as appropriate.
6. To this end, the Secretariat has prepared the present document, which presents proposed revisions to the Rules of Procedure of the Conference of Parties to the 2005 Convention based on the Model Rules of Procedure. The document provides concise explanatory notes describing the reason for each proposed revision. A commentary describing the practices followed by the assemblies, the texts of their rules of procedures and the reasons for each provision of the Model Rules of Procedure can be found on pages 6 to 41 of document [41 C/55](#).
7. Parties are invited to examine these two documents prior to the information meeting. The present document, together with the observations made by Parties during the meeting, will be presented to the Conference of Parties, at its ninth session (6-8 June 2023), for its consideration in view of the possible revision of its Rules of Procedure.

1. The requests of the assemblies are listed in document [41 C/55](#) (pages 1-2). The term 'assemblies' refers to the General Assemblies of the States Parties to the 1972 and 2003 Conventions, the Conference of the Parties to the 2005 Convention, the Meetings of States Parties to the 1970 Convention, to the 1999 Second Protocol and the 2001 Convention and the Meeting of the High Contracting Parties to the 1954 Convention.
2. The term 'conventions' refers to the six UNESCO conventions in the field of culture, namely the conventions of 1954 (and its two protocols of 1954 and 1999), 1970, 1972, 2001, 2003 and 2005.

Proposed revision to the Rules of Procedure of the Conference of Parties to the 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions

Current Rules of Procedure	Proposed revision to the Rules of Procedure based on the Model Rules of Procedure	Explanatory Notes
[No equivalent chapter in the Rules of Procedure]	<p align="center">I. PARTICIPATION CHAPTER I <u>FUNCTIONS OF THE CONFERENCE</u></p>	
[No equivalent rule in the Rules of Procedure]	<p align="center"><u>Rule 1</u> <u>Functions of the Conference</u></p>	The proposed Rule 1 is to clarify the functions of the Conference in a first provision of the rules to facilitate the work of the Conference.
[No equivalent rule in the Rules of Procedure]	<p><u>In accordance with Article 22 of the Convention on the Protection and Promotion of the Diversity of Cultural Expressions (hereinafter ‘the Convention’), adopted by the General Conference of UNESCO on 20 October 2005, the Conference of Parties (hereinafter ‘the Conference’) was established as the plenary and supreme body of the Convention with, <i>inter alia</i>, the following functions:</u></p> <ul style="list-style-type: none"> (a) <u>to elect the Members of the Intergovernmental Committee;</u> (b) <u>to receive and examine reports of the Parties to this Convention transmitted by the Intergovernmental Committee;</u> (c) <u>to approve the operational guidelines prepared upon its request by the Intergovernmental Committee;</u> (d) <u>to take whatever other measures it may consider necessary to further the objectives of this Convention.</u> 	This paragraph reflects the provision of Article 22 of the 2005 Convention.
<p align="center">I. PARTICIPATION</p>	<p align="center">I <u>CHAPTER II</u> PARTICIPATION</p>	
<p align="center">Rule 1 Chief participants</p>	<p align="center">Rule 1 Chief participants <u>Rule 2</u> <u>Parties to the Convention</u></p>	
The representatives of all Parties to the Convention on the Protection and Promotion of the Diversity of Cultural Expressions (hereinafter referred to as “the Convention”), adopted by the General Conference on 20 October 2005, may take part, with the right to vote, in the work of the Conference of Parties (hereinafter referred to as “the Conference”).	The representatives of all Parties to the Convention on the Protection and Promotion of the Diversity of Cultural Expressions (hereinafter referred to as “the Convention”), adopted by the General Conference on 20 October 2005, may take part participate, with the right to vote, in the work of the Conference of Parties (hereinafter referred to as “the Conference”).	The full title of the 2005 Convention and that of the Conference are indicated in the proposed Rule 1. An additional reformulation is proposed to harmonise its terminology with the rules of procedure of the seven assemblies.

	Rule 2 Observers		Rule 2 Rule 3 Observers	
2.1	The representatives of Member States of UNESCO not parties to the Convention, and permanent observer missions to UNESCO may participate in the work of the Conference as observers, without the right to vote, and subject to the provisions of Rule 9.3.	3.1	The representatives of Member States of UNESCO not parties to the Convention, and of Associate Members, as well as of permanent observer missions to UNESCO may participate in the work of the Conference as observers, without the right to vote, and subject to the provisions of Rule 9.3 16.3.	A slight reformulation of the provision is proposed to harmonise its terminology with the wording of the proposed Model Rules of Procedure. The proposed Rule 16.3 replaces Rule 9.3 of the current Rules of Procedure.
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, may participate in the work of the Conference, without the right to vote, and subject to the provisions of Rule 9.3.	3.2	Representatives of the United Nations and organizations of the United Nations system and other intergovernmental organizations, which—that have concluded mutual representation agreements with UNESCO, may participate in the work of the Conference as observers, without the right to vote, and subject to the provisions of Rule 9.3 16.3.	'As observers' is added to reiterate the observer status of the participants as well as to be aligned with the wording of the model Rules of Procedure. The proposed Rule 16.3 replaces Rule 9.3 of the current Rules of Procedure.
2.3	Intergovernmental organizations other than those referred to in Rule 2.2 and non-governmental organizations having interests and activities in the field covered by the Convention, may be invited by the Conference to participate in its work as observers, without the right to vote, and subject to the provisions of Rule 9.3, at all its sessions, at a single session or at a specific meeting of a session upon written request to the Director-General of UNESCO.	3.3	Representatives of other intergovernmental organizations other than those referred to in Rule 2.2 and non-governmental organizations, as well as other representatives or observers having interests and activities in the field covered by the Convention, may be invited by the Director-General, Conference to may participate in its the work of the Conference as observers, without the right to vote, and subject to the provisions of Rule 9.3 16.3, at all its sessions, at a single session or at a specific meeting of a session upon written request to the Director-General of UNESCO.	A reformulation of the provision is proposed to harmonise its terminology with the wording of the proposed Model Rules of Procedure.
	II. ORGANIZATION OF THE CONFERENCE		II-CHAPTER III ORGANIZATION OF THE CONFERENCE	
	Rule 3 Meetings of the Conference		<u>Rule 3 Meetings of the Conference</u> <u>Rule 4</u> <u>Ordinary and Extraordinary Sessions</u>	The revised title is proposed as it clarifies that the provisions contained in this chapter relate to the convening of the ordinary and extraordinary sessions of the Conference.
	The Conference shall meet in ordinary session every two years. It may meet in extraordinary session if it so decides or if the Intergovernmental Committee for the Protection and Promotion of the Diversity of Cultural Expressions (hereinafter referred to as "the Committee") receives a request to that effect from at least one third of the Parties.	4.1	The Conference shall meet every two years in ordinary session in accordance with Article 22.2 of the Convention. every two years. It may meet in extraordinary session if it so decides or if the Intergovernmental Committee for the Protection and Promotion of the Diversity of Cultural Expressions (hereinafter referred to as "the Committee") receives a request to that effect from at least one third of the Parties	Rule 3 of the current Rules of Procedure establishes the conditions for the convening of both ordinary and extraordinary sessions. It is suggested to separate the rule into 2 paragraphs and to align its terminology with the Model Rules of Procedure. The periodicity of ordinary sessions of the Conference is stipulated in Article 22.2 ³ of the 2005 Convention.
	[See Rule 3 above] It may meet in extraordinary session if it so decides or if the Intergovernmental Committee for the Protection and Promotion of the Diversity of Cultural Expressions (hereinafter referred to as "the Committee") receives a request to that effect from at least one third of the Parties.	4.2	It may meet The Conference shall meet in extraordinary session if it so decides or if the Intergovernmental Committee for the Protection and Promotion of the Diversity of Cultural Expressions (hereinafter 'the Committee') receives a request to that effect from at least one third of the Parties.	This provision is based on the second sentence of Article 22.2 of the 2005 Convention, which establishes the conditions for the convening of extraordinary sessions of the Conference.
	[No equivalent rule in the Rules of Procedure]		<u>Rule 5</u> <u>Date and Place</u>	

3. Such provisions are included in Article 22.2 of the 2005 Convention, "The Conference of Parties shall meet in ordinary session every two years, as far as possible, in conjunction with the General Conference of UNESCO. It may meet in extraordinary session if it so decides or if the Intergovernmental Committee receives a request to that effect from at least one-third of the Parties."

[No equivalent rule in the Rules of Procedure]	5.1	<u>The Director-General shall determine the date of the ordinary session, in accordance with Article 22.2 of the Convention. The Director-General shall communicate such date to all Parties and observers.</u>	The Proposed Rule 5.1 codifies the practice by which the Director-General determines the precise date of the ordinary session and communicates it to all Parties and observers.
[No equivalent rule in the Rules of Procedure]	5.2	<u>Unless the date has been decided by the Conference, the Director-General shall determine the date of the extraordinary session. The Director-General shall communicate such date to all Parties and observers.</u>	Proposed Rule 5.2 follows the same approach for extraordinary sessions as determined in Rule 5.1.
[No equivalent rule in the Rules of Procedure]	5.3	<u>Ordinary and extraordinary sessions shall be held at the Headquarters of UNESCO, unless the Conference decides to meet elsewhere.</u>	The proposed Rule 5.3 codifies the usual practice by which ordinary and extraordinary sessions of the Conference are held at UNESCO Headquarters, while also leaving the possibility for the Conference to decide to hold the sessions elsewhere.
[No equivalent rule in the Rules of Procedure]		<u>Rule 6 Online sessions</u>	The proposed Rule 6 aims at codifying the recent practice of holding online sessions, developing defined procedures for the decision to hold such sessions.
[No equivalent rule in the Rules of Procedure]	6.1	<u>The Conference may hold online sessions only during periods of emergency or in exceptional circumstances rendering <i>in praesentia</i> meetings impracticable.</u>	This paragraph is based on the first General Recommendation of the Open-ended working group on the working methods of the 41st session of the General Conference ⁴ which was established with the mandate to provide guidelines for the organization of an online session of the General Conference.
[No equivalent rule in the Rules of Procedure]	6.2	<u>At an ordinary or extraordinary session, the Conference may decide to hold an online session by a simple majority of Parties present and voting.</u>	The proposed Rule 6.2 provides for the procedure to decide the holding of an online session while the Conference is in session. The requirement of a simple majority is proposed as provided in the Rules of Procedure of the General Assembly of the States Parties to the 2003 Convention, revised in July 2022.
[No equivalent rule in the Rules of Procedure]	6.3	<u>Should at least one third of the Parties propose the holding of an online session while the Conference is not in session, the Director-General shall consult all the Parties by correspondence. The Conference shall hold an online session, unless one third of the Parties disagrees to the proposal.</u>	The proposed Rule 6.3 provides for the procedure to decide the holding of an online session when the Conference is not in session. The number of Parties proposing to hold an online session is suggested to be set at one-third, as provided in the Rules of Procedure of the General Assembly of the States Parties to the 2003 Convention, revised in July 2022. The terms 'by correspondence' are understood as allowing for the possibility of a consultation through electronic means.
		<u>Rule 4 Provisional Agenda</u>	
		<u>Rule 4 Rule 7 Provisional Agenda</u>	
[No equivalent rule in the Rules of Procedure]	7.1	<u>The provisional agenda of the session shall be prepared by the Director-General.</u>	The proposed Rule 7.1 codifies the preparation of the agenda and specifies that it is the Director-General who has the responsibility of preparing the provisional agenda in line with Article 24.2 ⁵ of the 2005 Convention.
The Provisional Agenda of an ordinary session of the Conference may include:	7.2	<u>The provisional agenda of an ordinary session of the Conference may shall include:</u>	Minor modifications to the provision are proposed to harmonise its wording with the Model Rules of Procedure. The word "may" is replaced by "shall" to clarify that the Director-General does not have

4. The Open-ended working group on the working methods of the 41st session of the General Conference was established by the 211th session of the Executive Board with the mandate to provide guidelines for the organization of an online session of the General Conference ([211 EX/Decision 27.II](#)).

5. Article 24.2 of the 2005 Convention: "The Secretariat shall prepare the documentation of the Conference of Parties and the Intergovernmental Committee as well as the agenda of their meetings and shall assist in and report on the implementation of their decisions."

<p>(a) Any question required by the Convention and the present Rules;</p> <p>(b) Any question, the inclusion of which has been decided by the Conference at a previous session;</p> <p>(c) Any question referred by the Committee;</p> <p>(d) Any question proposed by Parties to the Convention;</p> <p>(e) Any question proposed by the Director-General.</p>		<p>(a) Any question required by the Convention and the present Rules of Procedure;</p> <p>(b) Any question the inclusion of which has been decided by the Conference at a previous session;</p> <p>(c) Any question referred by the Committee;</p> <p>(d) Any question proposed by <u>the</u> Parties to the Convention;</p> <p>(e) Any question proposed by the Director-General.</p>	<p>any discretion as to whether to include all the listed items in the provisional agenda.</p>
<p>[No equivalent rule in the Rules of Procedure]</p>	<p>7.3</p>	<p><u>The provisional agenda for an extraordinary session shall only include those questions for which the session has been convened.</u></p>	<p>The proposed Rule 7.3 codifies the items to be included in the agenda of an extraordinary session to provide legal certainty and streamline procedures.</p>
<p>[No equivalent rule in the Rules of Procedure]</p>	<p>7.4</p>	<p><u>The Secretariat shall circulate to the Parties and observers the provisional agenda at least sixty days before the opening of an ordinary session of the Conference and as soon as possible in the case of an extraordinary session.</u></p>	<p>The proposed Rule 7.4 was established in furtherance of the Recommendations of the Working Group on Governance⁶, which provide that draft agendas and preliminary timetables should be prepared and disseminated earlier.</p>
<p>[No equivalent rule in the Rules of Procedure]</p>		<p style="text-align: center;"><u>Rule 8</u> <u>Adoption of the Agenda</u></p>	
<p>[No equivalent rule in the Rules of Procedure]</p>		<p><u>The Conference shall adopt its agenda at the beginning of each session.</u></p>	<p>The proposed Rule 8 codifies the well-established practice by which the Conference adopts its agenda at the beginning of each session.</p>
<p>[No equivalent rule in the Rules of Procedure]</p>		<p style="text-align: center;"><u>Rule 9</u> <u>Amendments, deletions and new items</u></p>	
<p>[No equivalent rule in the Rules of Procedure]</p>		<p><u>The Conference may amend, delete or add new items to the agenda so adopted if so decided by a two-thirds majority of the Parties present and voting.</u></p>	<p>The proposed Rule 9 establishes a clear procedure with the possibility to amend the adopted agenda under a required majority.</p> <p>The requirement of a two thirds majority to modify the adopted agenda is proposed, as provided in the rules of procedures of the Meeting of States Parties to the 1970 Convention and of the General Assembly of the States Parties to the 2003 Convention, revised in July 2022.</p>

6. See Annex 1 of [Document 39C/70](#), Recommendations of the Working Group on Governance, paragraph 62.

	[No equivalent chapter in the Rules of Procedure]		CHAPTER IV BUREAU	
	[No equivalent rule in the Rules of Procedure]		Rule 10 Bureau	The proposed Rule 10 governs the composition, functions and meetings of the Bureau and is divided in three paragraphs for clarity.
	[No equivalent rule in the Rules of Procedure]	10.1	<u>The Bureau shall consist of the Chairperson, the Vice-Chairperson(s) and the Rapporteur.</u>	The proposed Rule 10.1 describes the composition of the Bureau. Rule 5 of the current Rules of Procedure ⁷ already provides for the appointment of Chairperson, Vice-Chairperson(s) and the Rapporteur. Since it is common practice in intergovernmental bodies to refer collectively to the officials above, when meeting together, as the 'Bureau', the Model Rules of Procedure suggest to adopt the same terminology.
	[No equivalent rule in the Rules of Procedure]	10.2	<u>The Bureau shall coordinate the work of the Conference and fix the order of business of the session. It shall also assist the Chairperson in carrying out her or his functions.</u>	The proposed Rule 10.2 aims to codify the two functions exercised by the Bureaus in the practice of all seven assemblies of the conventions in the field of culture. An explicit provision detailing the functions of the Bureau is common practice in the rules of procedure of intergovernmental organs, including those of the UNESCO General Conference ⁸ .
	[No equivalent rule in the Rules of Procedure]	10.3	<u>The Bureau, convened at the request of its Chairperson, shall meet as frequently as deemed necessary. The Bureau may, if the Chairperson deems it appropriate, be consulted by correspondence.</u>	The proposed Rule 10.3 governs the convening of meetings and consultation by correspondence of the Bureau to allow a clear and ordinate conduct of its work. The terms 'by correspondence' are understood as allowing for the possibility of a consultation through electronic means.
	Rule 5 Election of officers		Rule-5 Rule 11 Election of officers	
	The Conference shall elect a Chairperson, one or more Vice-Chairpersons and a Rapporteur.	11.1	<u>The Conference shall elect a the Chairperson, one or more up to four Vice-Chairpersons and a the Rapporteur at the opening of each ordinary session in conformity with the principle of equitable geographical representation.</u>	The proposed Rule 11.1 codifies the existing practice of the Conference with respect to the election of the Chairperson, Vice-Chairperson(s), and the Rapporteur.
	[No equivalent rule in the Rules of Procedure]	11.2	<u>The term of office of the Chairperson, the Vice-Chairperson(s) and the Rapporteur will run from the opening of the ordinary session of the Conference in which they are elected until a new Bureau is elected at the next ordinary session.</u>	The proposed Rule 11.2 is consistent with Rule 11.1 in order to ensure the continuity of the work of the Bureau. The term "ordinary" is kept in order to allow the officers to perform their functions, both in the ordinary session and in any extraordinary session held during the biennium.
	Rule 6 Duties of the Chairperson		Rule-6 Rule 12 Powers and duties of the Chairperson	
6.1	In addition to exercising the powers, which are conferred upon him/her elsewhere by the present Rules, the Chairperson shall open and close each plenary meeting of the Conference. He/she shall direct the discussions, ensure observance of these Rules, accord the right to speak, put questions to the vote and	12.1	<u>In addition to exercising the powers and duties, which are conferred upon her or him elsewhere by the present Rules of Procedure, the Chairperson shall open and close each plenary meeting of the Conference. She or he shall direct the discussions, ensure observance of these the present Rules of</u>	A reformulation of the provision is proposed to harmonise its terminology with the rules of procedures of the other assemblies concerning the powers and duties of the Chairperson. Use of gender-inclusive language, taking into account the United Nations Guidelines for gender-inclusive language, is also proposed.

7. Rule 5 of the Rules of Procedure of the Conference: "The Conference shall elect a Chairperson, one or more Vice-Chairpersons and a Rapporteur".

8. See Rule 40 of the Rules of Procedure of the General Conference.

	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 shall not vote, but he/she may instruct another member of his/her delegation to vote on his/her behalf.		<u>Procedure, accord the right to speak, put questions to the vote and announce decisions. She or he He/she shall rule on points of order and, subject to the present Rules of Procedure, shall control the proceedings and the maintenance of order. She or he He/she shall not vote, but she or he his/her may instruct another member of her or his his/her delegation to vote in her or his place on his/her behalf.</u>	The last sentence of the proposed Rule 12.1 codifies the well-established principle according to which the Chairperson does not participate to votes but may instruct another member of her or his delegation to vote in her or his place.
6.2	Should the Chairperson be absent during a meeting, or any part thereof, he/she shall be replaced by a Vice-Chairperson. The Vice-Chairperson acting as Chairperson shall have the same powers and duties as the Chairperson.	12.2	<u>Should the Chairperson be absent during a meeting, or any part thereof, he/she her or his powers and duties shall be exercised by one of the replaced by a Vice-Chairpersons, selected according to the English alphabetical order of the States members of the Bureau commencing with the country of the Chairperson. The A Vice-Chairperson acting as Chairperson shall have the same powers and duties as the Chairperson.</u>	Model Rule 12.2 harmonises the existing wording of the different rules of procedure across conventions and proposes a possible procedure for the temporary replacement of the Chairperson during her or his absence.
	III. CONDUCT OF BUSINESS		III CHAPTER V CONDUCT OF BUSINESS	
	Rule 8 Quorum		<u>Rule 8 Rule 13</u> Quorum	
8.1	A quorum shall consist of a majority of the Parties referred to in Rule 1 and represented at the Conference.	13.1	<u>A quorum shall consist of a majority of the Parties referred to in Rule 1 Rule 2 and represented at the Conference.</u>	A slight reformulation is proposed to adjust the numbering within the proposed Rules of Procedure.
8.2	The Conference shall not decide on any matter unless a quorum is present.	13.2	[no change to the text under Rule 8.2]	
	Rule 7 Public nature of meetings		<u>Rule 7 Rule 14</u> Public nature of meetings	
	Meetings shall be held in public unless decided otherwise by the Conference.	14.1	[no change to the text under Rule 7]	
	[No equivalent rule in the Rules of Procedure]	14.2	<u>Any decision taken by the Conference at a private meeting shall be announced at a subsequent public meeting.</u>	The proposed Rule 14.2 is to clarify the procedure followed in the event of private meetings. The proposal is based on the corresponding provisions of the rules of procedures of UNESCO's Governing Bodies ⁹ .
	[No equivalent rule in the Rules of Procedure]		<u>Rule 15 Subsidiary bodies</u>	
	[No equivalent rule in the Rules of Procedure]	15.1	<u>The Conference may establish such subsidiary bodies, including working groups, as it deems necessary for the performance of its functions.</u>	The proposal is to confirm the Conference's power to establish subsidiary bodies and the procedure applicable thereto, in case the need to do so would arise.
	[No equivalent rule in the Rules of Procedure]	15.2	<u>The Conference shall define the composition and the terms of reference (including mandate and duration of office) and, if</u>	See the note above for the proposed Rule 15.1.

9. Rule 58.2 of the Rules of Procedure of the General Conference and Rule 29.2 of the Rules of Procedure of the Executive Board.

			<u>necessary, the quorum of such subsidiary bodies at the time of their establishment.</u>	
	[No equivalent rule in the Rules of Procedure]	15.3	<u>Each subsidiary body shall elect its Chairperson.</u>	See the note above for the proposed Rule 15.1.
	[No equivalent rule in the Rules of Procedure]	15.4	<u>In appointing members of subsidiary bodies, due regard shall be given to principle of equitable geographical representation.</u>	See the note above for the proposed Rule 15.1.
	Rule 9 Order and time-limit of speakers		Rule 9 Rule 16 Order and time-limit of <u>speeches</u> <u>speakers</u>	
9.1	The Chairperson shall call upon speakers in the order in which they signify their wish to speak.	16.1	[no change to the text under Rule 9.1]	
9.2	For the convenience of the discussion, the Chairperson may limit the time to be allowed to each speaker.	16.2	[no change to the text under Rule 9.2]	
9.3	The consent of the Chairperson must be obtained whenever an observer wishes to address the Conference.	16.3	[no change to the text under Rule 9.3]	
13	Rule 13 Resolutions and amendments		Rule 13 Rule 17 <u>Draft</u> resolutions and amendments	The inclusion of 'draft' in the title is proposed to be more legally precise.
13.1	Draft resolutions and amendments may be proposed by the Parties referred to in Rule 1 and shall be transmitted in writing to the Secretariat of the Conference, which shall circulate copies to all participants.	17.1	Draft resolutions and amendments may be proposed by the Parties referred to in Rule 1 and shall be transmitted in writing to the Secretariat of the Conference, which shall circulate <u>copies</u> <u>them</u> to all participants.	A slight reformulation of the provision is proposed to harmonise its terminology with the rules of procedure of other assemblies.
13.2	As a general rule, no draft resolution shall be discussed or put to the vote unless it has been circulated reasonably in advance to all participants in the working languages of the Conference.	17.2	As a general rule, no draft resolution <u>or amendment</u> shall be discussed or put to the vote unless it has been circulated reasonably in advance to all participants in the working languages of the Conference.	Minor modifications to the provision are proposed to harmonise its wording with the Model Rules of Procedure.
	Rule 10 Points of order		Rule 10 Rule 18 Points of order	
10.1	During a discussion, any representative of a Party may raise a point of order, which shall be immediately ruled on by the Chairperson.	18.1	During the a discussion of any matter, any representative of a Party may rise to raise a point of order, which and the point of order shall be immediately ruled upon on by the Chairperson.	A slight reformulation of the provision is proposed to harmonise its terminology with the rules of procedures of other assemblies. The proposal is based on the wording of the corresponding rule contained in the rules of procedures of UNESCO's Governing Bodies ¹⁰ .
10.2	An appeal may be made against the ruling of the Chairperson. Such an appeal shall be put to the vote immediately and the Chairperson's ruling shall stand, unless overruled by a majority of the Parties present and voting.	18.2	An appeal A Party <u>may appeal</u> be made against the ruling of the Chairperson. Such an <u>The appeal shall be put to the vote immediately, and the Chairperson's ruling shall stand, unless overruled by a majority of the Parties present and voting.</u>	A slight reformulation of the provision is proposed to harmonise its terminology with the rules of procedures of other assemblies. The proposal is based on the language of the corresponding rule contained in the rules of procedures of UNESCO's Governing Bodies ¹¹ .

10. See Rule 39 of the Rules of Procedure of the Executive Board and Rule 71 of the Rules of Procedure of the General Conference.

11. See Rule 39 of the Rules of Procedure of the Executive Board and Rule 71 of the Rules of Procedure of the General Conference.

	Rule 11 Procedural motions		Rule 14 Rule 19 Procedural motions	
11.1	During a discussion, any representative of a Party may move the suspension or adjournment of the meeting or the adjournment or closure of the debate.		During a the discussion of any matter, any representative of a Party may propose a procedural motion: move the suspension or adjournment of the meeting, or the adjournment of the debate or closure of the debate.	It is suggested to transform this Rule into a chapeau paragraph for proposed Rules 20 to 23 below, which provide separate rules for each of the procedural motions taking into account their specificities. The proposal is based on the corresponding rule of the Rules of Procedure of the Executive Board of UNESCO ¹² .
	[See Rule 11.1 above]		Rule 20 <u>Suspension or adjournment of the meeting</u>	
	[No equivalent rule in the Rules of Procedure but relates to Rule 11.1 above]		<u>During the discussion of any matter, a Party may move the suspension or the adjournment of the meeting. Such motions shall not be debated but shall be immediately put to the vote.</u>	The proposal reflects the rule included in the Rules of Procedure of the Meeting of States Parties to the 2001 Convention ¹³ and is based on the wording of the corresponding rule of the rules of procedures of UNESCO's Governing Bodies ¹⁴ .
	[See Rule 11.1 above]		Rule 21 <u>Adjournment of the debate</u>	
	[No equivalent rule in the Rules of Procedure but relates to Rule 11.1 above]		<u>During the discussion of any matter, a Party may move the adjournment of the debate on the item under discussion. On moving the adjournment, the Party shall indicate whether it moves the adjournment sine die or to a particular time which it shall specify. In addition to the proposer of the motion, one speaker may speak in favour of, and one against, the motion, after which the motion shall be immediately put to the vote. The Chairperson may limit the time to be allowed to speakers under this rule.</u>	The proposal reflects the rule included in the Rules of Procedure of the Meeting of States Parties to the 2001 Convention ¹⁵ and is based on the wording of the corresponding rule of the rules of procedures of UNESCO's Governing Bodies ¹⁶ .
	[See Rule 11.1 above]		Rule 22 <u>Closure of the debate</u>	
	[No equivalent rule in the Rules of Procedure but relates to Rule 11.1 above]		<u>During the discussion of any matter, a Party may move the closure of the debate on the item under discussion, whether or not any other speaker has signified her or his wish to take part in the discussion. If application is made for permission to speak against the closure, it may be accorded to not more than two speakers, after which the motion shall be immediately put to the vote. If the Conference is in favour of the closure, the Chairperson shall declare the closure of the debate. The Chairperson may limit the time to be allowed to speakers under this rule.</u>	The proposal reflects the rule included in the Rules of Procedure of the Meeting of States Parties to the 2001 Convention ¹⁷ and is based on the wording of the corresponding rule of the rules of procedures of UNESCO's Governing Bodies ¹⁸ .

12. Rule 40 of the Rules of Procedure of the Executive Board.

13. See Rule 14 of the Rules of Procedure of the Meeting of States Parties to the 2001 Convention.

14. See Rule 41 of the Rules of Procedure of the Executive Board and Rule 72 of the Rules of Procedure of the General Conference.

15. See Rule 15 of the Rules of Procedure of the Meeting of States Parties to the 2001 Convention.

16. See Rule 42 of the Rules of Procedure of the Executive Board and Rule 73 of the Rules of Procedure of the General Conference.

17. See Rule 16 of the Rules of Procedure of the Meeting of States Parties to the 2001 Convention.

18. See Rule 43 of the Rules of Procedure of the Executive Board and Rule 74 of the Rules of Procedure of the General Conference.

	[See Rule 11 above]		Rule 23 Order of procedural motions	
11.2	Such a motion shall be put to the vote immediately. Subject to the provisions of Rule 10.1, such motions shall have precedence in the following order over all other proposals or motions before the meeting: (a) suspension of the meeting; (b) adjournment of the meeting; (c) adjournment of the debate on the question under discussion; (d) closure of the debate on the question under discussion.		Such a motion shall be put to the vote immediately. Subject to the provisions of Rule 10.1 18.1, such the following motions shall have precedence in the following order over all other proposals or motions before the meeting: (a) suspension of to suspend the meeting; (b) adjournment of to adjourn the meeting; (c) adjournment of to adjourn the debate on the <u>item question</u> under discussion; (d) <u>for the closure of the debate on the item question</u> under discussion.	A slight reformulation of the provision is proposed to harmonise its terminology with the rules of procedures of other assemblies. The proposal is based on the language of the corresponding rule in the rules of procedures of UNESCO's Governing Bodies ¹⁹ .
	[No equivalent chapter in the Rules of Procedure]		CHAPTER VI WORKING LANGUAGES	
	Rule 12 Working languages		Rule 12 Rule 24 Working languages	
12.1	The working languages of the Conference shall be Arabic, Chinese, English, French, Russian and Spanish.	24.1	[no change to the text under Rule 12.1]	
12.2	Speeches made at the Conference in one of the working languages shall be interpreted into the other languages.	24.2	[no change to the text under Rule 12.2]	
12.3	Speakers may, however, speak in any other language, provided that they make their own arrangements for interpretation of their speeches into one of the working languages.	24.3	[no change to the text under Rule 12.3]	
	[See Rule 19.3 below]	24.4	<u>The documents of the Conference shall be issued in all the working languages.</u>	The proposed Rule 24.4 is based on the current Rule 19.3 which provides that the official documents shall be issued in all the working languages.
	[See Rule 19.3 below]		Rule 25 Deadline for the distribution of documents	
			<u>The documents relating to the items on the provisional agenda of each session of the Conference shall be distributed, either in paper format or electronically, at the latest thirty days before the opening of the ordinary session, and as soon as possible in the case of an extraordinary session, to all Parties and observers.</u>	The proposal aims to clarify that the distribution of documents may be made either in paper format or electronically. The deadline for the distribution of all documents is already included in the current Rule 19.3. Furthermore, given the special circumstances in which extraordinary sessions may be convened, it appears useful to provide an additional provision on distribution of documents for extraordinary sessions.
	[No equivalent rule in the Rules of Procedure]		Rule 26 Summary records	
			<u>The Secretariat shall prepare summary records of all statements made during the plenary meetings of the</u>	This proposed draft rule codifies the already well-established practice of the Conference of Parties to adopt summary records. It provides

19. See Rule 75 of the Rules of Procedure of the General Conference.

			<u>Conference in English and French for approval at the opening of the next session.</u>	that the summary records shall be prepared in English and French only, following the practice of the majority of assemblies.
	[No equivalent chapter in the Rules of Procedure]		<u>Chapter VII</u> <u>Voting</u>	
	Rule 14 Voting		<u>Rule 14 Rule 27</u> <u>Voting rights</u>	
14.1	The representative of each Party referred to in Rule 1 shall have one vote in the Conference.	27.1	The representative of each <u>Each Party referred to in Rule 1 shall have one vote in the Conference.</u>	A slight reformulation of the provision is proposed to harmonise its terminology with the proposed Model Rules of Procedure.
14.2	In accordance with Article 27.3 (b) of the Convention, regional economic integration organizations, in matters within their competence, shall exercise their rights to vote with a number of votes equal to the number of their Member States that are Parties to this Convention. Such an organization shall not exercise its right to vote if any of its Member States exercises its right, and vice-versa.	27.2	[no change to the text under Rule 14.2]	Although this rule is not included in the Model Rules of Procedure and cannot be extended to the other conventions in the field of culture, it is proposed to keep such provision which directly stems from Article 27.3 ²⁰ of the Convention and is dictated by the specificities of the Convention.
	[No equivalent rule in the Rules of Procedure]		<u>Rule 28</u> <u>Consensus</u>	
			<u>Every effort shall be made to adopt decisions in the Conference by consensus. If consensus cannot be reached, decisions shall be adopted by vote.</u>	The proposal is to codify the well-established practice of all seven assemblies in order to ensure transparency and security in the decision-making process. It provides that resort is to be made to voting only when consensus cannot be reached. The proposal is based on language found in the rules of procedure of intergovernmental bodies outside from UNESCO, which was preferred due to its clarity and simplicity.
	[No equivalent rule in the Rules of Procedure but relates to Rule 14.5]		<u>Rule 29</u> <u>Conduct during voting</u>	
14.5	After the chairperson has announced the beginning of voting, no one shall interrupt the voting except on a point of order in connection with the actual conduct of the voting.		[no change to the text under Rule 14.5]	
	[No equivalent heading in the Rules of Procedure but relates to Rule 14.3]		<u>Rule 30</u> <u>Simple majority</u>	
14.3	Subject to the provisions of Rules 8.2, 21 and 22, decisions shall be taken by a majority of the Parties present and voting.		<u>When the Conference resorts to voting and unless otherwise provided in the present Rules of Procedure</u> Subject to the provisions of Rules 8.2, 21 and 22, <u>decisions shall be taken by a simple majority of the Parties present and voting.</u>	A reformulation of the provision is proposed to harmonise its terminology with the rules of procedures of other assemblies, and adds the clarification that this rule should be applied 'when the Conference resorts to voting' in order to account for the previous rule on consensus. It also provides that decisions shall be taken by a simple majority 'unless otherwise provided in the present Rules of Procedure', which accounts for the two-thirds majority provided for in Model Rules 9 (Amendments, deletions and new items), 39 (Amendments) and 40 (Suspension).

20. Article 27.3 of the 2005 Convention: "The following provisions apply to regional economic integration organizations: (a) This Convention shall also be open to accession by any regional economic integration organization, which shall, except as provided below, be fully bound by the provisions of the Convention in the same manner as States Parties;"

	[No equivalent heading in the Rules of Procedure but relates to Rule 14]		Rule 31 <u>Voting by show of hands and roll-call</u>	
14.6	Voting shall be by a show of hands, except for the election of the Members of the Committee.	31.1	<u>Except as otherwise provided for in the present Rules of Procedure, V-voting shall be by a show of hands, except for the election of the Members of the Committee.</u>	A slight reformulation of the provision is proposed to harmonise the existing wording which is already provided in the rules of procedures of six assemblies. The Model Rules of Procedure do not include a general provision on voting by secret ballot. However, such provision is envisaged for the purpose of election of Members of the Committee in the proposed Chapter VIII: Election and Term of Office of the Committee.
14.7	When the result of a vote by show of hands is in doubt, the Chairperson may take a second vote by a roll-call. A vote by roll-call shall also be taken if it is requested by not less than two delegations before the voting takes place.	31.2	<u>When the result of a vote by show of hands is in doubt, the Chairperson may take a second vote by a roll-call. A vote by roll-call shall also be taken if it is requested by not less than two Parties two delegations before the voting takes place. The request shall be made to the Chairperson before voting takes place or immediately after the vote by show of hands.</u>	A slight reformulation of the provision is proposed to harmonise the existing wording already provided for in the rules of procedures of six assemblies. The proposed Rule provides more clarity over the conditions for a vote by roll-call.
	[No equivalent rule in the Rules of Procedure]	31.3	<u>When a vote is taken by roll-call, the vote of each Party participating shall be inserted in the summary records.</u>	The proposed rule clarifies that in the case of a roll-call the vote of each Party is recorded in the summary records of the session which reflects the usual practice of the Conference. The wording used is based on Rule 85 of the Rules of Procedure of the UNESCO General Conference ²¹ .
	[No equivalent heading in the Rules of Procedure but relates to Rule 14]		Rule 32 <u>Order of voting on proposals</u>	
14.11	If two or more proposals, other than amendments, relate to the same questions, they shall be voted on in the order in which they were submitted. The Conference may, after each vote on a proposal, decide whether to vote on the next proposal.	32.1	<u>If two or more proposals, other than amendments, relate to the same questions, they shall, unless the Conference decides otherwise, be voted on in the order in which they were submitted. The Conference may, after each vote on a proposal, decide whether to vote on the next proposal.</u>	A slight reformulation of the provision under Rule 14.11 is suggested to harmonise its terminology with the Model Rules of Procedure. It also clarifies the procedure to be followed during a vote.
	[No equivalent rule in the Rules of Procedure]	32.2	<u>A motion requiring that no decision be taken on a proposal shall have priority over that proposal.</u>	The proposed Rule 32.2 codifies the generally applied practice to ensure the good conduct of voting proceedings, as it is currently not included in the Rules of Procedures of any of the seven assemblies.
	[No equivalent heading in the Rules of Procedure but relates to Rule 14]		Rule 33 <u>Voting on amendments</u>	
14.8	When an amendment to a proposal is moved, the amendment shall be voted on first. When two or more amendments to a proposal are moved, the Conference shall first vote on the amendment deemed by the Chairperson to be 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.	33.1	<u>When an amendment to a proposal is moved, the amendment shall be voted on first. When two or more amendments to a proposal are moved, the Conference shall first vote on the amendment deemed by the Chairperson shall put them to the vote, starting with the amendment deemed by her or him to be the furthest removed in substance from the original proposal, and so on. In case of doubt, the Chairperson shall consult the Conference then on the amendment next furthest</u>	The proposed Rule 33.1 reproduces provisions found in the Rules of Procedure of all seven assemblies. A slight reformulation of Rule 14.8 is proposed to harmonise its terminology with the Model Rules of Procedure. Harmonised terminology was inspired by the corresponding provision of the Rules of Procedure of the UNESCO General Conference ²² .

21. See Rule 85 of the Rules of Procedure of the General Conference.

22. Rules of Procedure of the General Conference: <https://unesdoc.unesco.org/ark:/48223/pf0000380874.locale=en>.

			removed therefrom and so on, until all the amendments have been put to the vote.	
14.9	If one or more amendments are adopted, the amended proposal shall then be voted upon as a whole.	33.2	If one or more amendments are adopted, the amended proposal shall then be put to the vote voted upon as a whole.	The provision is found in the Rules of Procedure of six of the assemblies which was again harmonised to align its wording. It is understood that the amended proposal is voted as a whole.
14.10	A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.	33.3	[No change to the text under Rule 14.10]	
	[No equivalent heading in the Rules of Procedure but relates to Rule 14]		<u>Rule 34</u> <u>Meaning of the expression “Parties present and voting”</u>	
14.4	For the purpose of the present Rules, the expression “Parties present and voting” shall mean Parties casting an affirmative or negative vote. Parties abstaining from voting shall be regarded as having not voted.		For the purpose of the present Rules of Procedure, the expression “Parties present and voting” shall mean Parties casting an affirmative or negative vote. Parties who abstain abstaining from voting are considered as not voting shall be regarded as having not voted.	The harmonised terminology proposed is inspired by Rule 83 of the Rules of Procedure of the UNESCO General Conference ²³ .
	IV. ELECTION AND TERM OF OFFICE OF THE MEMBERS OF THE INTERGOVERNMENTAL COMMITTEE FOR THE PROTECTION AND PROMOTION OF THE DIVERSITY OF CULTURAL EXPRESSIONS		IV. CHAPTER VIII ELECTION AND TERM OF OFFICE OF THE MEMBERS OF THE INTERGOVERNMENTAL COMMITTEE FOR THE PROTECTION AND PROMOTION OF THE DIVERSITY OF CULTURAL EXPRESSIONS	Given the differences between the institutional structure of each convention, the Secretariat is not proposing to harmonise the rules on the election and term of office of committees. In fact, this chapter and the corresponding provisions are omitted in the Model Rules of Procedure.
	Rule 15 Geographical distribution		<u>Rule 15 Rule 35</u> <u>Geographical distribution and term of office</u>	A renumbering of the Rules is proposed for coherence.
15.1	The election of the Members of the Committee shall be conducted on the basis of the composition of the electoral groups of UNESCO, as determined by the UNESCO General Conference at its most recent session, it being understood that “Group V” shall consist of two separate groups, for the African States and Arab States respectively.	35.1	[No change to the text under Rule 15.1]	
15.2	Membership in the Committee, as composed of 24 States Parties, shall be distributed at each election among electoral groups in proportion to the number of States Parties from each group, provided that, after such distribution, a minimum of three seats and a maximum of six seats have been attributed to each of the six electoral groups. In case the above formula cannot be practically applied, an exceptional arrangement may be made to accommodate such special circumstances.	35.2	[No change to the text under Rule 15.2]	
	Rule 16 Term of office of the Members of the Committee		<u>Rule 16</u> <u>Term of office of the Members of the Committee</u>	
	The States Members of the Committee shall be elected for a term of office of four years. Nevertheless, the term of office	35.3	The States Members of the Committee shall be elected for a term of office of four years. Nevertheless, the term of office	In order to align the overall numbering of the Rules of Procedure with those of the other assemblies, it is proposed to integrate the current

23. See Rule 83 of the Rules of Procedure of the General Conference.

	of half of the States Members of the Committee elected in the first election shall be limited to two years. Those States will be chosen by lot at the time of the first election. Every two years, the Conference shall elect half of the membership of the Committee with due regard to the principle of rotation. A Member cannot be elected to two consecutive mandates unless: (i) A regional group presents a “clean slate”; (ii) Following the first election, a State serves for only two years; The number of States Parties of an electoral group is less than the minimum number of seats foreseen in Rule 15.2.		of half of the States Members of the Committee elected in the first election shall be limited to two years. Those States will be chosen by lot at the time of the first election. Every two years, the Conference shall elect half of the membership of the Committee with due regard to the principle of rotation. A Member cannot be elected to two consecutive mandates unless: (i) A regional group presents a “clean slate”; Following the first election, a State serves for only two years; (ii) The number of States Parties of an electoral group is less than the minimum number of seats foreseen in Rule 15.2 35.2.	Rule 16, which is specific to the 2005 Convention, as part of the proposed Rule 35.3. In addition, deleted parts are proposed to update the current Rule 16. A renumbering of the stipulated Rule 15.2 to 35.2 is also proposed for coherence.
	Rule 17 Procedures for the presentation of candidatures to the Committee		Rule 17 Rule 36 Procedures for the presentation of candidatures to the Committee	
17.1	The Secretariat shall ask all States Parties, at least three months prior to the opening of the Conference, whether they intend to stand for election to the Committee. If so, the State Party’s candidature should be sent to the Secretariat at least six weeks prior to the opening of the Conference.	36.1	[No change to the text under Rule 17.1]	
17.2	At least four weeks prior to the opening of the Conference, the Secretariat shall send to all States Parties the provisional list of candidates, indicating the electoral group to which they belong and the number of seats to be filled in each electoral group.	36.2	[No change to the text under Rule 17.2]	
17.3	The list of candidatures shall be finalized seven days prior to the opening of the Conference. No candidature will be accepted in the seven days preceding the opening of the Conference.	36.3	[No change to the text under Rule 17.3]	
	Rule 18 Election of Members of the Committee		Rule 18 Rule 37 Election of Members of the Committee	
18.1	The election of Members of the Committee shall be conducted by secret ballot except that, where the number of candidates, according to geographical distribution, is the same as or less than the number of seats to be filled, the candidates shall be declared elected without the need to hold a ballot.	37.1	[No change to the text under Rule 18.1]	
18.2	Before the election begins, the Chairperson shall appoint two tellers from among the delegates present; he/she shall hand to them the list of States candidates. He/she shall announce the number of seats to be filled.	37.2	Before the election begins, the Chairperson shall appoint two tellers from among the delegates present; <u>she or he</u> he/she shall hand to them the list of States candidates. <u>She or he</u> He/she shall announce the number of seats to be filled.	Use of gender-inclusive language, taking into account the United Nations Guidelines for gender-inclusive language, is proposed.
18.3	The Secretariat shall prepare for each delegation an envelope without any distinguishing mark and separate ballot papers, one for each of the electoral groups. The ballot paper for each electoral group shall bear the names of all the	37.3	The Secretariat shall prepare for each <u>delegation Party</u> an envelope without any distinguishing mark and separate ballot papers, one for each of the electoral groups. The ballot paper for each electoral group shall bear the names of all the States Parties that are candidates for election in that electoral group.	It is suggested to replace “delegation” with “Party” to harmonise its terminology with the wording proposed in the Model Rules of Procedure and especially in line with the proposed Rule 27.

	States Parties that are candidates for election in that electoral group.			
18.4	The representative of each Party shall cast his/her vote by circling the names of those States for which he/she desires to vote.	37.4	The representative of Each Party shall cast <u>its</u> his/her vote by circling the names of those States for which <u>it</u> he/she desires to vote.	It is suggested to replace “representative of each Party” with “each Party” to harmonise its terminology with the wording proposed in the Model Rules of Procedure and especially in line with the proposed Rule 27.
18.5	The tellers shall collect from each delegation their ballot papers and shall proceed to count the votes, under the supervision of the Chairperson.	37.5	The tellers shall collect from each delegation Party their ballot papers and shall proceed to count the votes, under the supervision of the Chairperson.	It is suggested to replace “delegation” with “Party” to harmonise its terminology with the wording proposed in the Model Rules of Procedure and especially in line with the proposed Rule 27.
18.6	The absence of any ballot paper in the envelope shall be considered an abstention.	37.6	[No change to the text under Rule 18.6]	
18.7	Ballot papers on which more names have been circled than there are seats to be filled and those which bear no indication of the voter’s intention shall be considered invalid.	37.7	[No change to the text under Rule 18.7]	
18.8	The counting of the votes for each electoral group shall take place separately. The tellers shall open the envelopes, one by one, and shall sort the ballot papers into electoral groups. The votes cast for the candidate States Parties shall be entered on lists prepared for that purpose.	37.8	[No change to the text under Rule 18.8]	
18.9	The Chairperson shall declare elected those candidates who obtain the greatest number of votes up to the number of seats to be filled. If two or more candidates obtain the same number of votes, and, as a result, there are still more candidates than seats to be filled, there shall be a second secret ballot restricted to those candidates who obtained the same number of votes. If in the second ballot two or more candidates obtain the same number of votes, the Chairperson shall draw lots to determine which candidate has won.	37.9	The Chairperson shall declare elected those candidates who obtain the greatest number of votes up to the number of seats to be filled. If two or more candidates obtain the same number of votes, and, as a result, there are still more candidates than seats to be filled, there shall be a second secret ballot restricted to those candidates who obtained the same number of votes. If in the second ballot two or more candidates obtain the same number of votes, the Chairperson shall draw lots to determine which candidate has won <u>been elected</u>.	It is suggested to replace “won” with “been elected” for linguistic coherence.
18.10	When the counting of the votes is completed, the Chairperson shall announce the results of the ballot separately for each of the electoral groups.	37.10	[No change to the text under Rule 18.10]	
	V. THE SECRETARIAT OF THE MEETING		V-CHAPTER IX THE SECRETARIAT OF THE <u>CONFERENCE MEETING</u>	It is suggested to replace “Meeting” with “Conference” for linguistic coherence since the Chapter governs the role of the Secretariat with respect to the work of the Conference to the 2005 Convention.
	Rule 19 Secretariat		Rule 19-Rule 38 Secretariat	
19.1	The Director-General of UNESCO or his/her representative shall participate in the work of the Conference, without the right to vote. He/she may, at any time, make either oral or written statements to the Conference on any question under discussion.	38.1	The Director-General of UNESCO or <u>her or his</u> his/her representative shall participate in the work of the Conference, <u>its subsidiary bodies and the Bureau</u> without the right to vote. <u>She or he</u> He/she may, at any time, make either oral or written statements to the Conference on any question under discussion.	The proposal reproduces the text of the rules of procedures of the majority of assemblies, with minor terminological harmonisation. Furthermore, the proposed Rule 38.1 recognizes that the Director-General or her or his representative shall participate in the work not only of the Conference itself, but also of its subsidiary bodies and the Bureau.
19.2	The Director-General of UNESCO shall appoint an official of the Secretariat of UNESCO to act as Secretary to the	38.2	The Director-General of UNESCO shall appoint an official of the Secretariat of UNESCO to act as Secretary to the	The proposed Rule 38.2 enshrines the provision, contained in the rules of procedures of all seven assemblies, with a minor terminological harmonisation.

	Conference, and other officials who shall together constitute the Secretariat of the Conference.		Conference, <u>as well as</u> and other officials who shall together constitute the Secretariat of the Conference.	
19.3	The Secretariat shall receive, translate and distribute all official documents in the six working languages, at least 30 days before the opening of the session of the Conference. It shall arrange for the interpretation of the discussions and shall also perform all other duties necessary for the proper conduct of the work of the Conference.	38.3	The Secretariat shall receive, translate and distribute all official documents in the six working languages, at least 30 days before the opening of the session of the Conference. It shall; arrange for the interpretation of the discussions; prepare summary records; and publish the adopted resolutions and distribute them to the Parties shall also perform all other duties necessary for the proper conduct of the work of the Conference.	The proposed Rule 38.3 is in line with Article 24.2 ²⁴ of the Convention. It reflects the practice of all seven assemblies in terms of the functions of the Secretariat, with harmonised terminology, and includes the preparation of summary records of the Conference's session (in line with the proposed Rule 26). It is also suggested to remove the provisions for the distribution of all official documents in the working languages of the Conference at least 30 days before the opening of the session as they are already accounted for in proposed Rules 24.4 and 25.
	[See Rule 19.3 above]	38.4	<u>The Secretariat shall also perform all other duties necessary for the proper conduct of the work of the Conference.</u>	The proposed Rule 38.4 is in line with the existing provision contained in the current Rule 19.3 of the Rules of Procedure of the Conference, and clarifies that the Secretariat shall also perform all other duties necessary for the proper conduct of the work of the Conference.
	VI. ADOPTION AND AMENDMENT OF THE RULES OF PROCEDURE		VI-CHAPTER X ADOPTION AND AMENDMENT TO AND SUSPENSION OF THE RULES OF PROCEDURE	
	Rule 20 Adoption		Rule 20 Adoption	
	The Conference shall adopt its Rules of Procedure by a decision taken in plenary meeting by a simple majority of the representatives of Parties present and voting.		The Conference shall adopt its Rules of Procedure by a decision taken in plenary meeting by a simple majority of the representatives of Parties present and voting.	Since the Rules of Procedure have already been adopted by the Conference of Parties of the 2005 Convention, the provision can be deleted.
	Rule 21 Amendment		Rule 21 Rule 39 Amendment	
	The Conference may amend these Rules of Procedure by a decision taken in plenary meeting by a two-thirds majority of the representatives of Parties present and voting.		The Conference may amend these <u>the present</u> Rules of Procedure by a decision taken in plenary meeting by a two-thirds majority of the representatives of Parties present and voting, <u>except when they reproduce provisions of the Convention.</u>	The proposed Rule 39 harmonises the wording already included in the rules of procedures of all seven assemblies and clarifies the required majority. It is proposed to remove the precision that a decision has to be taken "in plenary meeting", as it does not appear necessary and its omission would provide more flexibility to the assemblies. It is further proposed to add in the clarification that the Conference may not modify its Rules of Procedure when they reproduce provisions of the Convention.
	Rule 22 Suspension		Rule 22 Rule 40 Suspension	
	A Rule of Procedure, except when it reproduces provisions of the Convention, may be suspended by a decision of the Conference taken by a two-third majority of the Parties present and voting.		A Rule of Procedure <u>The Conference may suspend the application of any of the present Rules of Procedure, except when they it reproduces provisions of the Convention, may be suspended by a decision of the Conference taken by a two-thirds majority of the Parties present and voting.</u>	The proposed Rule 40 reproduces the terms of the existing Rule 22 of the current Rules of Procedure, with minor terminological harmonisation.

24. Article 24.2 of the 2005 Convention: "The Secretariat shall prepare the documentation of the Conference of Parties and the Intergovernmental Committee as well as the agenda of their meetings and shall assist in and report on the implementation of their decisions."