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AD HOC EXPERT GROUP (AHEG) FOR THE ELABORATION OF A PRELIMINARY TEXT OF A DECLARATION ON ETHICAL PRINCIPLES IN RELATION TO CLIMATE CHANGE

RULES OF PROCEDURE

I. PARTICIPATION

Rule 1 Participants

The chief participants shall be experts appointed by the Director-General of UNESCO to the Ad Hoc Expert Group, hereinafter referred to as 'the AHEG'. They shall serve in a private capacity.

Rule 2 Representatives and observers

Representatives of the United Nations, of organizations of the United Nations system and other intergovernmental organizations which have concluded mutual representation agreements with UNESCO as well as observers of Member States and of intergovernmental or international non-governmental organizations, invited by the Director-General may take part in the meetings, without the right to vote and subject to Rule 8.3.

II. ORGANIZATION OF MEETINGS

Rule 3 Terms of reference

The AHEG shall prepare the first draft of a preliminary text of a non-binding declaration on ethical principles in relation to climate change (see 38 C/Resolution 42 and 199 EX/Decision 5.I.B).

Rule 4 Working methods of the AHEG

4.1 The Director-General of UNESCO shall fix the date, place and agenda of the meetings of the AHEG.

4.2 The AHEG 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.

Rule 5 Elections

5.1 The AHEG shall elect a Chairperson, one or more Vice-Chairpersons (up to four) and a Rapporteur, with due consideration for geographical distribution and gender balance.

5.2 The Chairperson, Vice-Chairpersons and Rapporteur, assisted by the Secretariat, shall constitute the Bureau of the AHEG.

5.3 The Chairperson, Vice-Chairpersons and Rapporteur shall remain in office until the conclusion of the AHEG's work.

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

5.5 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 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, a Vice-Chairperson designated by the Chairperson shall replace him/her.

6.3 A 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 AHEG and of its drafting groups, a majority of the members of the AHEG present at the meeting shall constitute a quorum.

7.2 If, after five minutes' adjournment, there is still no quorum as defined above, the Chairperson may request the agreement of all members of the AHEG present to temporarily waive Rule 7.1.

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 of these Rules may take the floor during a meeting with the prior consent of the Chairperson of the meeting.

Rule 9 Voting

9.1 The AHEG 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 AHEG 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 Working languages

The working languages of the AHEG shall be English and French. Simultaneous interpretation of the discussions during meetings, as well as working documents shall be provided in these two languages.

Rule 11 Secretariat of the AHEG

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

11.2 The Secretariat shall perform all the work necessary for the smooth functioning of the work and the meetings of the AHEG.

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