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THIRD MEETING OF THE STANDING COMMITTEE
04 - 05 July 2005, Bonn, Germany

RULES OF PROCEDURE OF THE AEWA STANDING COMMITTEE

General Functions

Rule 1

The Committee provides general policy, operational and financial direction to the Secretariat concerning the implementation and the expansion of the Agreement.

Rule 2

It carries out, between one session of the Meeting of the Parties and the next, such interim activities on behalf of the Meeting as may be necessary.

Rule 3

It oversees, on behalf of the Parties, the development and execution of the Secretariat's budget as derived from the Trust Fund and other sources, and also all aspects of fund raising undertaken by the Secretariat in order to carry out specific functions authorized by the Meeting of the Parties.

Rule 4

It oversees, as representative of the Meeting of the Parties, the implementation of policy by the Secretariat and conduct of the Secretariat's programs.

Rule 5

It provides guidance and advice to the Secretariat on implementation of the Agreement, on the preparation of meetings, and on any other matters relating to the exercise of the Secretariat's functions brought to it by the Secretariat.

Rule 6

It represents the Meeting of the Parties, vis-à-vis the Government of the host country of the Secretariat's headquarters, the United Nations Environment Programme and other international organizations for consideration of matters relating to the Agreement and its Secretariat.

Rule 7

It makes recommendations or draft resolutions, as appropriate, for consideration by the Meeting of the Parties.

Rule 8

It acts as bureau at the sessions of the Meeting of the Parties, in accordance with the rules of procedure of the Meeting of the Parties.

Rule 9

It reports to the Meeting of the Parties on the activities that have been carried out between ordinary sessions of the Meeting of the Parties.

Rule 10

It performs any other functions that may be entrusted to it by the Meeting of the Parties.

Representation and Attendance

Rule 11

The Committee shall consist of not more than seven Parties, which shall be appointed by the Meeting of the Parties. For at least five of these members, the appointment shall be based upon the principle of balanced geographical distribution, reflecting two representatives from Europe and Central Asian region, one representative from Middle East and Northern Africa region, one representative from the Western and Central African region, and one from the Southern African region. The remaining two members shall comprise the host country for the next session of the Meeting of the Parties and a representative of the Depositary.

Rule 12

Each member of the Standing Committee shall be entitled to be represented at meetings of the Committee by a Representative or his Alternate Representative. The Representative shall exercise the voting rights of a Member. In his absence, the Alternate Representative shall act in his or her place.

Rule 13

If an extraordinary meeting or a special meeting of the Meeting of the Parties is held between two regular meetings, the host Party of that meeting shall participate in the work of the Committee on matters related to the organization of the meeting.

Rule 14

The term of office of regional members and alternates shall expire at the close of the next ordinary meeting of the Meeting of the Parties following the meeting at which they were originally elected. Regional members are eligible but may not serve more than two consecutive terms of office.

Rule 15

Parties not members of the Committee shall be entitled to be represented at meetings of the Committee by an observer who shall have the right to participate but not to vote. The Chairperson of the Technical Committee shall have the right to participate in meetings of the Committee as an observer without the right to vote.

Rule 16

The Chairperson may invite any person or representative of any other country or organization to participate in meetings of the Committee as an observer without the right to vote.

Officers

Rule 17

The members of the Committee shall elect the Chairperson and Vice-Chairperson at the first meeting after the Meeting of the Parties.

Rule 18

The Chairperson shall preside at meetings of the Committee, approve for circulation the provisional agenda prepared by the Secretariat and maintain liaison with other committees and with the Technical Committee between meetings of the Committee. The Chairperson may represent the Committee and the Parties as required within the limits of the Committee's mandate, and shall carry out such other functions as may be entrusted by the Committee.

Rule 19

The Vice-Chairperson shall assist in the execution of the Chairperson's functions, and shall preside at meetings in the absence of the Chairperson.

Rule 20

The Secretariat of the Agreement shall provide a secretary for meetings of the Committee.

Elections

Rule 21

If in an election to fill one place no candidate obtains an overall majority in the first ballot, a second ballot shall be taken, restricted to the two candidates obtaining the largest number of votes. If in the second ballot the votes are equally divided, the presiding officer shall decide between the candidates by drawing lots.

Rule 22

If in the first ballot there is a tie amongst candidates obtaining the second largest number of votes, a special ballot shall be held amongst them for reducing the number of candidates to two.

Rule 23

In the case of a tie amongst three or more candidates obtaining the largest number of votes in the first ballot, a special ballot shall be held amongst them for reducing the number of candidates to two. If a tie then results amongst two or more candidates, the presiding officer shall reduce the number to two by drawing lots, and a further ballot shall be held in accordance with Rule 21.

Meetings

Rule 24

The Committee shall normally meet at least once every year.

Rule 25

Meetings of the Committee shall be called at the request of the Chairperson or at least three members.

Rule 26

The Chairperson, in consultation with the Secretariat, shall determine the time and place of meetings.

Rule 27

Notice of meetings to all Parties including the time and venue, shall be given by the Secretariat at least 45 days and, in the case of emergency meetings, at least 14 days in advance of the meeting.

Rule 28

A quorum for a meeting shall consist at least of four members out of seven of the Committee. No decision shall be taken at a meeting in the absence of a quorum.

Rule 29

Decisions of the Committee shall be taken by consensus unless a vote is requested by the Chairperson or by three members.

Rule 30

Decisions of the Committee by voting (pursuant to Rule 29) shall be taken by a simple majority of the members present. In the case of a tie, the motion shall be considered as rejected.

Rule 31

A summary record of each meeting shall be prepared by the Secretariat as soon as possible and shall be communicated to all Parties, and to the participant that attended the meeting to which the report refers.

Rule 32

The Committee shall decide on the working languages of its meetings, which in any case shall have simultaneous interpretation in English and French.

Communication Procedure

Rule 33

Any member or the Secretariat may make a proposal to the Chairperson for a decision by postal procedure. The Secretariat shall communicate the proposal to the members for comments within 60 days of communication; any comments received within these limits shall also be so communicated.

Rule 34

If no objection to a proposal is received by the Secretariat by the date when the comments on the proposal were due to be communicated, the proposal shall be considered as adopted, and notice of the adoption shall be given to all members.

Rule 35

If any member objects to a proposal within the applicable time limit, the proposal shall be referred to the next meeting of the Committee.

Other functions

Rule 36

The Committee shall submit to each ordinary meeting of the Meeting of the Parties a report on its work since the previous ordinary meeting.

Rule 37

The Committee may receive reports from other Committees established under the Agreement.

Final Provisions

Rule 38

In matters not covered by the present Rules, the Rules of Procedure as adopted by the last regular meeting of the Meeting of the Parties shall be applied *mutatis mutandis*.

Rule 39

The Committee shall, by consensus, establish its own Rules of Procedure. These Rules shall come into force on adoption by the Committee by consensus, and may be amended by the Committee as required.