



**Diversity of Cultural Expressions**

**2 CP**

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**CONFERENCE OF PARTIES TO THE  
CONVENTION ON THE PROTECTION AND PROMOTION OF THE  
DIVERSITY OF CULTURAL EXPRESSIONS**

**Second ordinary session  
Paris, UNESCO Headquarters, Room XII  
15–18 June 2009**

**Item 6 of the Provisional Agenda:** Approval of the Rules of Procedure of the Committee

1. In conformity with article 23.8 of the Convention on the Protection and Promotion of the Diversity of Cultural Expressions (hereinafter referred to as “the Convention”), the Intergovernmental Committee for the Protection and Promotion of the Diversity of Cultural Expressions (hereinafter referred to as “the Committee”) should submit its Rules of Procedure to the Conference of Parties for approval. During its first ordinary session in December 2007, the Committee adopted its Provisional Rules of Procedure and decided to submit it for approval to the second ordinary session of the Conference of Parties in June 2009 (Decision 1.IGC 4).
2. This document includes in annex the Provisional Rules of Procedure of the Committee which is submitted for approval to the Conference of Parties
3. The Conference of Parties may wish to adopt the following resolution:

**DRAFT RESOLUTION 2 CP 6**

*The Committee,*

1. *Having examined document CE/09/2.CP/210/6 and its Annex;*
2. *Approves the Rules of Procedure of the Intergovernmental Committee for the Protection and Promotion of the Diversity of Cultural Expressions as annexed to this document.*





#### **IV. Agenda**

##### **Rule 8 Provisional Agenda**

- 8.1 The provisional agenda of the sessions of the Committee shall be prepared by UNESCO Secretariat (Article 24.2 of the Convention).
- 8.2 The provisional agenda of an ordinary session of the Committee may include:
- (a) Any question required by the Convention or the present Rules;
  - (b) Any question referred by the Conference of Parties to the Convention;
  - (c) Any question the inclusion of which has been decided by the Committee at a previous session;
  - (d) Any question proposed by Members of the Committee;
  - (e) Any question proposed by Parties to the Convention which are not Members of the Committee;
  - (f) Any question proposed by the Director-General.
- 8.3 The provisional agenda of an extraordinary session shall include only those questions for the consideration of which the session has been convened.

##### **Rule 9 Adoption of the Agenda**

The Committee shall adopt at the beginning of each session its agenda for that session.

##### **Rule 10 Amendments, deletions and new items**

The Committee may amend, delete or add items to the agenda so adopted if so decided by a two-thirds majority of the Members present and voting.

#### **V. Bureau**

##### **Rule 11 Bureau**

- 11.1 The Bureau of the Committee shall consist of the Chairperson, one or more Vice-Chairpersons and a Rapporteur, in conformity with the principle of equitable geographical representation. The Bureau shall coordinate the work of the Committee and fix the dates, times and order of business of meetings. The Chairperson will be assisted in carrying out his/her duties by the other members of the Bureau.
- 11.2 The Bureau shall meet during the sessions of the Committee as frequently as it deems necessary.

**Rule 12 Elections**

- 12.1 The Committee, at the end of each ordinary session, shall elect, from among those Committee Members whose term of office continues through the next ordinary session, a Chairperson, one or more Vice-Chairpersons and a Rapporteur who shall remain in office until the end of that session, and shall not be immediately re-eligible. On a transitory basis, the members of the Bureau of the first session shall be elected at the beginning of the session and their term of office shall expire at the end of the next ordinary session. The election of the Chairperson should respect the principle of geographic rotation without prejudice to the provisions of Rule 12.2.

**Rule 15 Replacement of the Rapporteur**

- 15.1 If the Rapporteur is unable to act at any session of the Committee or Bureau, or part thereof, his/her functions shall be exercised by a Vice-Chairperson.
- 15.2 if the Rapporteur ceases to represent a Member of the Committee or if for any reason he/she is unable to complete his/her term of office, he/she shall be replaced by a Vice-Chairperson, after consultation within the Committee, for the remainder of the term of office.

**VI. Conduct of business**

**Rule 16 Quorum**

- 16.1 At plenary meetings, a quorum shall consist of a majority of the Members of the Committee.
- 16.2 At meetings of subsidiary bodies, a quorum shall consist of a majority of the States which are members of the bodies concerned.
- 16.3 Neither the Committee nor its subsidiary bodies shall decide on any matter unless a quorum is present.

**Rule 17 Public nature of meetings**

Meetings shall be held in public unless decided otherwise by the Committee.

**Rule 18 Private meetings**

- 18.1 If, in exceptional circumstances, the Committee decides to hold a private meeting, it shall determine the persons who shall be present, in addition to the representatives of the Members of the Committee.
- 18.2 Any decision taken by the Committee at a private meeting shall be presented in written form at a subsequent public meeting.
- 18.3 At each private meeting, the Committee shall decide whether the summary records and working documents of that meeting shall be published. Documents resulting from private meetings shall be made public after a period of twenty years.

**Rule 19 Subsidiary bodies**

- 19.1 The Committee may establish such subsidiary bodies as it deems necessary for the conduct of its work.
- 19.2 It shall define the composition and the terms of reference (including mandate and duration of office) of such subsidiary bodies at the time of their establishment. These bodies are composed of Members of the Committee.

19.3 Each subsidiary body shall elect its Chairperson and, if necessary, its Vice-President(s) and its Rapporteur.

19.4 In appointing members of subsidiary bodies, due regard shall be given to the need to ensure an equitable representation of the different regions of the world.

**Rule 20 Order and time-limit of speeches**

20.1 The Chairperson may give the floor to speakers, Members of the Committee, in the order in which they signify their wish to speak. Observers may speak at the end of the debate in the following order: representatives of Parties to the Convention, representatives of Member States not Parties to the Convention, other observers. At the request of a Member of the Committee, which is a Member of a regional economic integration organization Party to the Convention, the Chairperson may give the floor to a representative of that organization to speak on issues on which the organization has declared its competence under Article 27 (3) (c) of the Convention.

20.2 The Chairperson may limit the time allowed to each speaker if circumstances make this desirable.

20.3 Organizations, individuals and observers referred to in Rules 6 and 7 may address the meeting with the prior consent of the Chairperson.

**Rule 21 Text of proposals**

At the request of any Member of the Committee, supported by two other Members, discussion of any substantive motion, resolution or amendment shall be suspended until the text is circulated in the two working languages to all Committee Members present.

**Rule 22 Division of proposals**

Part of a proposal shall be voted on separately if so requested by a Member of the Committee. Those parts of a proposal which have been approved in separate vote shall then be put to a vote as a whole. If all the parts, constituting the proposal, have been rejected, the proposal shall be considered to have been rejected as a whole.

**Rule 23 Voting on amendments**

23.1 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 Committee 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 a vote.

23.2 If one or more amendments are adopted, the amended proposal shall then be voted upon as a whole.



23.3 A motion is considered an amendment to a proposal if it adds to, deletes from or revises part of that proposal.

**Rule 24 Voting on proposals**

If two or more proposals relate to the same question, the Committee shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The Committee may, after each vote on a proposal, decide whether to vote on the next proposal.

**Rule 25 Withdrawal of proposals**



**Rule 37 Method of voting**

- 37.1 Voting shall be by a show of hands unless a secret ballot is requested by one Member of the Committee and seconded by two others.
- 37.2 If there is any doubt concerning the result of a vote by show of hands, the Chairperson may take a second vote by a roll call.
- 37.3 A vote by roll call shall also be taken if it is requested by not less than two Members of the Committee before the voting begins.

**Rule 38 Conduct of voting by secret ballot**

- 38.1 Before the vote begins, the Chairperson shall appoint two tellers to scrutinize the votes cast.
- 38.2 When the counting of the votes is completed and the tellers have reported to the Chairperson, he/she shall announce the results of the ballot bearing in mind that the voting will be recorded as follows:

From the total number of the Members of the Committee will be deducted:

- (a) the number of Members absent, if any;
- (b) the number of blank ballot papers, if any;
- (c) the number of invalid ballot papers, if any.

The remaining number will constitute the number of votes recorded.

**VIII. Secretariat of the Committee**

**Rule 39 The Secretariat**

- 39.1 The Committee shall be assisted by the UNESCO Secretariat (Article 24 of the Convention).
- 39.2 The Director-General or his/her representative shall participate in the work of the Committee and of its subsidiary bodies, without the right to vote. He/she may at any time make either oral or written statements on any question under consideration.
- 39.3 The Director-General shall appoint an official of the Secretariat of UNESCO to act as Secretary to the Committee, and other officials who shall together constitute the Secretariat of the Committee.

## **IX. Working languages and reports**

### **Rule 40 Working languages**

- 40.1 The working languages of the Committee shall be English and French. Every effort shall be made, including through extra-budgetary funding, to facilitate the use of the other official languages of the United Nations as working languages.
- 40.2 Statements made at a meeting of the Committee in one of the working languages shall be interpreted into the other language.
- 40.3 Speakers may, however, speak in any other language, provided they make their own arrangements for interpretation of their statements into one of the working languages.
- 40.4 The documents of the Committee shall be issued simultaneously in English and French.

### **Rule 41 Deadline for distribution of documents**

45.2 The Committee may authorize its Chairperson to submit these reports on its behalf.

45.3 Copies of the reports shall be sent to all Parties to the Convention.

## **X. Adoption, amendment and suspension of the Rules of Procedure**

### **Rule 46 Adoption**

The Committee shall adopt its Rules of Procedure by a decision taken in plenary meeting by a majority of the Members present and voting.

### **Rule 47 Amendment**

The Committee may amend the Rules of Procedure, except when they reproduce provisions of the Convention, by a decision taken in plenary meeting by a two-thirds majority of the Members present and voting, provided the proposed amendment has been included in the agenda of the session in accordance with Rules 8 and 9.

### **Rule 48 Suspension**

The Committee may suspend the application of any Rule of Procedure, except when it reproduces provisions of the Convention, by a decision taken in plenary meeting by a two-thirds majority of the Members present and voting.