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**MEDITERRANEAN ACTION PLAN**

Tenth Ordinary Meeting of the Contracting Parties  
to the Convention for the Protection  
of the Mediterranean Sea against Pollution  
and its Protocols

Tunis, 18-21 November 1997

**RULES OF PROCEDURE OF THE  
MEDITERRANEAN COMMISSION ON  
SUSTAINABLE DEVELOPMENT (MCSD)**

**(Submitted for adoption)**

**RULES OF PROCEDURE**  
**of the**  
**Mediterranean Commission on**  
**Sustainable Development (MCSD)**

**Introduction**

1. The Extraordinary Meeting of the Contracting Parties (Montpellier, 1-4 July 1996), decided that the Rules of procedure of the Commission shall be the Rules of procedure of the meetings and conferences of the Contracting Parties to the Barcelona Convention, until the Rules of procedure of the Commission are proposed by the Commission and adopted by the meeting of the Contracting Parties.<sup>1</sup>

2. At its first meeting held in Rabat on 16-18 December 1996, the Mediterranean Commission on Sustainable Development (MCSD) requested *"the Secretariat to draft rules of procedure, which would be reviewed by the first meeting of the Bureau of the Commission (February 1997) and submitted to the next meeting of the Commission with a view to their adoption by the next meeting of the Contracting Parties. The Rules of procedure should provide that the Commission adopt its decisions by consensus"*.<sup>2</sup>

3. During its First meeting (Athens, 20-21 February 1997), the Bureau of the Commission thoroughly reviewed the draft Rules of procedure of the Commission as proposed by the Secretariat, made various amendments and requested the Secretariat to revise the draft text on the basis of its discussion and comments, and submit it to the Second meeting of the Commission to be held in Spain, for its consideration before it is presented to the Contracting Parties meeting in Tunis for adoption.<sup>3</sup>

4. At its Second Meeting (Palma de Majorca, Spain, 6-8 May 1997), the Mediterranean Commission on Sustainable Development (MCSD) reviewed the revised draft text of the Rules of procedure and due to time limitations, it decided to defer taking any decision relevant to the draft text to its third meeting, to be held in France during October 1997.<sup>4</sup>

5. The present draft has incorporated all comments and concrete amendments as proposed during the Third Meeting of the Commission (28-30 October 1997).<sup>5</sup>

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<sup>1</sup> Document UNEP(OCA)/MED IG.8/7, Annex V

<sup>2</sup> Document: UNEP(OCA)/MED WG.120/4 (Report of the First meeting of the MCSD)

<sup>3</sup> Document: UNEP/MCSD/BUR/1/5 (Report of the First Meeting of the Bureau of the MCSD)

<sup>4</sup> Document UNEP(OCA)/MED WG. 124/5 (Report of the Second Meeting of the MCSD)

<sup>5</sup> Document UNEP(OCA)/MED WG.134/5 (Report of the Third Meeting of the MCSD)

**RULES OF PROCEDURE OF THE  
MEDITERRANEAN COMMISSION FOR  
SUSTAINABLE DEVELOPMENT (MCSD)**

**(Draft)**

**PURPOSE**

**Rule 1**

The Rules of procedure shall apply to the meetings of the Mediterranean Commission on Sustainable Development (MCSD) as provided in section B.4 of its Terms of Reference.<sup>6</sup> They compliment the framework for operation of MCSD, as described by the "Terms of Reference" and the "Composition of the Commission" in the annexed documents adopted by the Contracting Parties.

**DEFINITIONS**

**Rule 2**

For the purpose of these rules:

1. the word "Commission" shall apply to the "Mediterranean Commission on Sustainable Development";
2. the term "Barcelona Convention" shall apply to the 1976 Convention for the Protection of the Mediterranean Sea against Pollution as amended in 1995;
3. the term "Coordinator" shall apply to the Coordinator or the Coordinating Unit of the Mediterranean Action Plan or his designated representative;
4. the term "Secretariat" shall apply to the Coordinating Unit of the Mediterranean Action Plan (MAP) as provided in article 17 of the Barcelona Convention as amended;

**PLACE OF THE MEETINGS OF THE COMMISSION**

**Rule 3**

The meetings of the Commission shall be held at the seat of the Coordinating Unit of MAP, unless convened in other Mediterranean venues in pursuance of a recommendation of the Commission approved by the meeting of the Contracting Parties.

- During the time between the Parties' meeting the approval maybe given by the Bureau of the Parties to the Convention.
- For reasons of optimal use of available resources, the meetings within the MCSD context may be coordinated as appropriate with other relevant MAP meetings.

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<sup>6</sup> Document: UNEP(OCA)/MED IG.8/7, Annex V

## DATES OF THE MEETINGS OF THE COMMISSION

### **Rule 4**

1. As provided in Section E(7) of the Terms of Reference of the Commission, the Commission shall hold meetings at least once every year, up to the year 2000, then shall meet at least once every two years.
2. The Coordinator shall convene the meetings of the Commission.
3. The Commission shall, at its meeting, fix the opening date and the duration of the next meeting.

## INVITATIONS

### **Rule 5**

1. The Coordinator shall invite to send representatives to participate in the Commission's meetings as observers, the United Nations and its competent subsidiary bodies, and the Specialized Agencies if they participate in the activities of the Mediterranean Action Plan, or have direct concern with environment and sustainable development issues in the Mediterranean.
2. The Coordinator shall, in agreement with the Bureau, invite to send representatives to participate in the Commission's meetings as an observer, any state which is a member of the United Nations which so requests and has direct concern with environmental and sustainable development issues in the Mediterranean.
3. The Coordinator shall, in agreement with the Bureau invite to send representatives to participate in the Commission's meetings as an observer, any other inter-governmental organizations, including financial institutions, which would interest itself directly in issues of environmental protection and sustainable development in the Mediterranean, the activities of which are related to the functions of the Commission.
4. Such observers may, as provided in Article 20(2) of the Barcelona Convention as amended, participate in the Commission's meetings and may present any information or report relevant to the work of the Commission and in matters of direct concern to the organizations they represent.

## PUBLICITY

### **Rule 6**

Plenary sittings of the meetings of the Commission shall be held in public, unless the Commission decides otherwise. Sittings of subsidiary bodies of the meetings of the Commission shall be held in private, unless the meeting of the Commission decides otherwise.

## AGENDA

### **Rule 7**

In agreement with the Bureau of the Commission, the Coordinator shall prepare the provisional agenda for the meeting of the Commission and shall communicate it to the members of the Commission at least six weeks before the opening of the meeting together with supporting documents.

### **Rule 8**

The provisional agenda of each meeting shall include:

1. all items mentioned in section B.3 of the Terms of Reference of the Commission;
2. all items the inclusion of which has been requested at a previous meeting of the Commission;
3. any item proposed by a member of the Commission;
4. the report of the Coordinator containing information on relevant sustainable development activities, the progress achieved and emerging issues to be addressed;
5. reports of the Task Managers and the Thematic Working Groups;
6. all items pertaining to the financial arrangements relevant to the Commission.

### **Rule 9**

The Coordinator shall, in agreement with the Bureau of the Commission, include any question suitable for the agenda which may arise between the dispatch of the provisional agenda and the opening of the meeting in a supplementary provisional agenda which the meeting of the Commission shall examine together with the provisional agenda.

### **Rule 10**

At the opening of an ordinary meeting of the Commission, the members of the Commission, when adopting the agenda for the meeting, may add, delete, defer or amend items. Only items which are considered by the meeting to be urgent and important may be added to the agenda.

### **Rule 11**

At the beginning of each meeting, subject to the provision of Rule 10, the Commission shall adopt its agenda for the meeting on the basis of the provisional agenda and the supplementary provisional agenda referred to in Rule 9.

### **Rule 12**

The Commission shall normally consider for the meeting only agenda items for which adequate documentation has been circulated to members six weeks before the beginning of the meeting of the Commission.

## REPRESENTATION

### **Rule 13**

All members of the Commission shall participate in the Commission on an equal footing.

Each member of the Commission shall be represented by representative accredited, who may be accompanied by such advisers as may be required.

### **Rule 14**

The names of representatives and advisers shall be officially submitted by the members of the Commission to the Coordinator, before the opening sitting of a meeting which the representatives are to attend.

### **Rule 15**

At the first sitting of each meeting of the Commission, the President of the previous ordinary meeting, or in his absence a Vice-President designated by him, shall preside until the meeting has elected a President for the meeting.

### **Rule 16**

If the President is temporarily absent from a sitting or any part thereof, he shall appoint one of the Vice-Presidents to assume his duties.

## BUREAU OF THE COMMISSION

### **Rule 17**

At the commencement of the first sitting of each meeting, the Commission shall elect a President, four Vice-Presidents and a Rapporteur from among the representatives of its members on the basis of an equitable geographical distribution and among the various groups. The Bureau should include three members representing Contracting Parties, one representative from each one of the three categories foreseen by the Terms of Reference of the MCSD.

### **Rule 18**

Should the need arise, the Coordinating Unit in agreement with the President of the Bureau, could convene one meeting of the Bureau between two Commission meetings to ensure the follow-up and smooth running of the work decided by the Commission. The report and working documents are to be circulated to all members of the Commission.

### **Rule 19**

1. The President, or in his absence one of the Vice-Presidents designated by him shall serve as Chairman of the Bureau.
2. If a member of the Bureau resigns or otherwise becomes unable to continue to perform his functions, a representative of the same member of the Commission shall replace him for the remainder of his mandate.

## ORGANIZATION OF THE MEETING OF THE COMMISSION

### **Rule 20**

1. During the course of a meeting, the Commission shall establish thematic working groups and other working groups as it deems necessary, and to refer to them the themes identified by the Commission as of great importance for the sustainable development of the Mediterranean region for study, and proposal. Such working groups could sit while the Commission is not in session, ensuring thus, together with the Bureau, the continuity of the Commission between its sessions.
2. Unless otherwise decided, the Commission shall select task managers for each thematic working group and a chairman for other working groups.
3. The Commission shall define the mandate and composition of the working groups and Task Managers.

### **Rule 21**

The Coordinator shall act as Secretary of any meeting of the Commission. He may delegate his functions to a member of the Secretariat.

### **Rule 22**

The Coordinator shall provide the staff required by the Commission and shall be responsible for all the necessary arrangements for meetings of the Commission.

### **Rule 23**

The Secretariat shall arrange for interpretation of speeches, receive, translate and circulate the documents of the meetings of the Commission and its working groups; publish and circulate the decisions, reports and relevant documentation of the meeting of the Commission. It shall have custody of the documents in the archives of the meeting of the Commission and generally perform all other work that the Commission may require.

## LANGUAGES OF THE COMMISSION

### **Rule 24**

English and French are the working languages of the meetings of the Bureau of the Commission. English and French are also the working languages of the Commission unless the financial conditions relevant to the organization of the meeting allow for the use of the four official languages of MAP.

## CONDUCT OF BUSINESS

### **Rule 25**

The Rules of procedure for Meetings and Conferences of the Contracting Parties concerning Conduct of Business (Rules 30-41) shall apply mutatis mutandis to the Conduct of Business in the meetings of the Commission.

## PROPOSALS OF THE COMMISSION

### **Rule 26**

Proposals of the Commission shall be adopted by consensus. These proposals will be presented to the Contracting Parties' meetings.

## RECORDS OF THE MEETINGS OF THE COMMISSION

### **Rule 27**

Sound records of the meetings of the Commission shall be kept by the Secretariat in accordance with the practice of the United Nations.

## AMENDMENTS OF PROCEDURE

### **Rule 28**

Any amendments of the Rules of Procedure should be approved, after proposal of the Commission, by the meeting of the Contracting Parties to the Barcelona Convention.