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REGIONAL COORDINATING UNIT
CARIBBEAN ACTION PLAN

UNITED NATIONS
ENVIRONMENT PROGRAMME



**RULES OF PROCEDURE
OF THE
GOVERNING COUNCIL**



1988

CONTENTS

	<u>Page</u>
INTRODUCTION	5
I. SESSIONS	6
II. AGENDA	9
III. REPRESENTATION AND CREDENTIALS	13
IV. OFFICERS	13
V. SECRETARIAT	15
VI. CONDUCT OF BUSINESS	17
VII. VOTING	22
VIII. SESSIONAL COMMITTEES, WORKING PARTIES AND SUBSIDIARY ORGANS OF THE GOVERNING COUNCIL	27
IX. LANGUAGES AND RECORDS	29
X. PUBLIC AND PRIVATE MEETINGS	30
XI. PARTICIPATION OF STATES NOT MEMBERS OF THE GOVERNING COUNCIL	30
XII. PARTICIPATION OF SPECIALIZED AGENCIES, THE INTERNATIONAL ATOMIC ENERGY AGENCY, UNITED NATIONS BODIES, AND OTHER INTER- GOVERNMENTAL ORGANIZATIONS	31

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	<u>Page</u>
XIII. OBSERVERS OF INTERNATIONAL NON-GOVERNMENTAL ORGANIZATIONS	31
XIV. AMENDMENTS AND SUSPENSIONS OF RULES AND PROCEDURE	32
ANNEX: 2997 (XXVII). INSTITUTIONAL AND FINANCIAL ARRANGEMENTS FOR INTERNATIONAL ENVIRONMENTAL CO-OPERATION.....	33
I. GOVERNING COUNCIL OF THE UNITED NATIONS ENVIRONMENT PROGRAMME.....	35
II. ENVIRONMENT SECRETARIAT	37
III. ENVIRONMENT FUND	39
IV. ENVIRONMENT CO-ORDINATION BOARD	41

INTRODUCTION

The draft rules of procedure of the Governing Council of the United Nations Environment Programme were first published as document UNEP/GC/3 on 8 May 1973; modifications were suggested in the report of the Council's Working Group on Rules of Procedure of 4 December 1973 (UNEP/GC/13).

By its decision 19 (II) of 11 March 1974, the Governing Council of the United Nations Environment Programme adopted the text of the rules of procedure contained in the annex to the report of the Working Group. These rules were reproduced in document UNEP/GC/3/Rev.1.

At its ninth session, in section III, paragraph 3, of decision 9/1 of 26 May 1981, the Governing Council decided to amend rule 63, paragraph 1, of its rules of procedure in order to include Arabic as one of the official and working languages of the Governing Council.

At its fourteenth session, in paragraph 2 (b) of decision 14/4 of 18 June 1987, the Governing Council decided to amend its rules of procedure to reflect the change from annual to biennial sessions.

The present revised edition of the rules incorporates those amendments.

RULES OF PROCEDURE OF THE GOVERNING COUNCIL OF
THE UNITED NATIONS ENVIRONMENT PROGRAMME

I. SESSIONS

Regular sessions

Rule 1

The Governing Council shall normally hold one regular session every two years.

Date of opening of regular sessions

Rule 2

Each regular session of the Governing Council shall be held, subject to the provisions of rule 3, at a date fixed by the Governing Council at its previous session in such a way as to enable the Economic and Social Council and the General Assembly to consider the report of the Governing Council in the same year.

Rule 3

Five members of the Governing Council or the Executive Director of the United Nations Environment Programme may request an alteration of the date of a regular session. In either case, the Executive Director shall forthwith communicate the request to the other members of the Governing Council, together with appropriate observations, including financial implications, if any. If within twenty-one days of the inquiry a majority of the members of the Governing Council explicitly concurs in the request, the Executive Director shall convene the Governing Council accordingly.

Place of regular sessions

Rule 4

Regular sessions shall be held at the headquarters of the United Nations Environment Programme, unless otherwise decided by the Governing Council at a previous session.

Special sessions

Rule 5

1. Special sessions shall be held pursuant to a decision taken by the Governing Council at a regular session, or at the request of:

- (a) A majority of the members of the Governing Council;
- (b) The General Assembly;
- (c) The Economic and Social Council.

2. Special sessions may also be requested by:

- (a) Five States Members of the United Nations or members of the specialized agencies or of the International Atomic Energy Agency, whether or not they are members of the Governing Council;
- (b) The President of the Governing Council with the concurrence of the other members of the Bureau of the Governing Council and in consultation with the Executive Director.

In such cases, the Executive Director shall immediately inform all members of the Governing Council of the request, as well as of the approximate costs and relevant administrative considerations, and shall inquire whether they concur in it. If within twenty-one days of the inquiry a majority of the members of the Governing Council explicitly concurs in the request, the Executive Director shall convene a special session of the Governing Council.

Date of opening of special sessions

Rule 6

Special sessions of the Governing Council shall normally be convened within forty-two days of the receipt by the Executive Director of a request for such a session, at a date and place fixed by the President of the Governing Council in consultation with the Secretary-General of the United Nations, taking into account such observations as may have been made in the request for a special session.

Notification of date of opening

Rule 7

The Executive Director shall communicate the date of the first meeting of each session to all States Members of the United Nations or members of the specialized agencies or of the International Atomic Energy Agency, the Chairmen of subsidiary organs of the Governing Council, as appropriate, the President of the General Assembly when the Assembly is in session, the President of the Economic and Social Council, the specialized agencies, the International Atomic Energy Agency, the appropriate United Nations bodies, the inter-governmental organizations referred to in rule 68 below and the international non-governmental organizations referred to in rule 69 below. Such notification shall be sent:

(a) In the case of a regular session, at least forty-two days in advance;

(b) In the case of a special session, at least fourteen days in advance of the date fixed in accordance with rule 6 above.

Adjournment of session

Rule 8

The Governing Council may decide at any session to adjourn temporarily and resume its meetings at a later date.

II. AGENDA

Drawing up of the provisional agenda for a regular session

Rule 9

1. The Executive Director shall submit to the Governing Council at each regular session the provisional agenda for the following regular session. The provisional agenda shall include all items proposed by:

(a) The Governing Council;

(b) A State Member of the United Nations or member of a specialized agency or of the International Atomic Energy Agency;

(c) The General Assembly;

(d) The Economic and Social Council;

(e) The Executive Director.

2. Items proposed under (b) above shall be accompanied by an explanatory memorandum and, if possible, by basic documents which shall be submitted to the Executive Director at least forty-nine days prior to the opening of the session.

3. In drawing up the provisional agenda, the Executive Director shall take account of suggestions made by the Environment Co-ordination Board, a specialized agency, the International Atomic Energy Agency, an appropriate United Nations body, or an intergovernmental organization referred to in rule 68 below. He shall also consider suggestions from the international non-governmental organizations referred to in rule 69 below.

Communication of the provisional agenda

Rule 10

After the Governing Council has considered the provisional agenda for the following session, the provisional agenda, incorporating any amendments made by the Governing Council, shall be communicated by the Executive Director to all States Members of the United Nations or members of the specialized agencies and of the International Atomic Energy Agency, the Chairmen of subsidiary organs of the Governing Council as appropriate, the President of the General Assembly when the Assembly is in session, the President of the Economic and Social Council, the appropriate United Nations bodies, the specialized agencies, the International Atomic Energy Agency, the intergovernmental organizations referred to in rule 68 below and the international non-governmental organizations referred to in rule 69 below.

Supplementary items

Rule 11

The inclusion of supplementary items in the provisional agenda considered by the Governing Council may be proposed by any authority entitled to propose items under paragraph 1 of rule 9. The request for inclusion of a supplementary item shall be supported by a statement from the authority proposing it, except in the case of the General Assembly, regarding the urgency of the consideration of the item. The Executive Director shall communicate to the Governing Council any requests for the inclusion of supplementary items received before the commencement of the regular session, together with such observations as he may wish to make.

Adoption of the agenda

Rule 12

1. At the beginning of each regular session, subject to the provisions of rule 15 and after the election of officers when required under rule 18, the Governing Council shall adopt its agenda for the session on the basis of the provisional agenda and any supplementary items proposed in accordance with rule 11.
2. A State Member of the United Nations or member of a specialized agency or of the International Atomic Energy Agency which has requested the inclusion of an item in the agenda under rule 9 or 11 above shall be entitled to be heard by the Governing Council on the inclusion of the item in the agenda for the session.
3. The Governing Council shall normally include in its agenda for the session only items for which adequate documentation has been circulated to members at least forty-two days before the beginning of the regular session of the Governing Council.

Allocation of items

Rule 13

The Governing Council may allocate items among the plenary meetings of the Governing Council and sessional committees and working parties, if any, set up in accordance with rule 60, and may refer items without preliminary debate in the Governing Council to:

(a) One or more of its subsidiary organs, if any, set up in accordance with rule 62, for examination and report at a subsequent session of the Governing Council;

(b) The Executive Director, for study and report at a subsequent session of the Governing Council; or

(c) The proposer of the item, for further information or documentation.

Provisional agenda for a special session

Rule 14

The provisional agenda for a special session shall consist only of those items proposed for consideration in the request for the holding of the session. It shall be transmitted to the authorities mentioned in rule 10 at the same time as the notice convening the Governing Council.

Revision of the agenda

Rule 15

During a regular session, the Governing Council may revise the agenda for the session by adding, deleting, deferring or amending items. Only items which the Governing Council considers to be urgent and important shall be added to its agenda during the session.

III. REPRESENTATION AND CREDENTIALS

Rule 16

Each member of the Governing Council shall be represented by an accredited representative, who may be accompanied by such alternate representatives and advisers as may be required.

Rule 17

1. The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Executive Director before the first meeting which the representatives are to attend.

2. The Bureau of the Governing Council shall examine the credentials and submit its report to the Governing Council. This rule shall not, however, prevent a member from changing its representative, alternate representatives, or advisers subsequently, subject to proper submission and examination of credentials, where needed.

IV. OFFICERS

Elections

Rule 18

1. At the commencement of the first meeting of its regular session, the Governing Council shall elect a President, three Vice-Presidents and a Rapporteur from among its members. These officers shall constitute the Bureau of the Governing Council. The Bureau shall assist the President in the general conduct of business of the Governing Council. The Chairmen of such sessional committees or working parties as may be established under rule 60 below shall be invited to participate in meetings of the Bureau.

2. In electing its officers, the Governing Council shall have due regard to the principle of equitable geographical representation.

3. The offices of President and Rapporteur of the Governing Council shall normally be subject to rotation among the five groups of States referred to in section I, paragraph 1, of General Assembly resolution 2997 (XXVII).

Terms of office

Rule 19

The President, the Vice-Presidents and the Rapporteur shall hold office until their successors are elected. Subject to the provisions of rule 18, they shall be eligible for re-election. None of them may hold office after the expiration of the term of office of the member of which he is a representative.

Acting President

Rule 20

If the President cannot preside at a meeting or any part thereof, he shall appoint a Vice-President to take his place.

Replacement of the President

Rule 21

If the President ceases to be a representative of a member of the Governing Council or is unable to perform his functions, or if the State of which he is a representative ceases to be a member of the Governing Council, the Bureau shall designate one of the Vice-Presidents as Acting President.

Powers of the Acting President

Rule 22

A Vice-President acting as President shall have the same powers and duties as the President.

Voting rights of the President

Rule 23

In the case of a member of the Governing Council which is for the time being represented by the President, an alternate representative shall, at the discretion of the President, be permitted to participate in the proceedings and to vote in the Governing Council. In such a case the President shall not exercise his right to vote.

V. SECRETARIAT

Duties of the Executive Director

Rule 24

The Executive Director shall act in that capacity in all meetings of the Governing Council and of its subsidiary organs, if any. He may designate any officer of the secretariat to act as his representative.

Rule 25

The Executive Director shall direct the staff required by the Governing Council and any subsidiary organs which may be established by it.

Rule 26

The Executive Director shall be responsible for performing those functions in relation to the Governing Council which he is required to undertake by General Assembly resolution 2997 (XXVII).

Rule 27

The Executive Director, or his representative, may, subject to rule 32, make oral as well as written statements to the Governing Council and its subsidiary organs, if any, concerning any question under consideration.

Rule 28

The Executive Director shall be responsible for all the necessary arrangements for meetings of the Governing Council and of its subsidiary organs, including the preparation and distribution of documents at least forty-two days in advance of the sessions of the Governing Council and its subsidiary organs, if any.

Duties of the secretariat

Rule 29

The secretariat shall interpret speeches made at meetings; shall receive, translate and circulate the documents of the Governing Council and its subsidiary organs; shall publish and circulate the resolutions, reports and relevant documentation of the Governing Council. It shall have the custody of the documents in the archives of the Governing Council and generally perform all other work which the Governing Council may require.

Estimates of expenditures

Rule 30

1. Before any proposal which involves expenditure from United Nations funds, including the resources of the Fund of the United Nations Environment Programme established by General Assembly resolution 2997 (XXVII), is approved by the Governing Council or by any of its subsidiary organs, the Executive Director shall circulate to all members of the Governing Council or of the subsidiary organ concerned, as early as possible, a report from the Secretary-General of the United Nations, in terms of Financial Regulations 13.1 and 13.2, on the estimated costs involved as well as on administrative and budgetary implications with reference to existing authorizations and appropriations in accordance with the provisions of section II, paragraph 3, and section III of General Assembly resolution 2997 (XXVII):

2. The Governing Council shall take into account the estimates referred to in paragraph 1 before adopting any proposal involving expenditure from United Nations funds including the resources of the Fund of the United Nations Environment Programme. If the proposal is adopted, the Governing Council shall indicate, whenever appropriate, the priority or degree of urgency which it attaches to the projects and, as the case may be, which current projects may be deferred, modified, or eliminated to ensure that the work of the United Nations Environment Programme will be carried on most effectively.

3. The Executive Director shall submit to the Governing Council in each odd-numbered year, for the following biennium, the estimates of expenditure of the United Nations Environment Programme borne by the regular budget of the United Nations. He shall also submit to the Governing Council estimates of expenditures borne by the Fund of the United Nations Environment Programme, in accordance with the General Procedures formulated by the Governing Council under section III, paragraph 7 of General Assembly resolution 2997 (XXVII), and with the Financial Rules of the said Fund.

VI. CONDUCT OF BUSINESS

Quorum

Rule 31

A majority of the members of the Governing Council shall constitute a quorum.

Powers of the President

Rule 32

In addition to exercising the powers conferred upon him elsewhere by these rules, the President shall declare the opening and closing of each meeting of the Governing Council, shall direct the discussion, ensure observance of these rules, accord the right to speak, put questions to the vote and

announce decisions. He shall rule on points of order and, subject to these rules, shall have control of the proceedings of the Governing Council and over the maintenance of order at its meetings. The President may propose to the Governing Council the limitation of time to be allowed to speakers, the limitation of the number of times each representative may speak on any question, the closure of the list of speakers or the closure of the debate. He may also propose the suspension or the adjournment of the meeting or of the debate on the question under discussion.

Rule 33

The President, in the exercise of his functions, remains under the authority of the Governing Council.

Speeches

Rule 34

No person may address the Governing Council without having previously obtained the permission of the President. Subject to rules 35 and 36, the President shall call upon speakers in the order in which they signify their desire to speak. The President may call a speaker to order if his remarks are not relevant to the subject under discussion.

Precedence

Rule 35

The Chairman, Vice-Chairman or Rapporteur of a sessional committee or working party, or a designated representative of any subsidiary organ, may be accorded precedence in speaking for the purpose of explaining the conclusion arrived at by the sessional committee, working party or subsidiary organ concerned and for the purpose of replying to questions.

Points of order

Rule 36

1. During the discussion of any matter, a representative may at any time rise to a point of order, and the point of order shall be immediately decided by the President in accordance with the rules of procedure. A representative may appeal against the ruling of the President. The appeal shall be immediately put to the vote, and the ruling of the President shall stand unless overruled by a majority vote of the members present and voting.

2. A representative rising to a point of order may not speak on the substance of the matter under discussion.

Time-limit on speeches

Rule 37

The Governing Council may limit the time allowed to each speaker and the number of times each person may speak on any question, except on procedural questions, when the President shall limit each intervention to a maximum of five minutes. When debate is limited and a speaker has spoken his allotted time, the President shall call him to order without delay.

Closing of list of speakers

Rule 38

During the course of a debate the President may announce the list of speakers and, with the consent of the Governing Council, declare the list closed. The President may, however, accord the right of reply to any representative if, in his opinion, a speech delivered after he has declared the list closed renders this justified. When the debate on an item is concluded because there are no other speakers, the President, with the consent of the Governing Council, shall declare the debate closed.

Adjournment of debate

Rule 39

During the discussion of any matter, a representative may move the adjournment of the debate on the question under discussion. In addition to the proposer of the motion, one representative may speak in favour of and one against the motion, after which the motion shall be immediately put to the vote.

Closure of debate

Rule 40

A representative may at any time move the closure of the debate on the question under discussion, whether or not any other representative has signified his wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the Governing Council is in favour of the closure, the President shall declare the closure of the debate.

Suspension or adjournment of the meeting

Rule 41

During the discussion of any matter a representative may move the suspension or the adjournment of the meeting. Such motion shall not be debated, but shall be immediately put to the vote.

Order of procedural motions

Rule 42

Subject to rule 36, and regardless of the order in which they are submitted, the following motions shall have precedence in the following order over all other proposals or motions before the meeting:

- (a) To suspend the meeting;
- (b) To adjourn the meeting;
- (c) To adjourn the debate on the question under discussion;
- (d) For the closure of the debate on the question under discussion.

Proposals and amendments

Rule 43

Proposals and amendments shall normally be introduced in writing and submitted to the Executive Director, who shall circulate copies to the members. As a general rule, no proposal shall be discussed or put to the vote at any meeting of the Governing Council unless copies of it have been circulated to all members not later than the day preceding the meeting. Subject to the consent of the Governing Council, the President may, however, permit the discussion and consideration of proposals or amendments even though these proposals or amendments have not been circulated or have only been circulated the same day.

Decisions on competence

Rule 44

Subject to rule 42, any motion calling for a decision on the competence of the Governing Council to adopt any proposal or any amendment submitted to it shall be put to the vote before a vote is taken on the proposal or amendment in question.

Withdrawal of motions

Rule 45

A motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been amended. A motion which has thus been withdrawn may be reintroduced by another member.

Reconsideration of proposals

Rule 46

When a proposal has been adopted or rejected, it may not be reconsidered at the same session of the Governing Council unless the Governing Council, by a two-thirds majority of the representatives present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall immediately be put to the vote.

VII. VOTING

Voting rights

Rule 47

Each member of the Governing Council shall have one vote.

Majority required and meaning of the expression "Members present and voting"

Rule 48

1. Except where the present rules of procedure expressly provide otherwise, decisions of the Governing Council shall be made by a majority of the members present and voting.

2. For the purpose of these rules, the phrase "members present and voting" means members present and casting an affirmative or negative vote. Members which abstain from voting are considered as not voting.

Method of voting

Rule 49

Subject to rule 55 the Governing Council shall normally vote by show of hands, but any representative may request a roll call, which shall then be taken in the alphabetical order of the names of the members, beginning with the member whose name is drawn by lot by the President.

Recording of roll call

Rule 50

The vote of each member participating in a roll call shall be recorded in the relevant documents of the Governing Council.

Conduct during voting

Rule 51

After the President has announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connexion with the actual conduct of the voting. The President may permit members to explain their votes, either before or after the voting, except when the vote is taken by secret ballot. The President may limit the time to be allowed for such explanations. The President shall not permit the proposer of a proposal or of an amendment to explain his vote on his own proposal or amendment.

Division of proposals or amendments

Rule 52

A representative may move that parts of a proposal or of an amendment shall be voted on separately. If objection is made to the request for division, the motion for division shall be voted

upon. Permission to speak on the motion for division shall be given only to two speakers in favour and two speakers against. If the motion for division is carried, those parts of the proposal or of the amendment which are subsequently approved shall be put to the vote as a whole. If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

Voting on amendments

Rule 53

1. When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Governing Council shall vote first on the amendment 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. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. If no amendments are adopted, the proposal shall be put to the vote in its original form.

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

Voting on proposals

Rule 54

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

2. Any motions requiring that no decision be taken on the substance of such proposals shall, however, be considered as previous questions and shall be put to the vote before them.

Elections

Rule 55

All elections shall be held by secret ballot unless otherwise decided by the Governing Council.

Rule 56

1. If, when one person or member only is to be elected, no candidate obtains in the first ballot the majority required, 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 President shall decide between the candidates by drawing lots.

2. In the case of a tie in the first ballot among the candidates obtaining the second largest number of votes, a special ballot shall be held for the purpose of reducing the number of candidates to two. In the case of a tie among three or more candidates obtaining the largest number of votes, a second ballot shall be held. If a tie results among more than two candidates, the number shall be reduced to two by lot and the balloting, restricted to them, shall continue in accordance with the preceding paragraph.

Rule 57

1. When two or more elective places are to be filled at one time under the same conditions, those candidates obtaining the required majority on the first ballot shall be elected.

2. If the number of candidates obtaining such majority is more than the number of places to be filled, those candidates obtaining the largest number of votes shall be elected.

3. If the number of candidates obtaining such majority is less than the number of places to be filled, there shall be held additional ballots to fill the remaining places, the voting being restricted to the candidates obtaining the greatest number of votes in the previous ballot, who shall number not more than twice the places remaining to be filled. However, in the case of a tie between a greater number of unsuccessful candidates, a special ballot shall be held for the purpose of reducing the number of candidates to the required number.

4. If three restricted ballots are inconclusive, unrestricted ballots shall follow in which votes may be cast for any eligible person or member. If three such unrestricted ballots are inconclusive, the next three ballots (subject to exception in the case similar to that of the tie mentioned at the end of the previous paragraph of this rule) shall be restricted to the candidates obtaining the greatest number of votes in the third of the unrestricted ballots. The number of such candidates shall not be more than twice the places remaining to be filled.

5. The following three ballots thereafter shall be unrestricted and so on, until all the places are filled.

Equally divided votes

Rule 58

If a vote is equally divided on matters other than elections, the proposal shall be regarded as rejected.

VIII. SESSIONAL COMMITTEES, WORKING PARTIES AND SUBSIDIARY ORGANS OF THE GOVERNING COUNCIL

Rule 59

The Governing Council may establish such sessional committees, working parties and subsidiary organs as may be necessary for the effective discharge of its functions.

Session committees and working parties

Rule 60

1. At each session, the Governing Council may set up sessional committees and working parties, from among its members, and refer to them any questions on the agenda for study and report.

2. The sessional committees and working parties may set up sub-committees and sub-groups of working parties. The members of such sub-committees and sub-groups of working parties shall be nominated by the committee or working party concerned.

3. The provisions of rules 31 to 58 of these rules of procedure shall be applied as appropriate in the proceedings of the sessional committees, working parties and any sub-committees or sub-groups set up by them.

Rule 61

Each sessional committee or working party shall elect its own officers, unless otherwise decided by the Governing Council. In electing its officers, each sessional committee or working party shall have due regard to the principle of equitable geographical representation.

Subsidiary organs of the Governing Council and expert groups

Rule 62

1. The Governing Council may establish such subsidiary organs on a permanent or ad hoc basis as may be necessary for the effective discharge of its functions and, as required, expert groups to consider specific problems and make recommendations.

2. Any State Member of the United Nations or member of a specialized agency or the International Atomic Energy Agency, whether or not that State is a member of the Governing Council, may become a member of any subsidiary organ of the Governing Council. In determining the size of the subsidiary organs and electing their members, the Governing Council shall take fully into account the desirability of including in the membership of these bodies States with a special interest in the subject-matter to be dealt with by them, as well as the need to ensure equitable geographical distribution.

3. The rules of procedure of subsidiary organs shall be those of the Governing Council, as appropriate, subject to such modifications as the Governing Council may decide upon in the light of proposals by the subsidiary organs concerned. Each subsidiary organ shall elect its own officers.

4. Each subsidiary organ, taking into consideration the date of the regular session of the Governing Council and bearing in mind the items referred to it by the Governing Council, may adopt its own priorities within the framework of the work programme established by the Governing Council and, in consultation with the Executive Director, meet as may be necessary.

IX. LANGUAGES AND RECORDS
Languages and interpretation

Rule 63

1. Arabic, Chinese, English, French, Russian and Spanish shall be the official and working languages of the Governing Council. Speeches made in any of these languages shall be interpreted into the other languages of the Governing Council.

2. Any representative may make a speech in a language other than the languages of the Governing Council. In this case he shall himself provide for interpretation into one of the languages of the Governing Council. Interpretation into the other languages of the Governing Council by an interpreter of the Secretariat may be based on the interpretation given in the first language of the Governing Council.

Languages and distribution of resolutions, other formal decisions and documents

Rule 64

1. All resolutions, recommendations and other formal decisions of the Governing Council, as well as its reports to the General Assembly and other documents, shall be made available in the languages of the Governing Council.

2. The text of the resolutions, recommendations and other formal decisions adopted by the Governing Council, its sessional committees and other subsidiary organs, if any, shall be distributed by the secretariat to all members of the Governing Council and any others participating in the session. The printed text of such resolutions, recommendations and other formal decisions, as well as the reports of the Governing Council to the General Assembly, shall be distributed after the close of the session to all States Members of the United Nations or members of

the specialized agencies or of the International Atomic Energy Agency, and to the intergovernmental organizations referred to in rule 68 below.

Sound records of meetings

Rule 65

Sound records of the meetings of the Governing Council and of its sessional committees shall be kept by the secretariat in accordance with the practice of the United Nations. Such recordings shall also be made of the proceedings of any subsidiary organs when they so decide.

X. PUBLIC AND PRIVATE MEETINGS

Rule 66

The meetings of the Governing Council, its sessional committees and working parties and subsidiary organs, if any, shall be held in public unless the body concerned decides otherwise.

XI. PARTICIPATION OF STATES NOT MEMBERS
OF THE GOVERNING COUNCIL

Rule 67

Any State Member of the United Nations or member of a specialized agency or of the International Atomic Energy Agency, which is not a member of the Governing Council, may participate in the deliberations of the Governing Council. Any State thus participating shall not have the right to vote, but may submit proposals which may be put to the vote by request of any member of the Governing Council. The provisions of this rule shall apply, mutatis mutandis, to participation in a subsidiary organ by States not members thereof.

XII. PARTICIPATION OF SPECIALIZED AGENCIES,
THE INTERNATIONAL ATOMIC ENERGY AGENCY,
UNITED NATIONS BODIES, AND OTHER
INTERGOVERNMENTAL ORGANIZATIONS

Rule 68

1. Representatives of specialized agencies, of the International Atomic Energy Agency, and of appropriate United Nations bodies, as well as of the intergovernmental organizations referred to in section IV, paragraph 5, of General Assembly resolution 2997 (XXVII) which are designated for this purpose by the Governing Council, may participate, without the right to vote, in the deliberations of the Governing Council and its subsidiary organs, if any, upon the invitation of the President or Chairman, as the case may be, on questions within the scope of their activities.

2. Written statements of specialized agencies, the International Atomic Energy Agency and United Nations bodies, as well as of other intergovernmental organizations referred to in paragraph 1 above, related to items on the agenda of the Governing Council or its subsidiary organs, if any, shall be circulated by the secretariat to members of the Governing Council or of the subsidiary organ concerned.

XIII. OBSERVERS OF INTERNATIONAL
NON-GOVERNMENTAL ORGANIZATIONS

Rule 69

1. International non-governmental organizations having an interest in the field of the environment, referred to in section IV, paragraph 5, of General Assembly resolution 2997 (XXVII), may designate representatives to sit as observers at public meetings of the Governing Council and its subsidiary organs, if any. The Governing Council shall from time to time adopt and revise when necessary a list of such organizations. Upon the invitation of the

President or Chairman, as the case may be, and subject to the approval of the Governing Council or of the subsidiary organ concerned, international non-governmental organizations may make oral statements on matters within the scope of their activities.

2. Written statements provided by international non-governmental organizations referred to in paragraph 1 above, related to items on the agenda of the Governing Council or of its subsidiary organs, shall be circulated by the secretariat to members of the Governing Council or of the subsidiary organ concerned in the quantities and in the languages in which the statements were made available to the secretariat for distribution.

XIV. AMENDMENTS AND SUSPENSIONS OF RULES OF PROCEDURE

Rule 70

Any of these rules may be amended or suspended by the Governing Council subject to rules 71 and 72 below.

Rule 71

These rules may not be amended until the Governing Council has received a report on the proposed amendment from a committee or working party of the Governing Council established for that purpose.

Rule 72

A rule of procedure may be suspended by the Governing Council provided that twenty-four hours' notice of the proposal for the suspension has been given. The notice may be waived if no member objects.

ANNEX

Resolution adopted by the General Assembly at its 2112th plenary meeting, on 15 December 1972

2997 (XXVII). INSTITUTIONAL AND FINANCIAL ARRANGEMENTS FOR INTERNATIONAL ENVIRONMENTAL CO-OPERATION

The General Assembly,

Convinced of the need for prompt and effective implementation by Governments and the international community of measures designed to safeguard and enhance the environment for the benefit of present and future generations of man,

Recognizing that responsibility for action to protect and enhance the environment rests primarily with Governments and, in the first instance, can be exercised more effectively at the national and regional levels,

Recognizing further that environmental problems of broad international significance fall within the competence of the United Nations system,

Bearing in mind that international co-operative programmes in the field of the environment must be undertaken with due respect for the sovereign rights of States and in conformity with the Charter of the United Nations and principles of international law,

Mindful of the sectoral responsibilities of the organizations in the United Nations system,

Conscious of the significance of regional and sub-regional co-operation in the field of the environment and of the important role of the regional economic commissions and other regional intergovernmental organizations,

Emphasizing that problems of the environment constitute a new and important area for international co-operation and that the complexity and interdependence of such problems require new approaches,

Recognizing that the relevant international scientific and other professional communities can make an important contribution to international co-operation in the field of the environment,

Conscious of the need for processes within the United Nations system which would effectively assist developing countries to implement environmental policies and programmes that are compatible with their development plans and to participate meaningfully in international environmental programmes,

Convinced that, in order to be effective, international co-operation in the field of the environment requires additional financial and technical resources,

Aware of the urgent need for a permanent institutional arrangement within the United Nations system for the protection and improvement of the environment,

Taking note of the report of the Secretary-General on the United Nations Conference on the Human Environment. a/

a/ A/8783 and Add.1, Add.1/Corr.1 and Add.2.

I

GOVERNING COUNCIL OF THE UNITED NATIONS
ENVIRONMENT PROGRAMME

1. Decides to establish a Governing Council of the United Nations Environment Programme, composed of fifty-eight members elected by the General Assembly for three-year terms on the following basis:

- (a) Sixteen seats for African States;
- (b) Thirteen seats for Asian States;
- (c) Six seats for Eastern European States;
- (d) Ten seats for Latin American States;

(e) Thirteen seats for Western European and other States.

2. Decides that the Governing Council shall have the following main functions and responsibilities:

(a) To promote international co-operation in the field of the environment and to recommend, as appropriate, policies to this end;

(b) To provide general policy guidance for the direction and co-ordination of environmental programmes within the United Nations system;

(c) To receive and review the periodic reports of the Executive Director of the United Nations Environment Programme, referred to in section II, paragraph 2, below, on the implementation of environmental programmes within the United Nations system;

(d) To keep under review the world environmental situation in order to ensure that emerging environmental problems of wide international significance receive appropriate and adequate consideration by Governments;

(e) To promote the contribution of the relevant international scientific and other professional communities to the acquisition, assessment and exchange of environmental knowledge and information and, as appropriate, to the technical aspects of the formulation and implementation of environmental programmes within the United Nations system;

(f) To maintain under continuing review the impact of national and international environmental policies and measures on developing countries, as well as the problem of additional costs that may be incurred by developing countries in the implementation of environmental programmes and projects, and to ensure that such programmes and projects shall be compatible with the development plans and priorities of those countries;

(g) To review and approve annually the programme of utilization of resources of the Environment Fund referred to in section III below;

3. Decides that the Governing Council shall report annually to the General Assembly through the Economic and Social Council, which will transmit to the Assembly such comments on the reports as it may deem necessary, particularly with regard to questions of co-ordination and to the relationship of environmental policies and programmes within the United Nations system to overall economic and social policies and priorities;

II

ENVIRONMENT SECRETARIAT

1. Decides that a small secretariat shall be established in the United Nations to serve as a focal point for environmental action and co-ordination within the United Nations system in such a way as to ensure a high degree of effective management;

2. Decides that the environment secretariat shall be headed by the Executive Director of the United Nations Environment Programme, who shall be elected by the General Assembly on the nomination of the Secretary-General for a term of four years and who shall be entrusted, inter alia, with the following responsibilities:

(a) To provide substantive support to the Governing Council of the United Nations Environment Programme;

(b) To co-ordinate, under the guidance of the Governing Council, environmental programmes within the United Nations system, to keep their implementation under review and to assess their effectiveness;

(c) To advise, as appropriate and under the guidance of the Governing Council, intergovernmental bodies of the United Nations system on the formulation and implementation of environmental programmes;

(d) To secure the effective co-operation of, and contribution from, the relevant scientific and other professional communities in all parts of the world;

(e) To provide, at the request of all parties concerned, advisory services for the promotion of international co-operation in the field of the environment;

(f) To submit to the Governing Council, on his own initiative or upon request, proposals embodying medium-range and long-range planning for United Nations programmes in the field of the environment;

(g) To bring to the attention of the Governing Council any matter which he deems to require consideration by it;

(h) To administer, under the authority and policy guidance of the Governing Council, the Environment Fund referred to in section III below;

(i) To report on environmental matters to the Governing Council;

(j) To perform such other functions as may be entrusted to him by the Governing Council;

3. Decides that the costs of servicing the Governing Council and providing the small secretariat referred to in paragraph 1 above shall be borne by the regular budget of the United Nations and that operational programme costs, programme support and administrative costs of the Environment Fund established under section III below shall be borne by the Fund;

III

ENVIRONMENT FUND

1. Decides that, in order to provide for additional financing for environmental programmes, a voluntary fund shall be established, with effect from 1 January 1973, in accordance with existing United Nations financial procedures;

2. Decides that, in order to enable the Governing Council of the United Nations Environment Programme to fulfil its policy-guidance role for the direction and co-ordination of environmental activities, the Environment Fund shall finance wholly or partly the costs of the new environmental initiatives undertaken within the United Nations system - which will include the initiatives envisaged in the Action Plan for the Human Environment b/ adopted by the United Nations Conference on the Human Environment, with particular attention to integrated projects, and such other environmental activities as may be decided upon by the Governing Council - and that the Governing Council shall review these initiatives with a view to taking appropriate decisions as to their continued financing;

3. Decides that the Environment Fund shall be used for financing such programmes of general interest as regional and global monitoring, assessment and data-collecting systems, including, as appropriate, costs for national counterparts; the improvement of environmental quality management; environmental research; information exchange and dissemination; public education and training; assistance for

b/ A/CONF.48/14 and Corr. 1, chap. II.

national, regional and global environmental institutions; the promotion of environmental research and studies for the development of industrial and other technologies best suited to a policy of economic growth compatible with adequate environmental safeguards; and such other programmes as the Governing Council may decide upon, and that in the implementation of such programmes due account should be taken of the special needs of the developing countries;

4. Decides that, in order to ensure that the development priorities of developing countries shall not be adversely affected, adequate measures shall be taken to provide additional financial resources on terms compatible with the economic situation of the recipient developing country, and that, to this end, the Executive Director, in co-operation with competent organizations, shall keep this problem under continuing review;

5. Decides that the Environment Fund, in pursuance of the objectives stated in paragraphs 2 and 3 above, shall be directed to the need for effective co-ordination in the implementation of international environmental programmes of the organizations in the United Nations system and other international organizations;

6. Decides that, in the implementation of programmes to be financed by the Environment Fund, organizations outside the United Nations system, particularly those in the countries and regions concerned, shall also be utilized as appropriate, in accordance with the procedures established by the Governing Council, and that such organizations are invited to support the United Nations environmental programmes by complementary initiatives and contributions;

7. Decides that the Governing Council shall formulate such general procedures as are necessary to govern the operations of the Environment Fund;

ENVIRONMENT CO-ORDINATION BOARD

1. Decides that, in order to provide for the most efficient co-ordination of United Nations environmental programmes, an Environment Co-ordination Board, under the chairmanship of the Executive Director of the United Nations Environment Programme, shall be established under the auspices and within the framework of the Administrative Committee on Co-ordination;

2. Further decides that the Environment Co-ordination Board shall meet periodically for the purpose of ensuring co-operation and co-ordination among all bodies concerned in the implementation of environmental programmes and that it shall report annually to the Governing Council of the United Nations Environment Programme;

3. Invites the organizations of the United Nations system to adopt the measures that may be required to undertake concerted and co-ordinated programmes with regard to international environmental problems, taking into account existing procedures for prior consultation, particularly on programme and budgetary matters;

4. Invites the regional economic commissions and the United Nations Economic and Social Office at Beirut, in co-operation where necessary with other appropriate regional bodies, to intensify further their efforts directed towards contributing to the implementation of environmental programmes in view of the particular need for the rapid development of regional co-operation in this field;

5. Also invites other intergovernmental and those non-governmental organizations that have an interest in the field of the environment to lend their full support and collaboration to the United Nations with a view to achieving the largest possible degree of co-operation and co-ordination;

6. Calls upon Governments to ensure that appropriate national institutions shall be entrusted with the task of the co-ordination of environmental action, both national and international;

7. Decides to review as appropriate, at its thirty-first session, the above institutional arrangements, bearing in mind, inter alia, the responsibilities of the Economic and Social Council under the Charter of the United Nations.