DRAFT PROVISIONAL RULES OF PROCEDURE FOR THE INTERNATIONAL CONFERENCE ON THE RELATIONSHIP BETWEEN DISARMAMENT AND DEVELOPMENT

Note by the Secretariat

At its 7th meeting, on 5 August 1985, the Preparatory Committee for the International Conference on the Relationship between Disarmament and Development requested the Secretariat to prepare draft provisional rules of procedure for the International Conference. The draft provisional rules of procedure that follow have been prepared in response to that request.
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I. REPRESENTATION AND CREDENTIALS

Composition of delegations

Rule 1

Each State participating in the Conference shall be represented by a head of
delegation and not more than five other accredited representatives and such
alternate representatives and advisers as may be required.

Alternates and advisers

Rule 2

The head of delegation may designate an alternate representative or an adviser
to act as a representative.

Submission of credentials

Rule 3

The credentials of representatives and the names of alternate representatives
and advisers shall be submitted to the Secretary-General of the Conference, if
possible not less than one week before the date fixed for the opening of the
Conference. The credentials shall be issued either by the head of the State or
Government or by the Minister for Foreign Affairs.

Credentials Committee

Rule 4

A Credentials Committee of nine members shall be appointed at the beginning of
the Conference. Its composition shall be based on that of the Credentials
Committee of the General Assembly of the United Nations at its fortieth session.
It shall examine the credentials of representatives and report to the Conference
without delay.

Provisional participation in the Conference

Rule 5

Pending a decision of the Conference upon their credentials, representatives
shall be entitled to participate provisionally in the Conference.
II. OFFICERS

Appointment of officers of the Conference 1/

Rule 6

The Conference shall appoint the following officers from among the representatives of States participating in the Conference: a President, nine Vice-Presidents and a Rapporteur-General, as well as the Chairperson of the Committee of the Whole and three Chairpersons of the three working groups established in accordance with rule 22.

Acting President

Rule 7

1. If the President finds it necessary to be absent from a meeting or any part thereof, he shall designate a Vice-President to take his place.

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

III. BUREAU

Composition

Rule 8

The Bureau of the Conference shall comprise the President, the Vice-Presidents, the Rapporteur-General, the Chairperson of the Committee of the Whole and the three Chairpersons of the three working groups. The President of the Conference, or in his absence, one of the Vice-Presidents designated by him, shall serve as the Chairperson of the Bureau.

Functions

Rule 9

The Bureau shall assist the President in the general conduct of the business of the Conference and, subject to the decisions of the Conference, shall ensure the co-ordination of its work.
IV. SECRETARIAT OF THE CONFERENCE

Duties of the Secretary-General

Rule 10

1. The Secretary-General of the United Nations, or in his absence the Secretary-General of the Conference who shall be appointed by the Secretary-General of the United Nations, shall act in that capacity in all meetings of the Conference and its subsidiary organs. The Secretary-General of the United Nations or the Secretary-General of the Conference may designate a member of the secretariat to act in his/her place at these meetings.

2. The Secretary-General of the Conference shall direct the staff required by the Conference.

Duties of the secretariat

Rule 11

The secretariat of the Conference shall, in accordance with these rules:

(a) Interpret speeches made at meetings;

(b) Receive, translate and circulate the documents of the Conference;

(c) Publish and circulate the final document and the report of the Conference;

(d) Make and arrange for the keeping of sound recordings of meetings;

(e) Arrange for the custody of the documents of the Conference in the archives of the United Nations;

(f) Generally perform all other work that the Conference may require.

Statement by the secretariat

Rule 12

The Secretary-General of the United Nations or the Secretary-General of the Conference or any member of the secretariat designated by either for that purpose, may, subject to rule 17, make statements concerning any questions under consideration.
V. CONCLUSIONS OF THE CONFERENCE

Report

Rule 13

The Conference shall adopt a report including the final document, the draft of which shall be prepared by the Rapporteur-General.

VI. CONDUCT OF BUSINESS

Quorum 2/

Rule 14

The President may declare a meeting open and permit the debate to proceed when at least one third of the representatives of the States participating in the Conference are present. The presence of representatives of a majority of such States shall be required for any decision to be taken.

General powers of the President

Rule 15

1. In addition to exercising the powers conferred upon him elsewhere by these rules, the President shall preside at the plenary meetings of the Conference, he shall declare the opening and closing of each meeting, direct the discussions, ensure observance of these rules, accord the right to speak, put questions for decision and announce decisions. He shall rule on points of order. The President, subject to these rules, shall have complete control of the proceedings and over the maintenance of order thereat. The President may propose to the Conference the closing of the list of speakers, a limitation on the time to be allowed to speakers and on the number of times the representative of each State participating in the Conference may speak on a question, the adjournment or the closure of the debate and the suspension or the adjournment of a meeting.

2. The President, in the exercise of his functions, remains under the authority of the Conference.

Points of order

Rule 16

During the discussion of any matter, a representative may at any time raise a point of order, which shall be immediately decided by the President. The decision of the President shall be final.
Speeches

Rule 17

1. No one may address the Conference without having previously obtained the permission of the President. Subject to rules 16, 18 and 20, the President shall call upon speakers in the order in which they signify their desire to speak.

2. Debate shall be confined to the question before the Conference and the President may call a speaker to order if his/her remarks are not relevant to the subject under discussion.

3. The Conference may limit the time allowed to speakers and the number of times participants may speak on a question. Permission to speak on a motion to set such limits shall be accorded only to two representatives in favour of and to two opposing such limits, after which the President shall immediately decide on the motion. In any event, with the consent of the Conference, the President shall limit each intervention on procedural matters to 5 minutes and on other matters to 15 minutes by representatives of States and to 10 minutes by other participants.

Precedence

Rule 18

The Presiding Officers of the Committee of the Whole and the working groups may be accorded precedence for the purpose of explaining the conclusions arrived at by the Committee or the working groups.

Closing of the list of speakers

Rule 19

During the course of a debate, the President may announce the list of speakers and declare the list closed. When there are no more speakers, the President shall declare the debate closed.

Right of reply

Rule 20

1. Notwithstanding rule 19, the President shall accord the right of reply to a representative of any State participating in the Conference who requests it. Any other representative may be granted the opportunity to make a reply.

2. Statements made under this rule shall normally be permitted only at the end of the day whenever two meetings have been scheduled that are devoted to the consideration of the same item or at the conclusion of the consideration of the relevant item if that is sooner.
3. The representatives of a State may make no more than two statements under this rule at a given meeting on any item. The first shall be limited to five minutes and the second to three minutes; representatives shall in any event attempt to be as brief as possible.

VII. DECISION-MAKING

Consenus

Rule 21

The Conference shall conduct its work and adopt its decisions by consensus.

VIII. SUBSIDIARY BODIES

Committee of the Whole and working groups

Rule 22

1. The Conference shall establish a Committee of the Whole and three working groups.

2. The Committee of the Whole shall report to the Conference and the working groups shall report to the Committee of the Whole.

Representation on the Committee of the Whole

Rule 23

Each State participating in the Conference may be represented by one representative on the Committee of the Whole. It may assign to this Committee such alternate representatives and advisers as may be required.

Officers and procedure

Rule 24

The rules relating to officers (rules 6 and 7), the secretariat of the Conference (rules 10 to 12), the conduct of business of the Conference (rules 14 to 20) and decision-making (rule 21) shall be applicable, mutatis mutandis, to the proceedings of committees and working groups, except that:

(a) The Credentials Committee shall appoint a Presiding Officer. Working groups may, in addition to the Chairperson appointed under rule 6, appoint such other officers as they may deem necessary;
(b) A majority of the representatives on the Committee of the Whole, the Bureau, the Credentials Committee or any working group shall constitute a quorum for the purposes of taking any decision;

(c) The presiding officers of the Committee of the Whole and the working groups may declare a meeting open and permit the debate to proceed in their respective bodies when at least one quarter of the representatives of the States participating in the Conference are present.

IX. LANGUAGES AND RECORDS

Languages of the Conference

Rule 25

Arabic, Chinese, English, French, Russian and Spanish shall be the languages of the Conference.

Interpretation

Rule 26

1. Speeches made in a language of the Conference shall be interpreted into the other such languages.

2. A representative may speak in a language other than a language of the Conference if he/she provides for interpretation into one such language.

Languages of documents of the Conference

Rule 27

The final document and other documents adopted by the Conference shall be published in the languages of the Conference.

Languages of reports

Rule 28

Any reports submitted by the Bureau, the Credentials Committee or the Committee of the Whole established in accordance with rule 22, as well as the report of the Conference referred to in rule 11, shall be published in the languages of the Conference.
Records of meetings

Rule 29

1. There shall be verbatim records of the proceedings of the meetings of the plenary.

2. Sound recordings of meetings of the Conference, the Committee of the Whole and the working groups shall be made and kept in accordance with the practice of the United Nations.

X. PUBLIC AND PRIVATE MEETINGS

General principles

Rule 30

1. The plenary meetings of the Conference and the meetings of the Committee of the Whole shall be held in public unless the body concerned decides otherwise.

2. Meetings of other organs of the Conference shall be held in private.

Communiqués on private meetings

Rule 31

At the close of a private meeting, the body concerned may issue a communiqué through the Secretary-General of the Conference.

XI. OTHER PARTICIPANTS AND OBSERVERS

Representatives of the United Nations Council for Namibia

Rule 32

Representatives designated by the United Nations Council for Namibia (representing Namibia) may participate in the deliberations of the Conference, its Committee of the Whole and any working group, in accordance with the relevant resolutions and decisions of the General Assembly.
Representatives of organizations that have received a standing invitation from the General Assembly to participate in the capacity of observers in the sessions and work of all international conferences convened under its auspices

Rule 33

Representatives designated by the organizations that have received a standing invitation from the General Assembly to participate in the sessions and work of all international conferences convened under its auspices, have the right to participate as observers in the deliberations of the Conference, its Committee of the Whole and, as appropriate, any working group without the right to participate in the decision-making process.

Representatives of national liberation movements

Rule 34

Representatives designated by national liberation movements invited to the Conference may participate as observers in the deliberations of the Conference, its Committee of the Whole and, as appropriate, any working group on any matter of particular concern to those movements without the right to participate in the decision-making process.

Representatives of the specialized agencies 3/

Rule 35

Representatives designated by the specialized agencies may participate, in the deliberations of the Conference, its Committee of the Whole and, as appropriate, any working group on questions within the scope of their activities without the right to participate in the decision-making process.

Representatives of other intergovernmental organizations

Rule 36

Representatives designated by other intergovernmental organizations invited to the Conference may participate as observers in the deliberations of the Conference, its Committee of the Whole and, as appropriate, any working group on questions within the scope of their activities without the right to participate in the decision-making process.

/...
Representatives of other interested United Nations organs

Rule 37

Representatives designated by interested organs of the United Nations may participate as observers in the deliberations of the Conference, its Committee of the Whole and, as appropriate, any working group on questions within the scope of their activities without the right to participate in the decision-making process.

Representatives of non-governmental organizations

Rule 38

Interested non-governmental organizations invited to the Conference may designate representatives to sit as observers at public meetings of the Conference and its Committee of the Whole. They may make their views available to the Conference either in writing or, with the permission of the presiding officers, by making oral statements.

Written statements

Rule 39

Written statements submitted by the designated representatives referred to in rules 32 to 38 shall be distributed by the secretariat to all delegations in the quantities and in the languages in which the statements are made available to the secretariat for distribution, provided that a statement submitted on behalf of a non-governmental organization is on a subject in which the organization has a special competence and is related to the work of the Conference.

XII. AMENDMENT AND SUSPENSION OF THE RULES OF PROCEDURE

Method of amendment

Rule 40

These rules of procedure may be amended by a decision of the Conference taken by consensus, after the Bureau has reported on the proposed amendment.

Method of suspension

Rule 41

Any of these rules may be suspended by the Conference provided that 24 hours' notice of the proposal for the suspension has been given, which may be waived if no representative objects. Any such suspension shall be limited to a specific and stated purpose and to a period required to achieve that purpose.

/...
Notes

1/ Of the 15 officers provided for in this rule three shall be appointed from each of the five geographical groups:

Three officers from the group of African States
Three officers from the group of Asian States
Three officers from the group of Eastern European States
Three officers from the group of Latin American States
Three officers from the group of Western European and other States.

For the election of the Presiding Officer of the Credentials Committee and other officers of working groups, see rule 24 (a).

2/ For the quorum requirement relating to subsidiary bodies, see rule 24 (b).

3/ For the purpose of these rules, the term "specialized agencies" includes the International Atomic Energy Agency and the General Agreement on Tariffs and Trade.