



CONFINTEA VII



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## SEVENTH INTERNATIONAL CONFERENCE ON ADULT EDUCATION (CONFINTEA VII)

### Provisional rules of procedure



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### PROVISIONAL RULES OF PROCEDURE<sup>1</sup>

(Established in accordance with the 'Regulations for the general classification of the various categories of meetings convened by UNESCO', as adopted by the General Conference at its 14th Session – 14 C/Resolution 23 – and amended at its 18th, 25th, 33rd and 37th sessions)

#### I. PARTICIPATION

##### Rule 1 – Chief participants

Governments of all UNESCO Member States and Associate Members invited to the session in question by decision of the Executive Board of UNESCO shall be entitled to take part in the International Conference on Adult Education (CONFINTEA, hereafter 'the Conference') with the right to vote. Each government may appoint one or more delegates, one of whom shall be the head of the delegation.

##### Rule 2 – Representatives and observers

In accordance with the 212 EX/Decision 42 of the Executive Board of UNESCO:

- 2.1 Non-Member States may send observers to the Conference.
- 2.2 The United Nations and other organizations of the United Nations system with which UNESCO has concluded mutual representation agreements may send representatives to the Conference.
- 2.3 Intergovernmental organizations and international non-governmental organizations in accordance with the Directives concerning UNESCO's relations with these organizations, may send observers to the Conference.
- 2.4 Other entities in accordance with 212 EX/Decision 42 of the Executive Board may be invited to send observers to the Conference.
- 2.5 Subject to the provisions of Rule 10.3, representatives and observers may take part in the discussions of the Conference, but without the right to vote.

#### II. ORGANIZATION OF THE CONFERENCE

##### Rule 3 – Organization of work

- 3.1 The Conference shall conduct its work in plenary meetings.
- 3.2 The Conference may hold thematic parallel workshops and panels. In such case, they will be facilitated by moderators and rapporteurs designated by the Secretariat of the Conference (Rule 17).
- 3.3 In addition, the Conference shall set up a Drafting Committee and decide on its composition and mandate.

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<sup>1</sup> Adopted by the International Conference on Adult Education at its Fifth Session (14–18 July 1997).

#### **Rule 4 – Election of the officers**

- 4.1 The Conference shall elect a President, five Vice-Presidents and the Rapporteur, taking care to maintain an equitable geographical distribution.

#### **Rule 5 – Subsidiary bodies**

The Conference may establish subsidiary bodies. These shall be composed of the chief participants referred to in Rule 1. Representatives and observers referred to in Rule 2 may participate in their work without the right to vote.

#### **Rule 6 – Steering Committee**

- 6.1 The Steering Committee shall consist of the President of the Conference, the Vice-Presidents of the Conference, and the Rapporteur of the Conference and the President and Vice-President of any subsidiary body established in accordance with Rule 5. The Director-General of UNESCO (or respective representative) and the Secretary-General of the Conference (or respective representative) will participate ex-officio and without the right to vote in the meetings of the Steering Committee. If the President is unable to attend a meeting or any part thereof, he or she shall be replaced by one of the Vice-Presidents, in rotation.
- 6.2 The Steering Committee shall be responsible for coordinating the work of the Conference and its subsidiary bodies, for fixing the dates, hours and order of business of meetings, and in general for assisting the President of the Conference in the performance of his/her duties.

### **III. CONDUCT OF BUSINESS**

#### **Rule 7 – Duties of the President**

- 7.1 In addition to exercising the powers which are conferred upon him/her elsewhere in the present Rules, the President shall open and close each plenary meeting of the Conference. He/she shall direct the discussions, ensure observance of the Rules of Procedure, accord the right to speak, put questions to the vote and announce the decisions. He/she shall rule on points of order and subject to the Rules of Procedure, shall control the proceedings and maintain order. He/she shall not vote but may instruct another member of his/her delegation to vote in his/her place. The President, in exercising his/her power, shall do so in the spirit of achieving broad consensus to the extent possible.
- 7.2 If the President is absent during a meeting or any part thereof, his or her powers and duties shall be exercised by one of the Vice-Presidents. A Vice-President acting as President shall have the same powers and duties as the President.
- 7.3 The President and the Vice-Presidents of any subsidiary body of the Conference shall exercise the same powers as the President and the Vice-Presidents of the Conference with respect to the organ over which they preside.

#### **Rule 8 – Publicity of meetings**

All plenary meetings of the Conference and meetings of its subsidiary bodies shall be held in public unless the Conference or the subsidiary body concerned decides otherwise.

### **Rule 9 – Quorum**

- 9.1 At plenary meetings, a quorum shall consist of a majority of the governments represented at the Conference as referred to in Rule 1.
- 9.2 At meetings of subsidiary bodies, a quorum shall consist of a majority of the governments referred to in Rule 1 that are members of the subsidiary body in question.
- 9.3 If after five minutes' adjournment there is still no quorum as defined above, the President may request the agreement of the delegations referred to in Rule 1 who are present in order to waive the provisions of Rule 9.1 or 9.2, as appropriate.

### **Rule 10 – Order and time limit of speeches**

- 10.1 The President shall call upon speakers in the order in which they signify their wish to speak.
- 10.2 The President may limit the time allowed to each speaker if circumstances make this desirable.
- 10.3 Representatives and observers mentioned in Rule 2 may speak with previous consent of the President.

### **Rule 11 – Points of order**

- 11.1 During a discussion, any delegation referred to in Rule 1 may raise a point of order, on which the President shall immediately give a ruling.
- 11.2 An appeal may be made against the ruling of the President. Such appeals shall be put to the vote immediately and the President's ruling shall stand unless overruled by a majority of delegations present and voting.

### **Rule 12 – Procedural motions**

- 12.1 During a meeting, any delegation referred to in Rule 1 may propose the adjournment or closure of the debate or the suspension or adjournment of the meeting.
- 12.2 Such a motion shall be put to the vote immediately. Subject to Rule 11, the following motions shall have precedence, in the order indicated below, over all other proposals or motions before the meeting:
- (a) Suspension of the meeting;
  - (b) Adjournment of the meeting;
  - (c) Adjournment of the debate on the question under discussion;
  - (d) Closure of the debate on the question under discussion.

### **Rule 13 – Proposals and amendments**

- 13.1 During the Conference, proposals and draft amendments to the Outcome Document may be submitted by the participants referred to in Rule 1. They shall be transmitted in writing, in English or French only, to the Secretariat of the Conference, by a set deadline publicly communicated to all delegations.

- 13.2 As a general rule, no draft proposal or amendment shall be discussed or put to the vote unless it has been circulated sufficiently in advance to all delegations in the working languages of the Conference.

#### **Rule 14 – Working languages**

- 14.1 The working languages in the plenary sessions shall be Arabic, Chinese, English, French, Russian and Spanish. The subsidiary bodies will work in Arabic, Chinese, English, French, Russian and Spanish, and the parallel workshops will work in English and in at least one other language (Arabic, French or Spanish).
- 14.2 Speakers may, however, speak in any other language, provided they make their own arrangements for the interpretation of their speeches into one of the working languages of the Conference.
- 14.3 The Final Draft Outcome Document will be in Arabic, Chinese, English, French, Russian and Spanish.
- 14.4 After the Conference, the Final Report will be issued in Arabic, Chinese, English, French, Russian and Spanish.

#### **Rule 15 – Voting**

- 15.1 The delegation of each government referred to in Rule 1 shall have one vote in the Conference and in any subsidiary body on which it is represented.
- 15.2 Except where otherwise specified in these rules, decisions shall be taken by a majority of the delegations present and voting.
- 15.3 For the purpose of the present rules, the expression 'delegations present and voting' shall mean delegations casting an affirmative or negative vote. Delegations abstaining from voting shall be considered as not voting.
- 15.4 Voting shall be by roll-call.
- 15.5 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 Conference shall first vote on the amendment deemed by the President to be furthest removed in substance from the original proposal, and then on the amendment deemed by him/her to be next furthest removed there from, and so on, until all the amendments have been put to the vote.
- 15.6 If one or more amendments are adopted, the amended proposal shall then be voted upon as a whole.
- 15.7 A motion is considered an amendment to a proposal if it adds to, deletes from or revises part of that proposal.
- 15.8 If a vote is equally divided, a second vote shall be taken after the meeting has been adjourned. If there is still no majority in favour of the proposal, it shall be rejected.
- 15.9 Parts of a proposal shall be voted on separately should a delegation request that this be done. After the vote on the different parts of a proposal, those that have been adopted separately shall be voted upon collectively in order to be adopted finally. If all of the operative parts of the proposal have been rejected, the proposal as a whole shall be considered as having been rejected.

- 15.10 If two or more proposals, excluding amendments, deal with the same issue, the Conference shall vote on these proposals in the order in which they were received unless it decides otherwise.

#### **Rule 16 – Records**

- 16.1 The results of the work of the Conference and any subsidiary body, together with resulting recommendations, shall be transmitted to the Conference in the form of an oral report.
- 16.2 The Conference shall adopt an Outcome Document based on the results of its work, including such recommendations as it may have adopted.
- 16.3 After the closure of the Conference, a final report shall be published by the Secretariat.

### **IV. SECRETARIAT OF THE CONFERENCE**

#### **Rule 17 – Secretariat**

- 17.1 The Director-General of UNESCO or her representative shall participate in the work of the Conference, without the right to vote. They may at any time make either oral or written statements to the Conference or to its subsidiary bodies on any question under consideration.
- 17.2 The Director-General of UNESCO shall appoint an official to act as Secretary-General of the Conference as well as other officials who shall together constitute the Secretariat of the Conference. The Secretary-General of the Conference shall act as the representative of the Director-General unless otherwise decided.
- 17.3 The Secretariat shall receive and distribute all official documents of the Conference. It shall also assist in drawing up the reports of the Conference and perform all other duties necessary for the work of the Conference.

### **V. ADOPTION AND AMENDMENT OF THE RULES OF PROCEDURE**

#### **Rule 18 – Adoption**

The Conference shall adopt its Rules of Procedure by a decision taken in plenary meeting by a two-thirds majority of the delegations present and voting.

#### **Rule 19 – Amendment**

The Conference may amend these provisional Rules of Procedure by a decision taken in plenary meeting by a two-thirds majority of the delegations present and voting.

#### **Rule 20 – Suspension**

The Conference may suspend the application of any of these rules, except when they reproduce applicable provisions of regulations for the general classification of the various categories of meetings convened by UNESCO, by a decision taken in plenary meeting by a two-thirds majority of the delegations present and voting.