

**Intergovernmental event at the ministerial level
of Member States of the United Nations on the occasion
of the 60th anniversary of the 1951 Convention
relating to the Status of Refugees and
the 50th anniversary of the 1961 Convention
on the Reduction of Statelessness
(7-8 December 2011)**

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Rules of procedure

Contents

	<i>Page</i>
I. Session	2
II. Agenda	2
III. Representation	2
IV. Officers	2
V. Secretariat	3
VI. Conduct of business	3
VII. Voting	3
VIII. Documentation and languages	3
IX. Public and private meeting	4
X. Preparatory meetings	4
XI. Participation of observers	4
XII. Reference to the Rules of Procedure of the Executive Committee of the High Commissioner's Programme	5

Rules of Procedure for the Intergovernmental event at ministerial level of Member States of the United Nations (7-8 December 2011)

I. Session

Rule 1

The Intergovernmental event at ministerial level shall be convened on 7 and 8 December 2011 at the Palais des Nations in Geneva.

Rule 2

The High Commissioner shall notify the Member States of the United Nations of the holding of the meeting at least 60 days in advance of its opening.

II. Agenda

Rule 3

The provisional agenda for the Intergovernmental event at ministerial level shall be drawn up by the High Commissioner, and shall be communicated to the Governments members of the United Nations, the specialized agencies, the appropriate intergovernmental organizations and non-governmental organizations in consultative status, with the notice convening the meeting.

III. Representation

Rule 4

Each Member State of the United Nations shall be represented by an accredited representative who may be accompanied by such alternate representatives and advisers as may be required. An alternate representative, when acting as a representative, shall have all the rights of a representative.

Rule 5

The credentials of representatives and the names of alternate representatives of each delegation shall be submitted to the Co-Chairpersons, who shall report upon them to the meeting.

IV. Officers

Rule 6

Representatives of the States elected as chairpersons of the Executive Committee of the High Commissioner's Programme during its 61st, 62nd and 63rd sessions, respectively, and the United Nations High Commissioner for Refugees, shall serve as Co-Chairpersons of the intergovernmental event at ministerial level as well as Chairpersons of the preparatory meetings.

Rule 7

The intergovernmental event at ministerial level (or the first preparatory meeting) shall elect one State to act as Rapporteur. The Co-Chairpersons and Rapporteur shall constitute the Bureau.

V. Secretariat

Rule 8

The High Commissioner shall provide the staff required by the meeting and shall designate an officer of his staff to act as Secretary of the meeting.

Rule 9

The High Commissioner or any designated member of his staff acting on his behalf may, at any time, make either oral or written statements concerning any question under consideration.

VI. Conduct of business

Rule 10

A majority of representatives of Member States of the United Nations shall constitute a quorum.

Rule 11

The Co-Chairpersons shall declare the opening and closing of each meeting, shall direct the discussion, ensure observance of the present rules, accord the right to speak, put questions to the vote and announce decisions. The Co-Chairpersons, subject to the present rules, shall have control of the proceedings of the Intergovernmental event at ministerial level and over the maintenance of order at its meetings. They shall rule on points of order and shall have, in particular, the power to propose the adjournment or closure of the debate or the adjournment or suspension of the meeting.

Rule 12

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

VII. Voting

Rule 13

The work of the Intergovernmental event at ministerial level shall be accomplished by consensus.

VIII. Documentation and languages

Rule 14

Arabic, Chinese, English, French, Russian and Spanish shall be the official languages of the Intergovernmental event at ministerial level. English and French shall be the working languages of the preparatory meetings.

Rule 15

Any representative may speak in a language other than an official language. When s/he does so, s/he shall her/himself provide for the interpretation into one of the official languages.

Rule 16

All in-session papers and reports, and the ministerial communiqué, once adopted, shall be made available in the official languages, while all preparatory meeting documents shall be made available in the working languages.

Rule 17

Official records of the Intergovernmental event at ministerial level shall be drawn up by the Secretariat in the official languages as soon as possible after the meeting.

IX. Public and private meetings

Rule 18

The Intergovernmental event at ministerial level shall be held in public unless decided otherwise.

X. Preparatory meetings

Rule 19

At least three preparatory meetings shall be held prior to the Intergovernmental event at ministerial level. The preparatory meetings shall be chaired by the most recent and current office-bearers of the Executive Committee Bureau, as designated by the 61st and 62nd sessions of the Executive Committee

Rule 20

The Rules of Procedure of the Intergovernmental event at ministerial level shall be applied to the preparatory meetings.

XI. Participation of observers

Rule 21

The specialized agencies shall be entitled to be represented by observers at the intergovernmental event at ministerial level and, as appropriate, in its preparatory meetings.

Rule 22

Intergovernmental organizations other than specialized agencies, with which the Secretary-General of the United Nations has established a working relationship, shall be entitled to be represented by observers at the Intergovernmental event at ministerial level and, as appropriate, at its preparatory meetings.

Rule 23

Representatives of non-governmental organizations which have been granted consultative status by the Economic and Social Council, may participate as observers in the Intergovernmental event at ministerial level and may submit statements to the meeting in accordance with paragraphs 28, 29 and 30 of the arrangements for consultations with non-governmental organizations approved by the Economic and Social Council in its resolution 288B(X) of 27 February 1950. They may also participate as observers, as appropriate, in its preparatory meetings.

XII. Reference to the Rules of Procedure of the Executive Committee of the High Commissioner's Programme

Rule 24

On all matters not covered by these rules of procedure, the Co-Chairpersons shall apply the Rules of Procedure of the Functional Commissions of the Economic and Social Council.
