

# **RULES OF PROCEDURE OF THE EUROPEAN COMMISSION FOR THE CONTROL OF FOOT-AND-MOUTH DISEASE**

*As amended by the Commission at its Special Session (27 April 2022) and approved by the Director General of FAO at FAO Council (5-9 December 2022)*

## **Rule I**

### **Sessions of the Commission**

Notices convening a regular session of the Commission shall be dispatched by the Director-General not less than 50 days and notices convening a special session not less than 20 days before the date fixed for the opening of the session, to Members of the Commission, to such Nations which are not Members of the Commission and to such international organizations as may be represented in accordance with Article IX of the Constitution, hereafter referred to as "participating Nations and international organizations".

## **Rule II**

### **Agenda**

1. A provisional agenda for each regular session of the Commission shall be drawn up by the Director-General and dispatched to Members and to participating Nations and international organizations not less than 50 days before the date fixed for the opening of the session.

2. The provisional agenda for a regular session shall consist of:

- (a) All items the inclusion of which may have been decided upon by the Commission at a previous session.
- (b) Election of the Chairperson, First Vice Chairperson and Second Vice-Chairperson and the Members of the Executive Committee (Article VI and X of the Constitution).
- (c) Application for membership in the Commission, if any (Article I of the Constitution).
- (d) Draft programme and Administrative Budget (Articles IV and XI of the Constitution).
- (e) Report of the Executive Committee on the activities of the Commission during the past biennium (Articles IV and XI of the Constitution).
- (f) Reports by Committees established under Article VII of the Constitution.
- (g) Proposals of the Executive Committee concerning policy matters (Article XI of the Constitution), and concerning the review and prioritization of transboundary animal diseases similar to foot-and-mouth which pose an immediate threat to territories of Members (Article II, IV and V of the constitution).
- (h) Any modifications of the Scale of Contributions including the confirmation of the determination of the contribution of any States having acquired membership since the last regular session (Article XIII of the Constitution).
- (i) Audited accounts for the preceding financial period (Articles IV and XI of the Constitution).
- (j) Amendments to the Constitution, if any (Article XIV of the Constitution).
- (k) Any items the inclusion of which has been requested by Members in accordance with Rule II.5.

(l) Any items which the Conference, Council or the Director-General of the Organization refer to the Commission.

(m) Other business arising out of the Commission's functions.

3. A provisional agenda for each special session of the Commission shall be drawn up by the Director-General and dispatched to Members and to participating Nations and international organizations not less than 20 days before the date fixed for the opening session.

4. The provisional agenda for a special session of the Commission shall consist of:

(a) All items the inclusion of which in the agenda of the special session may have been decided upon by the Commission at a previous session.

(b) Applications for membership in the Commission, if any (Article I of the Constitution).

(c) Amendments to the Constitution, if any (Article XIV of the Constitution).

(d) Any items proposed for consideration in a request by the Commission or by one third of the Members for the holding of the special session.

5. Any Member may, not less than 30 days before the date fixed for the opening of a session, request the Director-General to include specific items on the agenda. These items shall be placed on a supplementary list, which shall be dispatched to Members and to participating Nations and international organizations, not less than 20 days before the date fixed for the opening of the session.

6. During any session the Commission may, by a two-thirds majority of the votes cast, add to the agenda any item proposed by a Member.

7. At each session the provisional agenda, together with the proposed additions or deletions, if any, shall be submitted to the Commission for approval as soon as possible after the opening of the session and, on approval of the Commission with or without amendments, shall become the agenda of the session.

8. Copies of all reports and other documents to be submitted to the Commission at any session, in connection with any item which may be on the agenda, shall be furnished by the Director-General to Members and to participating Nations and international organizations at the same time as the item or as soon as possible thereafter.

9. The Commission shall not proceed to the discussion of any item on the agenda until at least 24 hours have elapsed since the documents referred to in paragraph 7 have been made available to delegations of Members.

## **Rule III**

### **Delegations and Credentials**

1. For the purpose of these Rules the term "delegation" means all the persons appointed by a Member to attend a session of the Commission, that is to say its delegate and his alternate, experts and advisers.
2. The credentials of delegates and alternates and the names of other persons in their delegations and of the observers from participating Nations and international organizations shall, insofar as possible, be deposited with the Secretary of the Commission not later than the opening day of each session of the Commission. The Secretary shall examine the credentials and report thereon to the Commission.

## **Rule IV**

### **Secretariat**

The staff of the Secretariat of the Commission shall be appointed in accordance with Article XII of the Constitution and subject to the provisions of that Article. It shall be the duty of the Secretariat to receive, translate into the working languages of the Commission and circulate documents, reports and resolutions of the Commission and its Committees, to prepare the records of their proceedings and to perform such other work as the Commission or any of its Committees may require.

## **Rule V**

### **Attendance at Plenary Meetings of the Commission**

1. Plenary meetings of the Commission shall be open to attendance by all delegations and by observers from participating Nations and international organizations and such Members of the staff of the Organization as the Director-General may designate. Plenary meetings of the Commission shall be held in public unless the Commission decides otherwise.
2. Subject to any decision of the Commission the Secretary shall make arrangements for the admission of the public and of representatives of the press and other information agencies, to plenary meetings of the Commission.

## **Rule VI**

### **Powers and Duties of Chairperson and Vice-Chairpersons of the Commission**

1. In addition to exercising such powers as are conferred upon him/her elsewhere by these Rules, the Chairperson shall declare the opening and closing of each plenary meeting of the session. He or she shall direct the discussion in plenary meetings and at such meetings ensure observance of these Rules, accord the right to speak, put questions, and announce decisions. He or she shall rule on points of order, and, subject to these Rules, shall have complete control over the proceedings at any meetings. He or she may, in the course of the discussion of an item, propose to the Commission the limitation of the time to be allowed to speakers, the number of times each delegation may speak on any question, the closure of the list of speakers, the suspension or adjournment of the meeting, or the adjournment or closure of the debate on the item under discussion.
2. In the absence of the Chairperson during a plenary meeting or any part thereof, the First Vice-Chairperson shall preside, and in absence of the latter, the Second Vice-Chairperson shall preside. A Vice-Chairperson acting as Chairperson shall have the same powers and duties as the Chairperson.

3. The Chairperson, or a Vice-Chairperson acting as Chairperson, shall not vote but may appoint an alternate or adviser from his delegation to vote in his place.
4. The Chairperson, in the exercise of his functions, remains under the authority of the Commission.

## **Rule VII**

### **Executive Committee**

1. In accordance with Article X of the Constitution, the Chairperson of the Commission shall be the Chairperson of the Executive Committee. He or she shall have, in relation to meetings of the Executive Committee, the same powers and duties as he or she has in relation to meetings of the Commission. In the absence of the Chairperson during a meeting of the Executive Committee or any part thereof, the First Vice-Chairperson shall preside, and in absence of the latter, the Second Vice-Chairperson shall preside. In the absence of the Chairperson and the two Vice-Chairpersons, the Members shall elect a Member from amongst those present to preside. A Vice-Chairperson or Member acting as Chairperson shall have the same powers and duties as the Chairperson. A majority of the Members of the Committee shall constitute a quorum. Decisions of the Committee shall be taken by a majority of the votes cast. Each Member of the Committee shall have one vote. Meetings of the Committee shall be held in private unless otherwise-determined by the Executive Committee.

## **Rule VIII**

### **Proposals and Amendments at Plenary Meetings**

1. Proposals and amendments for plenary meetings shall be introduced in writing and handed to the Chairperson of the Commission who shall circulate copies to the delegations. Subject to a contrary decision of the Commission in a specific instance, no proposal shall be discussed or put to the vote at any plenary meeting unless copies of it have been circulated to all delegations not later than the day preceding the meeting. The Chairperson of the Commission may, however, permit the discussion and consideration of amendments or of motions as to procedure even though these amendments and motions have not been circulated or have only been circulated the same day.
2. A proposal may be withdrawn by its proposer at any time before voting on it has commenced, provided that the proposal has not been amended. A proposal which has thus been withdrawn may be reintroduced by any Member.

## **Rule IX**

### **Conduct of Business and Voting Arrangements at Plenary Meetings**

The conduct of business, voting arrangements and other related matters not specifically provided for in the Constitution or these Rules shall be governed by the General Rules of the Organization.

## **Rule X**

### **Committees of the Commission**

1. In addition to the Committees provided for in Article VII of the Constitution, the Commission may set up at each session and for the duration of the session, such Committees as it considers desirable and allocate to these Committees the various items on its agenda.
2. Each such Committee shall elect a Chairperson and a Vice- Chairperson.
3. Each delegate shall be entitled to sit or be represented by another Member of his/her delegation on each such Committee and may be accompanied at meetings by one or more Members of his/her delegation, who may speak but shall not vote.
4. The Chairperson of each Committee shall have in relation to meetings of his Committee the same powers and duties as the Chairperson of the Commission has in relation to plenary meetings. In the absence of the Chairperson, the Vice-Chairperson of the Committee shall preside with the same powers and duties.
5. The procedure in a Committee shall be governed by the provisions of Rule VII\_so far as applicable. A majority of the Members of the Committee shall constitute a quorum.
6. All Committees established by the Commission shall report their conclusions and recommendations to the Commission.

## **Rule XI**

### **Rapporteurs**

Any Committee referred to in any of the preceding Rules may, on the proposal of its Chairperson, appoint from among its Members, one or more rapporteurs as required.

## **Rule XII**

### **Participating International Organizations**

Each participating Nation or international organization which has been invited to attend a session of the Commission may be represented by an observer. Such observer may, without vote, speak and, upon the request of the Chairperson, participate in the discussions of the Commission and its Committees. They may circulate to the Commission or its Committees, without abridgement, the views of the Nation or organization which they represent.

## **Rule XIII**

### **Reports and Recommendations**

1. Summary records shall be made of the proceedings of the Commission and its Committees and shall be circulated as soon as possible to Members of delegations who participated in the meeting concerned in order to give them the opportunity to suggest corrections.
2. At each session, the Commission shall approve a report embodying its views, recommendations and decisions including, when requested, a statement of minority views.
3. The conclusions and recommendations of the Commission shall be transmitted to the Director-General of the Organization at the close of each session, who shall circulate them to the Members of the Commission, nations and international organizations that were represented at the session and, upon request, to other Member Nations of the Organization, for their information.

4. Recommendations having policy, programme or financial implications for the Organization shall be brought by the Director-General to the attention of the Conference or Council of the Organization for appropriate action.

5. Subject to the provisions of the preceding paragraph, the Director-General of the Organization may request Members of the Commission to supply the Commission with information on action taken on the basis of recommendations made by the Commission.

## **Rule XIV**

### **Election of Officers**

1. At the end of each regular session, nominations shall be called for by the Chairperson from the floor for the offices of Chairperson, First Vice-Chairperson and Second Vice-Chairperson and for the six Members of the Executive Committee for the ensuing term of office as provided for in Article X (2) of the Constitution. All these Officers should be elected with a view to ensuring that the membership of the Executive Committee is equitably geographically representative and gender balanced.

2. Each nomination shall be supported by a mover and seconded and shall carry the endorsement of the nominee. The First Vice-Chairperson should usually be nominated for ensuing term of office as Chairperson. The Chairperson shall normally be nominated for ensuing term of office as Second Vice-Chairperson.

## **Rule XV**

### **Languages**

English and French shall be the working languages of the Commission.

## **Rule XVI**

### **Suspension and Amendment of Rules**

1. Subject to the provisions of the Constitution, any of the foregoing Rules may be suspended by a two thirds majority of the votes cast at any plenary meeting of the Commission, provided that notice of the intention to propose the suspension has been communicated to the delegates not less than 24 hours before the meeting at which the proposal is to be made.

2. Subject to the provisions of the Constitution, amendments of or additions to these Rules may be adopted at any plenary meeting of the Commission, provided that the intention to propose the amendment or addition has been communicated to the delegates not less than 24 hours before the meeting at which the proposal is to be considered, and provided further, that the Commission has received and considered a report on the proposal by an appropriate committee.

3. The Executive Committee may propose amendments and additions to these Rules.

## **FINANCIAL REGULATIONS**

### **Regulation I**

#### **Applicability**

1.1 These regulations shall govern the financial administration of the European Commission for the Control of Foot-and-Mouth Disease.

1.2 The financial rules and procedures of FAO shall apply to the activities of the Commission unless otherwise provided.

## **Regulation II**

### **The Financial Period**

2.1 The financial period shall be two calendar years, coinciding with the financial period of FAO.

## **Regulation III**

### **The Budget**

3.1 The Budget Estimates shall cover income and expenditures for the financial period to which they relate and shall be presented in United States dollars.

3.2 The Budget Estimates shall include the programme of work for the financial period, such information, annexes or explanatory statements as may be requested on behalf of the Executive Committee or the Commission.

3.3 The Budget shall comprise:

(a) The Administrative Budget relating to the regular contributions of Members of the Commission payable under Article XIII of the Constitution and expenditures arising from Articles IV, V and XII(2);

(b) The Special Budgets relating to funds made available during the financial period from Supplementary Contributions paid under Article XIII(4) for expenditures listed under Article V.

3.4 The Administrative Budget for the financial period shall consist of provisions for:

- Administrative Expenditures under Articles IV and XII(2).
- Expenditure under activities listed under Article V. Estimates under this chapter may, if necessary, be presented in a single total only but detailed estimates for each particular project will be prepared and approved as "supplementary details" of the Administrative Budget.
- Contingencies.

3.5 The Administrative Budget shall be prepared by the Executive Committee and submitted to the Commission.

3.6 Special Budgets (3.3(b)) shall be prepared at appropriate times by the Commission or the Executive Committee as the case may be.

3.7 The Administrative Budget of the Commission shall be submitted to the Finance Committee of the Organization.

## **Regulation IV**

### **Appropriations**

4.1 After the budgets have been adopted the appropriations therein will be the authority for the Organization to incur obligations and make payments for the purposes for which the appropriations were voted and up to the amounts so voted.

4.2 In cases of emergency, the Director-General is authorized to accept Supplementary Contributions from a Member or Members of the Commission or grants from other sources and incur expenditure against them for emergency action for which the said Contributions or grants were specifically provided. Such Contributions or grants and expenditure relating thereto will be reported in detail to the next session of the Executive Committee or Commission.

4.3 Any unliquidated prior year obligation shall at the end of the financial period be cancelled or where an obligation remains a valid charge, retained for future disbursement.

4.4 Transfers between provisions as per Regulation 3.5 may be effected by the Organization on the recommendation of the Secretary of the Executive Committee. Details of the transfers so effected will be reported to the Executive Committee.

## **Regulation V**

### **Provision of Funds**

5.1 The appropriations of the Administrative Budget shall be financed by contributions from Member Governments determined and payable in accordance with Article XIII paragraphs 1, 2 and 3 of the Constitution.

5.1.1 Pending receipt of annual contributions, the Organization is authorized to finance budgeted expenditure from the uncommitted balance of the Administrative Budget.

5.2 For determining the annual contributions of each Member, the assessment for such Member for the financial period shall be divided into two equal instalments, one of which shall be payable in the first calendar year and the other in the second calendar year of the financial period and the other one in the second calendar year.

5.3 At the beginning of each calendar year the Director-General shall inform Member Governments of their obligations in respect of annual contributions to the budget.

5.4 Contributions shall be due and payable in full within 30 days of the receipt of the communication of the Director-General referred to in Regulation 5.3 above, or as of the first day of the calendar year to which they relate, whichever is later. As of 1 January of the following calendar year, the unpaid balance of such contributions shall be considered to be one year in arrears.

5.5 The annual contributions to the Administrative Budget shall be assessed in United States dollars and calculated on the basis of national income of each nation as expressed in the scale of contributions to FAO and the number of livestock. The currency in which contributions shall be paid is determined by the Commission in accordance with Article XIII (5) of the Constitution.

5.6 Any State acquiring membership shall pay a contribution to the budget in accordance with the provisions of Article XIII(2) for the financial period in which the membership becomes effective, such contribution beginning with the quarter in which membership is acquired.

## **Regulation VI**

### **Funds**

6.1 All contributions, supplementary contributions and other receipts shall be placed in a Trust Fund administered by FAO.

6.2 With respect to the Trust Fund referred to in Regulation 6.1, the Organization shall maintain accounts:

6.2.1 A General Account to which shall be credited receipts of all contributions paid under Article XIII(1) and (2) of the Constitution, and supplementary contributions under Article XIII(4) and from which shall be met all expenditure chargeable against the annual Administrative Budget.

6.2.2 Such additional accounts as may be necessary to which shall be credited the Supplementary Contributions and the expenditures relating thereto as envisaged in Article XIII(4).

#### **Regulation VII**

7.1 When travel costs are borne by the Commission as provided for under Article XII.3 of the Constitution, experts invited by the Commission to attend meetings of the Commission or its Committees in their personal capacity may either receive the ticket from the Commission or purchase it directly. In the latter event the expert shall be reimbursed actual costs not exceeding the amount the Commission would have paid had it purchased the ticket. This also applies to all travel for which the Commission has undertaken to pay.

7.2 The Commission's liability as far as air transport costs are concerned is limited to the amount which would be reimbursable under FAO's rules and regulations, currently economy class by the least costly fare including non-endorsable tickets for flights up to 9 hours and in business class including non-endorsable tickets for flights of more than 9 hours duration.

#### **Regulation VIII**

8.1 These Regulations may be amended by the Commission in the manner provided for under Article VIII of the Constitution.