



# Economic and Social Council

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## Economic Commission for Europe

### Committee on Innovation, Competitiveness and Public-Private Partnerships

#### Ninth session

Geneva, 3 – 4 September 2015

Item 9 of the agenda

#### Rules of procedure

## Rules of procedure of the Committee on Innovation, Competitiveness and Public-Private Partnerships

### Note by the secretariat

#### *Summary*

This document contains the draft rules of procedure for the Committee on Innovation, Competitiveness and Public-Private Partnerships. They have been prepared in accordance with the Guidelines on Procedures and Practices for ECE bodies adopted by the Economic Commission for Europe (E/2013/37-E/ECE/1464, annex III, appendix III). These are submitted for discussion and possible approval to the ninth session of the Committee.

## I. Introduction

1. The draft rules of procedure in this document have been prepared in accordance with the Guidelines on Procedures and Practices for ECE bodies adopted by the Economic Commission for Europe (E/2013/37-E/ECE/1464, annex III, appendix III). In any area not covered by this document, the Rules of Procedure of the Economic Commission for Europe, and where applicable, Rules of Procedure of the Economic and Social Council will be used, as taken into account by the Guidelines on Procedure and Practices for ECE bodies, *mutatis mutandis*.

2. The draft rules of procedure have been prepared following a request by the

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\* Reissued for technical reasons on 22 July 2015.



Committee on Economic Cooperation and Integration at its seventh session (ECE/CECI/2012/2, para. 67).

## **II. Organization of the Committee sessions**

3. The Committee's regular sessions take place once a year unless otherwise decided by the Committee.
4. At its regular sessions, the Committee decides on the dates of the next session. Changes in previously agreed dates of sessions due to unforeseen circumstances can be initiated by the Bureau in consultation with the secretariat.
5. The provisional agenda for the upcoming session shall be drawn up by the Bureau in consultation with the secretariat and shall be circulated to member States well in advance of the meeting.
6. The agenda of the sessions shall cover, among other things, a review of programme implementation, including a review of capacity-building activities, policy-relevant documents developed in the context of the Committee's programme of work, as well as deliberations on future activities.
7. The Bureau shall choose important substantive issues within the mandate of the Committee to be addressed during the substantive segment of the sessions.
8. Once every two years, aligned with the UN biennial budgeting cycle, the Committee shall agree on its programme of work for the next biennial cycle.

## **III. Representation and Credentials**

9. The rules for representation and participation in the Economic Commission for Europe (E/ECE/778/Rev.5) and the Guidelines on Procedures and Practices for ECE bodies adopted by the Economic Commission for Europe (E/2013/37-E/ECE/1464, annex III, appendix III) shall be applied.
10. Representatives of the business and academic communities can participate in the sessions of the Committee at the invitation of the secretariat and as observers without a right to vote.
11. The list of delegates in the Committee's sessions shall be communicated by the secretariat to the Permanent Representations of member States five working days prior to the starting date of the session.

## **IV. Officers**

12. The Committee shall elect a Chairperson and Vice-Chairpersons. The Committee Bureau shall consist of one Chairperson and a maximum of five Vice-Chairpersons.
13. The term of office shall be up to two years. Bureau members, including the Chair, can be re-elected for an additional term. Efforts shall be made to ensure continuity within the Bureau, as appropriate. The terms of office of elected officials shall begin at the end of the session in which they are elected. This will allow the current officers to preside over the session that they have planned.

14. The elections for the Bureau will take place in accordance with the Guidelines on Procedures and Practices for ECE bodies adopted by the Economic Commission for Europe (E/2013/37-E/ECE/1464, annex III, appendix III).

15. If the Chairperson is absent from any meeting or part thereof, a Vice-Chairperson shall perform the functions of the Chairperson. If no Vice-Chairperson is present, the Committee shall elect an interim Chairperson for that meeting or that part of the meeting.

16. If the Chairperson can no longer perform the functions of the office, the Bureau of the Committee shall designate one of the Vice-Chairpersons as interim Chairperson to perform those functions pending the election of a new Chairperson. The interim Chairperson shall have the same powers and duties as the Chairperson.

17. The Chairperson and Vice-Chairpersons serve collectively in the interest of all member States and not as official representatives of their Governments.

## **V. Functions of the Bureau**

18. The key functions of the Bureau are those detailed in the Guidelines on Procedures and Practices for ECE bodies adopted by the Economic Commission for Europe (E/2013/37-E/ECE/1464, annex III, appendix III).

## **VI. Procedures for the adoption of decisions and reports**

19. The Committee shall, whenever possible, take decisions on the basis of consensus. If voting is used, the Chapter on Voting in the Rules of Procedure of the UNECE shall apply.

20. The preparation and circulation of draft conclusions, recommendations or decisions, and their formal adoption at the end of the meeting, will take place in accordance with the Guidelines on Procedures and Practices for ECE bodies adopted by the Economic Commission for Europe (E/2013/37-E/ECE/1464, annex III, appendix III).

21. A draft report of the meeting, which reflects the meeting discussions in a concise and factual manner, should be circulated before the end of the meeting for comments and adoption by member States at the end of the meeting.

22. If the draft report cannot be circulated at or adopted during the meeting for technical reasons, the Committee will distribute it to all Geneva Permanent Representations for subsequent approval no later than ten days after the conclusion of the meeting.

## **VII. Subsidiary bodies**

23. The Committee may establish Teams of Specialists or other subsidiary bodies, in accordance with the existing Guidelines for the establishment and functioning of Teams of Specialists within UNECE (ECE/EX/2/Rev.1), in order to fulfil specific objectives which should be clearly described in the terms of reference created for them, subject to approval by the Executive Committee.

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