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Economic Commission for Europe

Working Group on Ageing

Fifth meeting

Geneva, 22 and 23 November 2012

Item 2 of the provisional agenda

Election of officers

Draft amendment to the Terms of Reference of the Working Group on Ageing

Summary

The 2012 Ministerial Conference on Ageing in its Ministerial Declaration has reaffirmed the mandate of the Working Group on Ageing (WGA) and stressed its role in supporting and monitoring the implementation of the Regional Strategy for the Madrid International Plan of Action on Ageing (RIS/MIPAA).

Following the discussion at the fourth meeting of the WGA Bureau in March 2012, the Working Group is asked to agree on an amendment to the WGA terms of reference regarding the role and functioning of its Bureau and the election modalities of its members and the Chairperson. If agreed, the Working Group will ask the current members of its Bureau and the Chairperson to remain in their roles until the end of 2013 when the mandate of the Working Group on Ageing granted by the ECE Executive Committee under the current terms of reference expires. If agreed, the amendment will be presented to the Executive Committee for approval in a form of an annex to the current terms of reference of the Working Group.

Annex 1 to the terms of reference of the Working Group on Ageing: Role and functioning of the Bureau

1. Role of the Bureau

The Bureau acts as a steering body of the Working Group. Its role is guided by the general rules and procedures of the United Nations Economic Commission for Europe.

2. Functioning of the Bureau

(a) Annual meeting of the Bureau will normally be held in spring of each year and will be hosted by one of the Member States.

(b) Additional Bureau meetings may be convened in conjunction with the annual session of the Working Group.

(c) Further meetings of the Bureau could be determined by the Bureau members or the Chairperson of the Working Group as the need arises.

(d) The documentation necessary for the Bureau meetings would be determined by the Bureau members in each case. As a rule, the secretariat should make all documentation available via e-mail at least two weeks prior of the meeting.

(e) As a rule, announcements for Bureau meetings are issued by the secretariat not less than six weeks in advance.

(f) For purposes of consultation with the Bureau, the secretariat may take initiatives on matters affecting the implementation of the work programme of the Working Group, or in relation to other issues that are of interest to the Working Group and the Bureau.

3. Composition of the Bureau

(a) Any member of the Working Group is eligible for membership in the Bureau. The members of the Bureau undertake to devote the time necessary to an adequate discharge of their duties.

(b) The Bureau is composed of up to 8 members.

(c) If a Bureau member leaves the Bureau, a new member may be co-opted until the time of the next plenary session of the WGA, when a new Bureau member is elected.

4. Permanent observers and other participants

(a) Standing invitations are extended to the representative of the NGOs and the representative of the research community in the area of ageing and social policy.

(b) The Bureau may invite to the meetings of the Bureau anyone who may facilitate its work.

5. Election of the Bureau

(a) The election of the Bureau by the Working Group is carried out on the basis of a proposal by the designated senior member of the Working Group at the plenary session

concerned. The proposal should be prepared in such a way that it maximizes the chances of being adopted by consensus.

- (b) The Working Group elects its Bureau for a period of two years.
- (c) Bureau members can be elected to three successive Bureaus. Any previous Bureau member can be re-elected to the Bureau after an interruption of at least two years.

6. Election of the Chairperson of the Working Group

- (a) The Chairperson of the Working Group is elected by the Group from among the members of the Bureau. The term of office is two years. The election is carried out on the basis of a proposal by the designated member of the Working Group who is responsible for the proposal of the Bureau composition.
 - (b) If the post of Chairman of the Working Group falls vacant, the Bureau designates an Acting Chairman from among the Bureau members until the time of the next plenary session, when a new Chairman is elected by the Working Group.
 - (c) A Chairman of the Working Group may be re-elected twice. Any previous Chairman may be re-elected Chairman after an interruption of at least two years.
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