



**GROUP OF LIKE-MINDED  
MEGADIVERSE COUNTRIES**

GMC/2003/KL/FINAL/020

(revised)

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**RULES OF PROCEDURE**

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## RULES OF PROCEDURE

The Rules of Procedure apply to the Group of Like-Minded Megadiverse Countries, which is a mechanism for consultation and cooperation to promote the interests and priorities of the Group related to the conservation and sustainable use of biological diversity in an effective and efficient manner, in accordance with the Cancun Declaration.

### DEFINITIONS

1. "Group" means the Group of Like-Minded Megadiverse Countries.
2. "Members" means the countries constituting the Group.
3. "Chairperson" means the representative from a member country elected to lead the Group.
4. "Secretariat" means the Technical Secretariat provided by the country currently chairing the Group.
5. "Meeting" means any session convened in accordance with these Rules of Procedure.
6. "Delegation" means the official country representative to the meeting of the Group.
7. "Host country" means the country hosting any of the meetings of the Group.

### STRUCTURE

#### Rule 1

The activities of the Group of Like Minded Megadiverse Countries shall be conducted in accordance with the following structure:

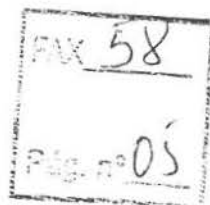
- The Ministerial Meeting
- Expert Meeting
- The Secretariat

The Ministerial Meeting shall be the highest decision-making body for the Group.

### CHAIRPERSON

#### Rule 2

1. The Chairperson of the Group shall be elected by consensus of the Ministerial Meeting for a period of two years.
2. Two Vice Chairs from the other regions will be nominated to assist the Chairperson.
3. The Chairperson shall ensure the Group's continuity, further the development of cooperation among member countries, and facilitate agreements to accomplish the objectives set by it.



4. The Chairperson shall provide the Secretariat for the Group and appoint a Head of the Secretariat during the period of chairmanship.
5. The Chairperson will establish an address for all the official correspondence related to the Group, which will be the same as the one for the Secretariat.
6. The Chairperson will act as the spokesperson of the Group. Statements made by the Chairperson on behalf of the Group shall have the prior consent of the Group.
7. Representation of Chairperson on behalf of the Group in other meetings or forums should also have the prior consent of the Group.
8. If the Chairperson needs to be absent from a meeting, or any part thereof, he/she shall call on one of the Vice Chairs to take his/her place.
9. The alternate to the Chairperson acting as such shall have the same powers and duties as the Chairperson.

## SECRETARIAT

### **Rule 3**

#### Responsibilities

1. The Secretariat will work under the guidance of the Chairperson.
2. The Head of the Secretariat shall act in its capacity at all meetings, or he/she may designate someone from his/her staff to represent him/her. With the concurrence of the Chairperson, he/she or his/her representative may at any time make oral or written statements to such meetings.
3. The Secretariat shall present for the consideration of the Group a plan of activities, as well as facilitate and coordinate cooperation projects, in order to implement the Plan of Action agreed by the Ministerial Meetings.
4. The Secretariat, in consultation with the country hosting a meeting of the Group, shall be responsible for making all the necessary arrangements, including preparation and distribution of documents at least six weeks in advance of meetings.
5. The Secretariat shall be responsible for keeping the accounts of Group activities and will present a biennial financial report to the Ministerial Meeting.
6. The Secretariat shall in accordance with these rules receive and circulate the documents of the meetings; publish and circulate reports and relevant documentation to the Members of the Group; have the custody of all documents; generally perform all other work required to fulfil its functions; and provide member countries with provisional financial annual report.

**Rule 4**Financing

The Secretariat, in order to carry the responsibilities set above, shall be financed in kind contributions by the host country, member countries, donations and the allocation of funds decided by the Ministerial Meeting, and put into effect through the funding mechanism established by the Group.

**Rule 5**Transition

In order to ensure the well functioning of the Group and an expeditious and transparent transition from one Secretariat to the next, the outgoing Head of the Secretariat and the new appointee will work together for an appropriate period of time, not exceeding 3 months, with the modalities they deem necessary.

**REPRESENTATION****Rule 6**Delegation to meetings

1. The delegation of each country to a Group's meeting shall consist of a head of delegation and such alternate representatives as may be required.
2. The head of delegation may designate a representative to act as the alternate head of delegation.
3. For the Ministerial level meetings, when the Minister of a member country cannot attend, he/she should appoint a representative bestowed with the capacity to take decisions on his/her behalf.

**Rule 7**Focal Point

The Government of the Member Countries shall appoint their respective focal points to facilitate communications and keep track of the Group's activities. Notification shall be made in writing to the Secretariat.

**MEETINGS****Rule 8**Place, dates and frequency

1. The Chairperson will convene at least one Ministerial Meeting every two years.
2. The Group may decide to convene other meetings at ministerial or expert level including *ad hoc* meetings, whenever necessary and taking advantage of back-to-back events.



Notification of meetings shall be given well in advance of the meeting date to ensure full participation of the Members of the Group.

3. All meetings shall be held in closed sessions, unless it is decided otherwise by the Group.
4. The Group, through the Secretariat, may invite observers to attend meetings when it deems necessary. This decision will require the prior consent of the Group and be taken by consensus on a case-by-case basis. The Members, the Chairperson and the Secretariat of the Group shall not disclose information on the position of any member concerning any application regarding the participation of observers.

## AGENDA

### Rule 9

#### Provisional agenda

1. The Secretariat, in consultation with the Group, shall prepare the provisional agenda for each meeting and circulate it no later than six weeks before the meeting. Proposals by member countries of items to be included in the agenda, if any, should be received by the Secretariat before the provisional agenda is produced and circulated.
2. This may include *inter alia* the following agenda items:
  - a) Unfinished business
  - b) Report of activities
  - c) Budgetary matters
  - d) Date and place of next meeting

## CONDUCT OF BUSINESS

### Rule 10

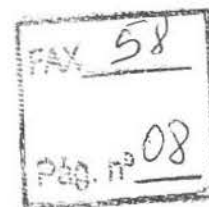
#### Quorum

The Chairperson shall declare a meeting open with the presence of two-thirds majority of the Group.

### Rule 11

#### Powers of the Chairperson of the meeting

In addition to exercising the powers conferred upon the Chairperson by these rules, he/she shall declare the opening and closing of each meeting of the Group, direct the discussions, ensure observance of these rules, accord the right to speak and announce decisions. The Chairperson, subject to these rules, shall have control over the proceedings of the meetings and over the maintenance of order at meetings. The Chairperson may propose to the meeting, time limitations to be allowed to speakers, the number of times each speaker may speak on a subject, the closure of the list of speakers or the course of the debate. The Chairperson may also propose the suspension or adjournment of the meeting or of the debate on the question under discussion.



**Rule 12**Rapporteur

A *Rapporteur* shall be designated by the Group from among its Members at each meeting.

**Rule 13**Interventions and Statements

Member countries may make interventions with the authorization of the Chairperson. Subject to this rule, the Chairperson shall call upon speakers in the order in which they signify their desire to speak. The Chairperson shall call a speaker to order if his/her remarks are not relevant to the subject under discussion.

**Rule 14**Adoption of decisions

The Group shall reach agreement and adopt its decisions by consensus among members present at the meeting.

**LANGUAGE AND RECORDS****Rule 15**Language of meetings and documents

1. English is the working language for the Group's meetings.
2. Official documents shall be made available in English.

**SUSPENSION AND AMENDMENT OF THE RULES OF PROCEDURE****Rule 16**Amendments or suspension

Any rule of procedure may be amended or suspended by a consensus decision of the Group taken at ministerial level, by the request of at least one of its members.

**APPLICATION AND INTERPRETATION****Rule 17**Application and interpretation

These Rules of Procedure were approved by the Ministers of the Group of Like-Minded Megadiverse Countries at their Meeting in Kuala Lumpur, on February 17, 2004, and shall govern hereafter the proceedings of the Group. Any dispute, conflict or difference concerning the interpretation or application of these rules of procedure shall be resolved by consensus among member countries.

