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UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL
ORGANIZATION

CONVENTION CONCERNING THE PROTECTION OF THE WORLD CULTURAL
AND NATURAL HERITAGE

WORLD HERITAGE COMMITTEE

Sixth extraordinary session
Paris, UNESCO Headquarters, Room II
17 – 22 March 2003

Item 3 of the Provisional Agenda: Revision of the *Rules of Procedure*

Revision of the *Rules of Procedure* of the World Heritage Committee

SUMMARY

This document includes:

A **procedural note** that reproduces Rules 36-38 of the *Rules of Procedure* of the World Heritage Committee (WHC.2002/5) on the adoption, amendment and suspension of the *Rules of Procedure*, followed by **four sections**:

- I.** **Background information** concerning the revision of the *Rules of Procedure* of the World Heritage Committee
- II.** **Action required by the Committee**
- III.** **Draft revised *Rules of Procedure*** based on specific proposals for revisions made by States Parties together with proposals from the Secretariat for improving structure, accuracy and concordance between the English and the French
- IV.** **Draft Decision** on the revision of the *Rules of Procedure*

This document should be read in conjunction with:

WHC-03/6 EXT.COM/INF.3 Revision of the *Rules of Procedure* of the World Heritage Committee (formerly WHC-02/CONF.202/15)

Circular Letter on the *Rules of Procedure* CL/WHC.12/02, 4 November 2002 (whc.unesco.org/circs/circ02-12e.pdf)

Responses to the Circular Letter whc.unesco.org/circs/circ02-12-responses.pdf

PROCEDURAL NOTE

EXTRACT FROM THE RULES OF PROCEDURE (WHC.2002/5)

IX. ADOPTION, AMENDMENT AND SUSPENSION OF THE RULES OF PROCEDURE

Rule 36. Adoption

Convention

Articles 10.1
& 13.8

The Committee shall adopt its Rules of Procedure by a decision taken in plenary meeting by a two-thirds majority of the States members present and voting.

Rule 37. Amendment

The Committee may amend these Rules of Procedure except when they reproduce provisions of the Convention by a decision taken in plenary meeting by a two-thirds majority of the States members present and voting, provided the proposal has been included in the agenda of the session in accordance with Rules 9 and 10.

Rule 38. Suspension

The Committee may suspend the application of any of these Rules, except when they reproduce provisions of the Convention, by a decision taken in plenary meeting by a two-thirds majority of the States members present and voting.

I. BACKGROUND INFORMATION

1. The *Rules of Procedure* of the Intergovernmental Committee for the Protection of the World Cultural and Natural Heritage (hereinafter, the Committee) were adopted by the Committee at its 1st session (Paris, 1977), and amended at its 2nd (Washington D.C., 1978), 3rd (Luxor, 1979), 20th (Merida, 1996), 24th (Cairns, 2000) and 25th (Helsinki, 2001) sessions.¹
2. During the 25th session of the Committee (Helsinki, December 2001), the Delegate of Lebanon requested that an agenda item on the revision of the *Rules of Procedure* be included on the Provisional Agenda for the 26th session of the Committee (Budapest, June 2002)².
3. Document WHC-02/CONF.202/15 (now WHC-03/6 EXT.COM/INF.3) was prepared for the 26th session of the Committee. However, the Committee decided, "in view of the time constraints, to defer the discussion of this item until its Extraordinary session in March 2003".³ Thus, the Revision of the *Rules of Procedure* was included in the provisional agenda for the 6th Extraordinary session of the Committee (Paris, 17-22 March 2003).
4. Following consultation with Mr Tamás Fejérdy, Chairperson of the World Heritage Committee, a **Circular Letter** (CL/WHC.12/02, dated 4 November 2002) was sent to all Committee members, States Parties to the World Heritage Convention and the Advisory Bodies. The objective of the Circular Letter was to collect general and specific comments concerning the revision of the *Rules of Procedure*. To facilitate the task, the working document previously prepared for the 26th session of the Committee on the Revision of the *Rules of Procedure* (document WHC-02/CONF.202/15 now WHC-03/6 EXT.COM/INF.3) was attached to the Circular Letter⁴.
5. **Replies to the Circular Letter** were received from the following 18 States Parties (* indicates Member of the World Heritage Committee):

Argentina*	Finland*	Lithuania
Australia	France	Mexico*
Azerbaijan	Germany	Poland
Belgium*	Holy See	Slovakia
Congo	Italy	Turkey
Cuba	Lebanon*	United Kingdom*

6. The replies (in their original language) can be found at whc.unesco.org/circs/circ02-12-responses.pdf and are also available in printed version, upon request, from the Secretariat.

¹ The *Rules of Procedure* of the World Heritage Committee can be found at the following web address: <http://whc.unesco.org/rules.htm>

² Report of the 25th session of the World Heritage Committee (Helsinki, 2001), XX.3

³ See Decision 26 COM 19 and Decision 26 COM 26.2, adopted by the World Heritage Committee at its 26th session (Budapest, June 2002)

⁴ The working document can be accessed at <http://whc.unesco.org/archive/2002/whc-02-conf202-15e.pdf>
The Circular Letter can be found at <http://whc.unesco.org/circs/circ02-12e.pdf>

7. The Secretariat has reviewed the comments received from States Parties and has incorporated specific proposals for revision of the *Rules of Procedures* in Section III below. Other comments made by States Parties can be found at whc.unesco.org/circs/circ02-12-responses.pdf
8. Furthermore, the Secretariat has made proposals for improving structure, accuracy and concordance between the English and the French. The Secretariat has also identified a number of paragraphs from the proposed revised *Operational Guidelines* (WHC-03/6EXT.COM/INF.5B) that could instead be included in revised *Rules of Procedure* (to better differentiate between the *Rules of Procedure* of the Committee and the *Operational Guidelines for the Implementation of the World Heritage Convention*).

II. ACTION REQUIRED BY THE COMMITTEE

9. The Committee may wish to **discuss the issues** raised in document WHC-03/6EXT.COM/INF.3 (formerly WHC-02/CONF.202/15 prepared for, but not discussed by, the 26th session of the Committee (Budapest, June 2002)).
10. The Committee may also wish to have a **discussion on the proposed revisions** to the *Rules of Procedure* presented in Section III below.
11. The Committee shall decide whether to have its discussion in **plenary** or to establish a **drafting group** to work -on the basis of the discussion in the plenary- throughout the 6th Extraordinary session to further develop the revision of the *Rules of Procedures* presented in Section III below.
12. The Committee may wish to adopt the **draft decision** presented in Section IV below.

III. DRAFT REVISED *RULES OF PROCEDURE*

KEY

Proposed new text in **bold**

Text proposed for deletion is ~~struck through~~

Where several different amendments of the same Rule have been proposed they are shown as **OPTION A**, **OPTION B** etc.

UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION

INTERGOVERNMENTAL COMMITTEE FOR THE PROTECTION OF THE WORLD CULTURAL AND NATURAL HERITAGE

Established under the Convention concerning the Protection of the World Cultural and Natural Heritage adopted by the General Conference of UNESCO at its seventeenth session on 16 November 1972

RULES OF PROCEDURE

(adopted by the Committee at its first session
and amended at its second, third, twentieth, twenty-fourth and twenty-fifth
ordinary and sixth extraordinary sessions)

I. MEMBERSHIP

Rule 1

Convention
Article 8.1

The Intergovernmental Committee for the Protection of the World Cultural and Natural Heritage called the World Heritage Committee and herein after referred to as the Committee is composed of the States Parties to the Convention elected in accordance with Article 8 of the Convention concerning the Protection of the World Cultural and Natural Heritage hereinafter referred to as the "Convention".

II. SESSIONS

Rule 2. Ordinary and Extraordinary Sessions

2.1 The Committee shall normally meet once per year in ordinary session.

2.2 The Committee shall meet in extraordinary session at the request of at least two-thirds of the States members.

Rule 3. Convocation

3.1 The first session of the Committee shall be convened by the Director-General of UNESCO hereinafter referred to as "the Director-General".

3.2 Subsequent sessions of the Committee shall be convened by the Chairperson in consultation with the Director-General.

3.3 The Director-General shall notify to the States members of the Committee, the date, place and provisional agenda of each session, not less than sixty days in advance in the case of an ordinary session and, if possible, not less than thirty days in advance in the case of an extraordinary session.

3.4 The Director-General shall, at the same time, notify to the States, organizations and individuals mentioned in Rules 6, 7 and 8, the date, place and provisional agenda of each session.

Rule 4. Date and Place

4.1 The Committee shall determine at each session, in consultation with the Director-General, the date and the place of the next session. The date and/or place may be modified, if necessary, by the Bureau⁵, in consultation with the Director-General.

4.2 Any State member of the Committee may invite the Committee to hold a session in its territory.

4.3 In determining the place of the next session, the Committee shall give due regard to the need to ensure an equitable rotation among the different regions and cultures of the world.

III. PARTICIPANTS

NEW RULE X: Committee Members⁶

**Convention
Article 8.1**

X. The World Heritage Committee is composed of the 21 States Parties to the Convention elected in accordance with Article 8 of the Convention.

Rule 5. Delegations⁷

5.1 Each State member of the Committee shall be represented by one delegate, who may be assisted by alternates, advisers and experts.

**Convention
Article 9.3**

5.2 States members of the Committee shall choose as their representatives persons qualified in the field of cultural or natural heritage.

⁵ Reference to the Bureau might need further revision in light of the discussion on the Bureau's function in Rule 13.

⁶ Amendment proposed by the Secretariat

⁷ The Committee should note that paragraph I.D.17 of the revised *Operational Guidelines* contains similar language:

I.D.17 The Committee, deeply concerned with maintaining a balance in the number of experts from the natural and cultural fields, urges that every effort be made by States Parties to choose as their representatives persons qualified in the field of cultural or natural heritage.

NEW RULE X: Financial assistance for participation of experts from developing countries⁸

OPTION A⁹

X.1 In order to ensure a fair representation within the Committee of the various geographical and cultural areas, the Committee allocates in its budget a sum intended to cover the cost of participation, in its sessions and sessions of its Bureau¹⁰, of representatives of less developed countries who are members of the Committee, [and, if the budget allows, less developed countries who are non-members of the Committee], but only for persons who are experts in cultural or natural heritage.

OPTION B

X.1¹¹ In order to ensure a fair representation within the Committee of the various geographical and cultural areas, the Committee allocates in its budget a sum intended to cover the cost of participation, in its sessions and sessions of its Bureau¹², of representatives of less developed countries who are members of the Committee, but only for persons who are experts in cultural or natural heritage. If the budget allows, less developed countries who are non-members of the Committee may also be supported; they too must be experts in cultural or natural heritage.

X.2¹³ Requests for assistance to participate in the Bureau¹⁴ and Committee meetings should reach the World Heritage Centre at least four weeks before the session concerned. These requests will be considered within the resources available as decided by the Committee, in decreasing order of GNP income of each member of the Committee, and primarily for one representative from each State. In no event may the Fund finance more than two representatives by State, who must in this case be one expert in the natural and one in the cultural heritage field. If financial resources permit, other requests for assistance to attend will be considered.

Rule 6. Organizations attending in an advisory capacity

Convention
Article 8.3

A representative of the International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM), a representative of the International Council on Monuments and Sites (ICOMOS) and a representative of the **World Conservation Union¹⁵** ~~International Union for Conservation of Nature and Natural Resources (IUCN)~~, to whom may be added, at the request of States Parties to the Convention meeting in general assembly during the ordinary sessions of the General Conference of the

⁸ New Rule proposed by the Secretariat.

The Committee's attention is drawn to the terminology used here (i.e. developing countries and less developed countries rather than Least Developed Countries and/or Low Income Countries). These texts are currently included as paragraph I.D.22 and I.D.23 of the revised *Operational Guidelines* (see WHC-03/6EXT.COM/INF.5B). However, the Secretariat considers that their content would be more appropriate in the revised *Rules of Procedure*.

⁹ Text proposed as paragraph I.D.22 of the draft revised *Operational Guidelines* (see WHC-03/6EXT.COM/INF.5B).

¹⁰ Reference to the Bureau might need further revision in light of the discussion on the Bureau's function in Rule 13.

¹¹ Text proposed by IUCN in 2002 as a further amendment to paragraph I.D.22 of the revised *Operational Guidelines* (see WHC-03/6EXT.COM/INF.5B).

¹² Reference to the Bureau might need further revision in light of the discussion on the Bureau's function in Rule 13.

¹³ Text proposed as paragraph I.D.23 of the draft revised *Operational Guidelines* (see WHC-03/6EXT.COM/INF.5B). Text originated from paragraph 134 of the March 1999 *Operational Guidelines* with amendments proposed by the October 2001 and March 2002 Drafting Groups on the revision of the *Operational Guidelines*.

¹⁴ Reference to the Bureau might need further revision in light of the discussion on the Bureau's function in Rule 13.

¹⁵ Amendment proposed by the Secretariat.

United Nations Educational, Scientific and Cultural Organization, representatives of other intergovernmental or non-governmental organizations, with similar objectives, may attend the meetings of the Committee in an advisory capacity. They shall not have the right to vote.

Rule 7. Invitations for consultation

Convention
Article 10.2

The Committee may at any time invite public or private organizations or individuals to participate in its sessions for consultation on particular problems. They shall not have the right to vote.¹⁶

Rule 8. ~~Representatives and~~ Observers¹⁷

8.1 States Parties to the Convention which are not members of the Committee may attend the sessions of the Committee as observers. They shall be consulted by the Committee on all matters in respect of which consultation is prescribed by the Convention. **Non States Parties to the Convention (who are Member States of UNESCO or of the United Nations) may also be authorized by the Committee, upon written request, to attend its sessions of the Committee as observers.**¹⁸

8.2 The United Nations and organizations of the United Nations system, as well as, upon written request, other international governmental and non-governmental organizations, permanent observer missions to UNESCO and non profit-making institutions having activities in the fields covered by the Convention, may be authorized by the Committee to participate in the sessions of the Committee **as observers.**¹⁹ **These representatives do not have the right to vote.**²⁰

8.3 The Director-General may provisionally invite any organization referred to in Rule 8.2 subject to subsequent confirmation by the Committee.

IV. AGENDA

Rule 9. Provisional Agenda

Convention
Article 14.2

9.1 The provisional agenda of the sessions of the Committee shall be prepared by the Director-General, utilizing to the fullest extent possible the services of the International Centre for the Study of the Preservation and the Restoration of Cultural Property, the International Council on Monuments and Sites and the **World Conservation Union**²¹ ~~International Union for Conservation of Nature and Natural Resources~~ in their respective areas of competence.

¹⁶ The Committee should note that paragraph I.D.19 of the revised *Operational Guidelines* contains similar language.

I.D.19 The Committee may at any time invite to its meetings public or private bodies or individuals who would attend as observers to augment the expertise available to it and for consultation on particular issues.

¹⁷ Amendment proposed by the Secretariat to improve clarity.

¹⁸ Addition proposed by the Secretariat to fill a gap in the existing *Rules of Procedure*.

¹⁹ Addition proposed by the Secretariat to improve clarity.

²⁰ Amendment proposed by the Congo in response to CL/WHC.12/02, to be added to Rule 22.3. The Secretariat suggests that such an addition would be better placed in Rule 8.2.

²¹ Amendment proposed by the Secretariat.

9.2 The provisional agenda of an ordinary session of the Committee shall include:

- a. all questions, the inclusion of which has been decided by the Committee at previous sessions;
- b. all questions proposed by members of the Committee;
- c. all questions proposed by States Parties to the Convention not members of the Committee;
- d. all questions proposed by the Director-General.

9.3 The provisional agenda of an extraordinary session shall include only those questions for the consideration of which the session has been convened.

Rule 10. Adoption of the Agenda

The Committee shall adopt its agenda at the beginning of each session.

Rule 11. Amendments, deletions and new items

The Committee may amend, delete or add items to the agenda so adopted if so decided by a two-thirds majority of the members present and voting.

V. OFFICERS BUREAU²²

Rule 12. Elections

OPTION A²³

12.1 The Committee, at the beginning of each ordinary session, shall elect a Chairperson, five Vice-Chairpersons and a Rapporteur, who shall remain in office until the beginning of the next ordinary session. ~~When its December session precedes the year when the General Assembly will be held, the Committee will decide to meet very briefly in an extraordinary session at the end of the General Assembly in order to elect its new Bureau, so that this Bureau can meet the following month, prior to the Committee, in all legality.~~

OPTION B²⁴

12.1 The Committee, at the beginning of each ordinary session, shall elect a Chairperson, five Vice-Chairpersons and a Rapporteur, who shall remain in office from that ordinary session until the beginning of the next ordinary session.

²² Amendment proposed by the Secretariat to ensure greater clarity and concordance with existing French version of the *Rules of Procedure*.

²³ Amendment proposed by the Secretariat in response to CL/WHC.12/02. For background information to this amendment see paragraphs 11-20 of document WHC-03/6 EXT.COM /INF.3. (formerly WHC-02/CONF.202/15 prepared for the 26th session of the Committee, Budapest, June 2002).

²⁴ Amendment proposed by Australia in response to CL/WHC.12/02

OPTION C²⁵

12.1 The Committee, at the beginning of each ordinary session shall elect a Chairperson, five Vice-Chairpersons and a Rapporteur, who shall remain in office from that ordinary session until the beginning of the next ordinary session. If the mandate of the host country comes to expiration at the General Assembly following the Committee session that it presides, the Committee shall meet briefly in an extraordinary session at the end of the General Assembly in order to elect a new Bureau and the Chairman.

NOTE: To address the concerns expressed by Lebanon in response to CL/WHC.12/02, and in case of adoption of Option A or Option B, the Secretariat suggests that the following provisional (interim) clause be added to this Rule: **The mandate of the Bureau elected at the 29th session of the Committee (June 2005) will be extended, on an exceptional basis, until the beginning of the next ordinary session of the Committee.**

OPTION D²⁶

12.1 The Committee, at the end of each ordinary session, shall elect a Chairperson, five Vice-Chairpersons and a Rapporteur, from amongst those members whose term continues through the next ordinary session, who shall remain in office until the end of that session.

NOTE: The Committee should note that if Option D is adopted, a provisional clause or solution will be required to address the exceptional situation regarding the succession between the Chairperson of the 6th Extraordinary session of the Committee and the Chairperson on the 27th session of the Committee.

12.2 The Chairperson, the Vice-Chairpersons and the Rapporteur shall be eligible for immediate re-election for a second term of office.

12.3 In electing the Bureau, due regard shall be given to the need to ensure an equitable representation of the different regions and cultures of the world and a proper balance between the cultural and natural heritage as provided in the Convention.

NEW RULE 12.4

OPTION A²⁷

12.4 In electing the Chairperson, every effort shall be made in order to ensure that the chair is not held by persons with expertise in the same field, either cultural or natural, for more than two successive years.

OPTION B²⁸

12.4 In electing the Chairperson, every effort shall be made in order to ensure that the chair is not held by governmental experts specialized in the same field, either cultural or natural, for more than two successive years.

²⁵ Amendment proposed by Lebanon in response to CL/WHC.12/02

²⁶ Amendment proposed by the United Kingdom in response to CL/WHC.12/02

²⁷ Additional rule proposed by the Secretariat. For background information to this amendment see paragraphs 21 and 22 of document WHC-02/CONF.202/15 (prepared for the 26th session of the Committee).

²⁸ Additional rule proposed by Argentina in response to CL/WHC.12/02

OPTION C²⁹
No new Rule.

Rule 13. Bureau³⁰

13.1 The Bureau of the Committee shall consist of the Chairperson, the five Vice-Chairpersons and the Rapporteur. The Bureau shall co-ordinate the work of the Committee and fix the dates, hours and order of business of meetings. The Vice-Chairpersons and the Rapporteur shall assist the Chairperson in carrying out his/her duties.

NEW RULE 13.2

OPTION A³¹

13.2 The Bureau shall normally meet in connection with the ordinary session of the Committee. The Bureau shall meet as frequently as deemed necessary during the session of the Committee.

OPTION B³²
No new Rule.

Rule 14. Replacement of Chairperson

14.1 If the Chairperson is unable to act at any session of the Committee, or part thereof, his/her functions shall be exercised by a Vice-Chairperson, in the English alphabetical order of States members of the Committee **(commencing at the start of the alphabet)**³³.

14.2 If the Chairperson ceases to represent a State member of the Committee or is for any reason unable to complete his/her term of office, he/she is replaced by a Vice-Chairperson, in the English alphabetical order of States members of the Committee **(commencing at the start of the alphabet)**³⁴, for the remainder of the term of office.

Rule 15. Replacement of the Rapporteur

15.1 If the Rapporteur is unable to act at any session of the Committee, or part thereof, his/her functions shall be exercised by a Vice-Chairperson in the English alphabetical order of States members of the Committee **(commencing at the start of the alphabet)**³⁵.

15.2 If the Rapporteur ceases to represent a State member of the Committee or if he is for any reason unable to complete his/her term of office, he/she is

²⁹ In responding to CL/WHC.12/02, Mexico and the United Kingdom did not support the inclusion of this new Rule.

³⁰ The Committee should note paragraphs I.D.20 and I.D.21 of the revised *Operational Guidelines*:

I.D.20 The Committee organizes its work by delegating tasks to its Bureau. The Bureau co-ordinates the work of the Committee and fixes the dates, hours and order of business of its meetings. The Bureau consists of the Chairperson, the five Vice-Chairpersons and the Rapporteur. The Vice-Chairpersons and the Rapporteur shall assist the Chairperson in carrying out his/her duties. It is preferable that States Parties appoint cultural and natural experts for the Bureau meetings.

I.D.21 The Bureau normally meets once a year, in April preceding the Committee's session. The Bureau may meet as necessary during the Committee's session.

³¹ Amendment proposed following consultations between the Chairperson and members of the World Heritage Committee.

³² In responding to CL/WHC.12/02, the United Kingdom does not support the inclusion of this new Rule.

³³ Amendment proposed by the Secretariat.

³⁴ Amendment proposed by the Secretariat.

³⁵ Amendment proposed by the Secretariat.

replaced by a Vice-Chairperson, in the English alphabetical order of States members of the Committee (**commencing at the start of the alphabet**)³⁶, for the remainder of the term of office.

Rule 16. Duties of the Chairperson

16.1 In addition to exercising the powers which are conferred upon him/her elsewhere by the present Rules, the Chairperson shall open and close each plenary meeting of the Committee. He/She shall direct the discussions, ensure observance of these Rules, accord the right to speak, put questions to the vote and announce decisions. He/She shall rule on points of order and, subject to the present Rules, shall control the proceedings and the maintenance of order. He/She shall not vote, but he/she may instruct another member of his/her delegation to vote on his/her behalf. He/She shall exercise all other functions given to him by the Committee.

16.2 A Vice-Chairperson acting as Chairperson shall have the same powers and duties as the Chairperson.

16.3 The Chairperson and Vice-Chairperson, or Vice-Chairpersons, of a subsidiary body of the Committee shall have the same duties with regard to the bodies over which they are called upon to preside as the Chairperson and the Vice-Chairpersons of the Committee.

VI. CONDUCT OF BUSINESS

Rule 17. Quorum

Convention
Article 13.8

17.1 At plenary meetings, a quorum shall consist of a majority of the States members of the Committee.

17.2 At meetings of subsidiary bodies, a quorum shall consist of a majority of the States which are members of the bodies concerned.

17.3 Neither the Committee nor its subsidiary bodies shall decide on any matter unless a quorum is present.

Rule 18. Public meetings

Meetings shall be held in public unless decided otherwise by the Committee or by the body concerned.

Rule 19. Private meetings

When in exceptional circumstances, the Committee decides to hold a private meeting, it shall determine the persons who, in addition to the representatives of States members, shall be present.

³⁶ Amendment proposed by the Secretariat.

Rule 20. Consultative bodies³⁷

Convention
Article 10.3

20.1 The Committee may create such consultative bodies as it deems necessary for the performance of its functions.

20.2 The composition and the terms of reference **(including mandate and duration of office)**³⁸ of such consultative bodies shall be defined by the Committee at the time of their creation. The Committee shall also determine the extent to which the present Rules will apply to any such consultative body.

20.3 Each consultative body shall elect its Chairperson and, if necessary, its Rapporteur.

20.4 In appointing consultative bodies, due regard shall be given to the need to ensure an equitable representation of the different regions and cultures of the world.

Rule 21. Subsidiary bodies

21.1 The Committee may establish such subsidiary bodies as it deems necessary for the conduct of its work, within the limits of the technical facilities available. **The composition and the terms of reference (including mandate and duration of office) of such subsidiary bodies shall be defined by the Committee at the time of their creation. These bodies can only be constituted by States members of the Committee. The Committee shall also determine the extent to which the present Rules will apply to any such consultative body.**³⁹

21.2 Each of these bodies shall itself elect its Chairperson and, if necessary, its Rapporteur.

21.3 In appointing subsidiary bodies, due regard shall be given to the need to ensure an equitable representation of the different regions and cultures of the world.

Rule 22. Order and time-limit of speeches

22.1 The presiding officer shall call upon speakers in the order in which they signify their wish to speak.

22.2 The presiding officer may limit the time allowed to each speaker if the circumstances make this desirable.

22.3 The representatives of organizations, individuals and observers referred to in Rules 6, 7 and 8 may address the meeting with the prior consent of the Chairperson.⁴⁰ **These representatives do not have the right to vote.**⁴¹

³⁷ The Committee should note that paragraph I.D.18 of the draft revised *Operational Guidelines* contains similar language and that the term used in the *Operational Guidelines* is 'sub-committees':

I.D.18 The Committee may constitute sub-committees during its regular sessions to examine selected items of business referred to them to report and make recommendations to the full Committee for action.

³⁸ Amendment proposed by the Secretariat to improve clarity

³⁹ Amendment proposed by the Secretariat to improve clarity

⁴⁰ In connection with this Rule, the Committee may wish to:

(i) maintain the current wording of Rule 22.3 of the Rules of Procedure, or

Rule 23. Points of order

23.1 During a discussion, any State member may raise a point of order; such point of order shall be immediately decided upon by the presiding officer.

23.2 An appeal may be made against the ruling of the presiding officer. Such appeal shall be put to the vote immediately and the presiding officer ruling shall stand unless overruled.

Rule 24. Suspension or adjournment of the meeting

During the discussion of any matter, any State member of the Committee may move the suspension or adjournment of the meeting. Such motions shall not be debated but shall be immediately put to the vote.

Rule 25. Adjournment of debate

During the discussion of any matter, any State member of the Committee may move the adjournment of the debate on the item under discussion. On moving the adjournment the State member shall indicate whether he/she moves the adjournment *sine die* or to a particular time which he/she shall specify. In addition to the proposer of the motion, one speaker may speak in favour of, and one against, the motion.

Rule 26. Closure of debate

A State member of the Committee may at any time move the closure of the debate, whether or not any other speaker has signified his/her wish to take part in the discussion. If application is made for permission to speak against the closure, it may be accorded to not more than two speakers. The Chairperson shall then put to the vote the motion for closure and, if the Committee is in favour of the motion, he/she shall declare the closure of the debate.

Rule 27. Order of procedural motions

Subject to Rule 23 the following motions shall have precedence in the following order over all other proposals or motions before the meeting:

- a) suspension of the meeting;
- b) adjournment of the meeting;
- c) adjournment of the debate on the question under discussion;
- d) closure of the debate on the question under discussion.

Rule 28. Working languages⁴²

~~28.1 The working languages of the Committee shall be English and French.~~

~~28.2 Speeches made at a meeting of the Committee in one of the working~~

(ii) reaffirm (with a new Rule) that representatives of a State Party, whether or not a member of the Committee, shall not speak to advocate the inclusion in the World Heritage List of a property nominated by that State, but only to deal with a point of information in answer to a question (as stated in the March 1999 Operational Guidelines).

⁴¹ Amendment proposed by the Congo in response to CL/WHC.12/02. The Secretariat suggests that such an addition would be better placed in Rule 8.2.

⁴² The Secretariat suggests repositioning of Rule 28 to Section VIII. Reports.

~~languages shall be interpreted into the other language.~~

~~28.3 Speakers may, however, speak in any other language, provided they make their own arrangements for interpretation of their speeches into one of the working languages.~~

~~28.4 The documents of the Committee shall be issued in English and French.~~

Rule 29. Voting

29.1 Each State member of the Committee shall have one vote in the Committee and in any subsidiary body on which it is represented.

Convention
Article 13.8

29.2 Decisions of the Committee on matters covered by the provisions of the Convention shall be taken by a majority of two-thirds of its members present and voting.

29.3 Except where otherwise specified in the present Rules, all other decisions of the Committee shall be taken by a majority of the States members present and voting.

29.4 Decisions as to whether a particular matter is covered by the provisions of the Convention and decisions on any other matters not covered by the present Rules shall be taken by a majority of the States members present and voting.

29.5 For the purpose of the present Rules, the expression "States members present and voting" shall mean States members casting an affirmative or negative vote. States members abstaining from voting shall be regarded as not voting.

29.6 Voting shall normally be by a show of hands.

29.7 When the result of a vote by a show of hands is in doubt, the presiding officer may take a second vote by a roll-call. A vote by a roll-call shall also be taken if it is requested by not less than two States members before the voting takes place.

29.8 A decision shall be voted on by secret ballot whenever two or more States members shall so request or if the Chairperson so decides.

Rule 30. Voting on amendments

30.1 When an amendment to a proposal is moved, the amendment shall be voted on first. When two or more amendments to a proposal are moved, the Committee shall first vote on the amendment deemed by the presiding officer to be furthest removed in substance from the original proposal, and then on the amendment next furthest removed therefrom and so on, until all the amendments have been put to the vote.

30.2 If one or more amendments are adopted, the amended proposal shall then be voted upon as a whole.

30.3 A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

Rule 31. Voting on proposals

If two or more proposals relate to the same question, the Committee shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The Committee may, after each vote on a proposal, decide whether to vote on the next proposal.

Rule 32. Withdrawal of proposals

A proposal may be withdrawn by its proposer at any time before voting on it has begun, provided that the proposal has not been amended. A proposal withdrawn may be reintroduced by any State member of the Committee.

Rule 33. Decisions and Records

33.1 The Committee shall adopt such decisions and recommendations as it may deem appropriate.

33.2 Following the closure of each session, the Secretariat shall prepare a summary record thereof which it shall transmit to the States members of the Committee, to all States Parties to the Convention and to the International Centre for the Study of the Preservation and the Restoration of Cultural Property, the International Council on Monuments and Sites and the **World Conservation Union**⁴³ ~~International Union for Conservation of Nature and Natural Resources~~, as well as to all other organizations invited to the session.

VII. SECRETARIAT OF THE COMMITTEE

Rule 34 The Secretariat

34.1 The Committee shall be assisted by a Secretariat appointed by the Director-General.

34.2 The Director-General, utilizing to the fullest extent possible the services of the International Centre for the Study of the Preservation and the Restoration of Cultural Property, the International Council on Monuments and Sites and the **World Conservation Union**⁴⁴ ~~International Union for Conservation of Nature and Natural Resources~~, in their respective areas of competence and capability, shall prepare the Committee's documentation and shall have the responsibility for the implementation of its decisions.

34.3 The Director-General or his/her representative shall participate in the work of the Committee, the consultative and subsidiary bodies without the right to vote. He/She may at any time make either oral or written statements on any question under consideration.

34.4 The Director-General of UNESCO shall appoint an official of the Secretariat of UNESCO to act as Secretary to the Committee, and other officials who shall together constitute the Secretariat of the Committee.

Convention
Article 14.1

⁴³ Correction proposed by the Secretariat

⁴⁴ Correction proposed by the Secretariat

34.5 The Secretariat shall receive, translate and distribute all official documents of the Committee and shall arrange for the interpretation of the discussions, as provided in Rule 28.

34.6 The Secretariat shall perform all other duties necessary for the proper conduct of the work of the Committee.

VIII. REPORTS AND WORKING LANGUAGES⁴⁵

Rule 28. Working languages⁴⁶

28.1 The working languages of the Committee shall be English and French.

28.2 Speeches made at a meeting of the Committee in one of the working languages shall be interpreted into the other language.

28.3 Speakers may, however, speak in any other language, provided they make their own arrangements for interpretation of their speeches into one of the working languages.

28.4 The documents of the Committee shall be issued in English and French.

Rule 35. Reports to the General Conference

Convention
Article 29.3

35.1 The Committee shall submit a report on its activities at each of the ordinary sessions of the General Conference of UNESCO.

35.2 The Committee may authorize its Chairperson to submit such a report on its behalf.

35.3 Copies of this report shall be sent to all States Parties to the Convention.

IX. ADOPTION, AMENDMENT AND SUSPENSION OF THE RULES OF PROCEDURE

Rule 36. Adoption

Convention
Articles 10.1
& 13.8

The Committee shall adopt its Rules of Procedure by a decision taken in plenary meeting by a two-thirds majority of the States members present and voting.

Rule 37. Amendment

The Committee may amend these Rules of Procedure except when they reproduce provisions of the Convention by a decision taken in plenary meeting by a two-thirds majority of the States members present and voting, provided the proposal has been included in the agenda of the session in accordance with Rules 9 and 10.

⁴⁵ Amendment proposed by the Secretariat in order to improve clarity

⁴⁶ Repositioning of the text of existing Rule 28 proposed by the Secretariat

Rule 38. Suspension

The Committee may suspend the application of any of these Rules, except when they reproduce provisions of the Convention, by a decision taken in plenary meeting by a two-thirds majority of the States members present and voting.

IV. DRAFT DECISION ON THE REVISION OF THE RULES OF PROCEDURE

DRAFT 6 EXT/COM 3 The World Heritage Committee,

Adopts the revised Rules of Procedure of the World Heritage Committee which are to enter into force with immediate effect.

Requests the World Heritage Centre to arrange for the printing and distribution of the revised Rules of Procedure in advance of the 27th session of the World Heritage Committee (Suzhou, China 29 June - 5 July 2003) and to include a Table of Contents to make the revised Rules of Procedure more user-friendly.