

INTERNAL REGULATIONS OF THE INTERNATIONAL CIVIL DEFENCE ORGANIZATION ICDO

Introduction

Article 1

These General Regulations (hereinafter referred to as "Regulations") are adopted in application of Article 14 J of the Constitution of the International Civil Defence Organization and are subject to the provisions of that Constitution. In the event of any conflict between any provision of these Regulations and any provision of the Constitution, the Constitution shall prevail.

These Regulations may be amended on the proposal of a member of the Executive Council. This proposal shall be adopted by a majority vote in the Executive Council. It shall come into force upon adoption by the Assembly.

Membership of the Organisation

Article 2

As per article 3 of the Constitution full membership status of the Organisation is exclusive to States which declare their acceptance of its Constitution.

Paragraph 2: All States may ask to be admitted to the status of observer. The Secretariat will register the application which will become immediately effective.

The Status of observer does not confer the privileges and immunities of Member State of ICDO. The State member-observer will be admitted to take part in all ICDO activities and will be invited to sessions of the General Assembly, without right of vote.

The Status of member-observer will be reviewed every two years by the General Assembly and will be maintained to the extent in which the State thus benefitting shows its interest in the activities and programmes of the Organization.

Paragraph 3: Any State which is part of a Federal State, a Confederation or a Union of States and any autonomous administrative sub-division of a unitary state may request its admission as Associate Member of ICDO with no voting right at the General Assembly.

When a State which request Associate Membership status is part of a State which is a full member of the ICDO, the agreement of the latter is required.

A Federal State, a Confederation or a Union of States which becomes full member of the ICDO subsequent to one or more of its component States having obtained Associate Membership status may request sole representation at ICDO.

Paragraph 4: Affiliated membership status may be granted to:

- Governmental and non-governmental international organizations whose mandate relates closely to the ICDO's.
- Private commercial or industrial concerns which submit an application.

Permanent Representatives of Members

Article 3

Each Member shall designate by written notification to the Secretary General a Permanent Representative who should be the Director of a national Civil Defence Agency or similar Organization to act on technical matters for the Member between sessions of the Assembly. Subject to approval of their respective governments, Permanent Representatives or their country's Permanent Missions at I.C.D.O. Headquarters shall be the normal channel of communications between the Organization and their respective countries and shall maintain contact with the competent authorities, governmental or non-governmental, of their own countries on matters concerning the work of the Organization.

Officers

Article 4

At each regular session, the Assembly shall elect its officers on the basis of an equitable geographical distribution among the Members represented in the Assembly. They shall hold office until their successors are elected.

Article 5

The President shall declare the opening and closing of each plenary meeting of the session, shall direct the discussions in plenary meetings, ensure observance of these articles, accord the right to speak, put questions and announce decisions. He shall rule on points of order, and, subject to these Regulations, shall control the proceedings at any meeting and shall maintain order there at. The President may, in the course of the discussion of any item, propose to the Assembly the limitation of the time to be allowed to each speaker or the closure of the list of speakers.

Article 6

The President, or the vice-president acting as president, shall not vote, but he may, if necessary, appoint another delegate or alternate delegate from his delegation to act as the delegate of his government in plenary meetings.

Article 7

In the event that neither the President nor the vice-presidents are present at the opening of a session, the Assembly shall elect a Presiding Officer.

Sessions of constituent bodies

Article 8

Whenever an invitation is extended for holding a session of any constituent body elsewhere than at the location of the Secretariat, such invitation shall be considered only if the Member in whose territory it is proposed to hold such session:

- One) has ratified without reservation the Constitution on the Privileges and Immunities of the Specialized Agencies including the annex relating to the Organization; or
- Two) gives assurance that all delegates, representatives, experts, observers or other individuals, entitled under the Constitution or any regulation of the Organization to attend such meeting, shall enjoy these privileges and immunities necessary for the independent exercise of their functions in connexion with the Organization.

Article 9

With a view to securing the widest possible technical co-operation, the President of any constituent body may invite any expert or, through the Secretary General, representatives of any other organizations to participate as observers at a session or meetings of the constituent body concerned or of any of its committees or working groups.

In the case of an invitation to an expert to attend a session or meetings of a constituent body, the invitation shall be extended upon the recommendation of the Permanent Representative or his Mission at I.C.D.O. headquarters.

Article 10

Prior to a session of a constituent body other than the Executive Council, each Member should, if possible, communicate to the Secretary General the names of the persons composing its delegation to that body, indicating who of these shall be regarded as its principal delegate.

Besides this communication, a letter giving these particulars and otherwise conforming with the provisions of the Constitution and of these Regulations and signed by, or on behalf of, an appropriate governmental authority of the Member, shall be sent to the Secretary General or handed to his representative at the session and shall be regarded as appropriate credentials for the participation of the individuals named therein in all activities of the constituent body. The credentials of observers representing international organizations shall be signed by the competent authority of the organization concerned.

Committees in sessions

Article 11

Each constituent body may establish a Credentials Committee immediately after the completion of the opening formalities and for the duration of the session. The representative of the Secretariat at the session shall attend the Credentials Committee with consultative status. This Committee shall examine the credentials of delegates and observers as well as any observation which may be submitted to it by the representative of the Secretariat. It shall report thereon as soon as possible to the constituent body. Final decisions regarding credentials shall rest with the constituent body. Pending the establishment of a Credentials Committee, a list of the individuals present and the capacities in which they are attending the session shall be prepared, whenever possible, by the representative of the Secretariat, on the basis of examination of credentials.

Article 12

Any individual whose credentials are found not in accordance with the provisions of these Regulations shall be excluded from participation in the activities of the constituent body.

Article 13

Each constituent body may establish for the duration of its session a Drafting Committee and such other Committees as it deems necessary.

Article 14

The Drafting Committee and the Secretariat shall be responsible for drawing up the final text of the decisions to be taken by the constituent body with a view to their final adoption by that constituent body.

Working groups

Article 15

Any constituent body may establish working groups to act until the next session of that constituent body. The terms of reference of such working groups shall be established by the constituent body and shall be within the terms of reference of that body. Members of the working groups shall be selected by the constituent body. Membership need not be restricted to membership of the constituent body. When a working group is established during a session, it shall normally elect its own chairman, if all the selected members of the groups are present; if not, the constituent body may select a chairman, or ask the President to arrange for his election.

Article 16

The President of the constituent body, after consultation with the Secretary General may, at the request of a working group, invite technical experts to participate in the work of the group.

Article 17

An invitation to participate in the work of a working group shall be addressed by the President in accordance with Articles 9, 15 and 16 of these regulations.

Article 18

The date and place of a session of a working group shall be decided by the President of the constituent body responsible for the group in consultation with its chairman and the Secretary General. Notification of a session of a working group shall be distributed by the Secretary General to the members of the working group and the Members to which they belong at least ninety days before the date of opening.

Voting

Article 19

Each Member belonging to or represented in a constituent body shall have one vote. The principal delegate of a Member shall have the right to vote or to designate any other member of his delegation to vote on his behalf. No Member shall have more than one vote in sessions of constituent bodies.

Article 20

For the purpose of the Constitution and these Regulations the phrase "votes cast for and against" shall mean affirmative and negative votes, and shall not include abstentions or blank or defective ballots.

Article 21

Voting in a constituent body shall normally be by standing or by a show of hands.

Article 22

Except in the case of the Executive Council, any delegation present may request a roll-call, which shall then be taken in the alphabetical order of the names of the Members of the Organization in the French language; the vote or abstention of each Member shall be included in the minutes of the meeting.

Article 23

Upon demand of two or more delegations present at a meeting, voting shall be by secret ballot. Voting by secret ballot has preference to roll-call, if both have been requested.

Article 24

In all votings by secret ballot, two tellers selected from among the delegates present shall be appointed to count the votes.

Article 25

The number of votes for and against and the number of abstentions shall be recorded in the minutes in the case of votes made by secret ballot.

Article 26

Except as provided in the Constitution and these Regulations, decisions in a constituent body shall be determined by a simple majority of the votes cast for and against. If an equal number of votes is cast for and against a proposal, the proposal shall be regarded as lost.

Elections

Article 27

Election to all offices and places which a constituent body is required to fill shall be held at each session of that constituent body.

Article 28

For elections, the following procedure shall be followed:

- One) In all elections voting shall be by secret ballot, however, if there is only one candidate he may be declared elected by acclamation. As regards the right to vote, the provisions of Article 19 shall also apply;
- Two) When a single elective place is to be filled, the candidate who obtains a simple majority of the votes cast not including abstentions shall be declared elected. If, in the first ballot, no candidate obtains the majority required, a second ballot, which shall be restricted to the two candidates obtaining the largest number of votes, shall be held;
- Three) When two or more elective places are to be filled at one time under the same conditions, those candidates obtaining in the first ballot the majority required shall be elected. If the number of candidates obtaining such majority is less than the number of persons to be elected, there shall be additional ballots to fill the remaining places, the voting being restricted to the candidates obtaining the greatest number of votes in the previous ballot to a number not more than twice the number of the places remaining to be filled.

Conduct of business in meetings of constituent bodies, committees and working groups

Article 29

The Presiding Officer may call a speaker to order if his remarks are irrelevant to the subject under discussion. Subject to the provisions of Article 31, the Presiding Officer shall have power to impose a time-limit on each speaker.

Article 30

In addition to exercising any power conferred upon him elsewhere in these Regulations, the Presiding Officer shall open and close the meetings, direct the discussions, ensure the observance of the Regulations applicable to the body concerned, accord the right to speak, put questions to the vote and announce decisions. The Presiding Officer shall have control over the proceedings and the maintenance of order at its meetings. He shall rule on points of order and shall have, in particular, the power to propose adjournment or closure of the debates or adjournment or suspension of meetings

Article 31

A point of order raised by any delegation or member shall be immediately decided by the Presiding Officer in accordance with the Regulations. A delegation or member may appeal against the ruling of the Presiding Officer. Discussion on such an appeal shall be limited to the appellant and the Presiding Officer. If the appeal is maintained it shall be immediately put to the vote and the ruling of the Presiding Officer shall stand unless that ruling is overruled by the required majority of the delegates or members present and voting.

Neither the delegate raising a point of order nor any other delegate or member may speak on the substance of the subject under discussion until the point of order has been determined.

Article 32

During the debate on an item of the agenda, any delegation or member may move motions or amendments to motions on the subject under discussion.

Article 33

Motions shall be debated and voted upon in the order in which they have been proposed, except as otherwise provided.

Article 34

If two or more amendments are moved to a motion or to an amendment, a discussion shall be held and a vote shall be taken first on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed until all the amendments maintained have been put to a vote.

The Presiding Officer shall have the power to determine the order of voting on amendments under this rule, subject to Article 31.

Article 35

A motion or an amendment which has been moved may be withdrawn by the mover unless an amendment to it is under discussion or has been adopted.

Article 36

Amendments shall be voted on before the motion or amendment to which they refer. The original proposal, as modified by adopted amendments, shall then be voted on.

Article 37

A delegation or member may move that parts of a proposal, document or amendment shall be voted on separately. If objection is made to the request for division, the motion shall be voted upon. Permission to speak on the motion for division shall be given only to two speakers in favour and two speakers against. If the motion for division is carried, those parts of the proposal, document or amendment which are subsequently approved individually shall finally be put to the vote as a whole. If all operative parts of the proposal, document or amendment have been rejected, the proposal, document or amendment shall be considered to have been rejected as a whole.

Article 38

During the discussion of any matter, a delegation or a member may move the postponement of the debate to a specified time. Such motions shall not be debated, but shall immediately be put to a vote.

Article 39

A delegation or a member may move at any time the adjournment or the suspension of the meeting. Such a motion shall not be debated, but shall immediately be put to a vote.

Article 40

A delegation or a member may at any time move the closure of the debate, whether or not any other delegate or member has signified his wish to speak. Permission to speak on the closure of the debate may be accorded to not more than two speakers both opposing the closure, after which the motion shall be immediately put to the vote.

Article 41

The following motions shall have precedence in the following order over other motions before the meeting:

- a) to suspend the meeting;
- b) to adjourn the meeting;
- c) to adjourn the debate on the item under discussion;
- d) for the closure of the debate on the item under discussion.

Article 42

After the Presiding Officer has announced that the voting has commenced, no one may interrupt the voting, except on a point of order concerning the manner of conducting the vote. The Presiding Officer may permit the delegations or members to explain their vote, either before or after the count, except in cases where a secret ballot is held. The Presiding Officer shall not permit the mover to explain his vote.

Records and documents

Article 43

All documents which have to be examined during a plenary meeting shall be distributed to all participants at least 12 hours before the opening of the meeting.

Article 44

Summarized minutes for each meeting of the session of a constituent body, giving the substance of the discussion and recording the decisions arrived at, shall be prepared by the Secretariat.

Summarized minutes shall be distributed as soon as possible to all delegates and persons taking part in the meeting who may submit their proposed corrections in writing to the secretariat of the session within twenty four hours of the distribution.

Any disagreement on the proposed corrections shall be decided by the Presiding Officer after consultation with the person concerned. The summarized minutes shall be submitted to the constituent body for approval as soon as possible.

Article 45

Minutes approved by the constituent body shall be distributed as rapidly as possible to all persons participating in the meeting.

Article 46

After the closing of a session of a constituent body, the Secretariat publishes as soon as possible a report of the proceedings of the session, including the records of the meetings, copies of the documents considered by the session and the text of the resolutions, and, in the case of a Technical Commission, of the recommendations which have been adopted at the session.

Languages

Article 47

The official and working languages of the Organization shall be English, French, Spanish and Arabic.

Article 48

The three official and working languages of the Organization shall be used for interpretation at the Assembly and in the Executive Council and in their committees and working groups.

All documentation of the above-mentioned bodies shall be distributed in the three languages.

Article 49

The Constitution, the Regulations of the Organization, the resolutions and the other publications shall be published in the three official languages.

Publicity of meetings

Article 50

The meetings of constituent bodies shall be restricted subject to the relevant provisions of the Constitution and of these Regulations.

Article 51

Public statements upon the proceedings and resolutions of a constituent body or its committees shall be issued only by the President of the constituent body or the Secretary General.

Implementation of decisions

Article 52

Decisions concerning changes in the Internal Regulations shall come into force upon their adoption.

For other decisions which require implementation by Members, the corresponding period shall be specified in each case by the President of the constituent body in the light of the nature of the decision and the time which would be needed by Members to implement it.

Assembly

Article 53

The Assembly shall be convened for ordinary sessions by its President. It may be convened for an extraordinary session:

- One) by its President on its own initiative or at the request of a majority of the Member States. In this case, the session shall be preceded by an extraordinary meeting of the Executive Council which shall determine the place and the date of the session;
- Two) by the Executive Council acting on its own initiative. The Executive Council may also alter the time or place, or both, of any session of the Assembly.

Article 54

Arrangements for sessions of the Assembly shall be the responsibility of the Secretary General. The Secretary General should use such assistance as may be provided by the host country.

Article 55

- One) Notification of ordinary sessions of the Assembly shall be made to Members at least three months before the opening meeting of the session.
- Two) Notification of an extraordinary session of the Assembly shall be made to Members at least forty-five days before the opening meeting of the session.

Article 56

Presidents of Technical Commissions are normally invited to attend all sessions of the Assembly for an appropriate time.

Article 57

- One) For all ordinary sessions of the Assembly, the notification shall be accompanied by the provisional agenda and an explanatory memorandum. The documents \ shall be distributed as soon as possible, and preferably not later than thirty days before the opening of the session.
- Two) The agenda of a session and its explanatory memorandum shall also be sent to the Presidents of Technical Commissions.

Article 58

The provisions of Article 57 shall also apply to extraordinary sessions.

Article 59

Any Member may propose the addition of items to the provisional agenda before the opening of the session; explanatory memoranda summarizing the problems in relation to these

additional items shall accompany such proposals and be distributed by the Secretariat to all Members and to Presidents of Technical Commissions. Documents on items on the provisional agenda submitted by Members shall be similarly distributed by the Secretariat.

Article 60

The provisional agenda for an ordinary session of the Assembly shall normally include:

- 1) Establishment of the Credentials Committee;
- 2) Consideration of the report of the Credentials Committee;
- 3) Approval of the agenda;
- 4) New Membership;
- 5) Report by the Secretary General;
- 6) Reports of the Commissions;
- 7) Financial report by the Secretary General and the proposed maximum expenditures of the Organization for the next financial period;
- 8) Items submitted by the Secretary General, not covered in the above reports;
- 9) Items submitted by Members of the Organization;
- 10) Review of previous Assembly resolutions;
- 11) Election of officers of the Assembly;
- 12) Election of members of the Executive Council;
- 13) Possible appointment of Secretary General.

Article 61

The agenda for an extraordinary session of the Assembly shall contain only the following items:

- 1) Establishment of the Credentials Committee;
- 2) Consideration of the report of the Credentials Committee;
- 3) Consideration of the question(s) for which the session was convened.

Article 62

The provisional agenda shall be submitted for approval by the Assembly as soon as possible after the opening of the session.

Article 63

The agenda may be amended by the Assembly at any time.

Executive Council

Article 64

The sessions of the Executive Council shall be held at the location of the Secretariat, unless the Executive Council decides otherwise.

Article 65

The date and place of the sessions of the Executive Council shall be determined by the President after advice from the Secretary General.

Article 66

- One) Notification of ordinary sessions of the Executive Council shall be made at least sixty days before the opening meeting of the session to members of the Executive Council.

Two) Notification of an extraordinary session of the Executive Council shall be made at least thirty days before the opening of the session.

Article 67

- One) For all ordinary sessions of the Executive Council, the notification shall be accompanied by the provisional agenda and its explanatory memorandum.
- Two) The provisional agenda prepared by the President and the Secretary General as well as the explanatory memorandum of a session shall also be sent with the same advance notice as provided for in Article 66 to the Presidents of Technical Commissions. The documents shall be distributed as soon as possible, and preferably not later than thirty days before the opening of the session.

Article 68

The provisions of Article 67 shall also apply to extraordinary sessions.

Article 69

Any member of the Executive Council may be accompanied by an alternate and not more than two advisers; alternates and advisers may be permitted to address the Council.

Article 70

In application of Article 38 of the Constitution, the President of any of the Technical Commissions may attend the session(s) of the Executive Council.

Article 71

The provisional agenda for an ordinary session of the Executive Council shall normally include:

- 1) Report by the Secretary General of the Organization;
- 2) Reports by Presidents of Commissions, with resolutions and recommendations of the Commissions;
- 3) Proposed programme for the coming year;
 - (i) Activities of the Executive Council;
 - (ii) Activities of the Secretariat;
 - (iii) Activities of Commissions;
 - (iv) Financial and administrative matters;
- 4) Items submitted by members or by the Secretary General;
- 5) Review of previous resolutions of the Executive Council. The order in which these items are to be discussed shall be determined by the President and submitted to the Executive Council for approval.

Article 72

The agenda of an extraordinary session of the Executive Council shall contain only those matters for which the session was convened.

Article 73

The report by the Secretary General should normally include:

- One) A resume of the activities of the Organization and its constituent bodies since the last session of the Executive Council or Assembly;
- Two) Any other matters affecting the Organization and its constituent bodies;
- c) A resume of the activities of the Secretariat since the last session of the

- Executive Council or Assembly;
- d) A report on the relations of the Organization with other international organizations;
 - e) Report on staff matters;
 - f) Report on financial matters.

Article 74

The provisional agenda shall be submitted for approval at the opening meeting.

Article 75

The agenda may be amended by the Executive Council at any time.

Secretariat

Article 76

The appointment of the Secretary General according to Article 14 (c) of the Constitution shall be by a contract approved by the Assembly. This contract shall be signed by the President of the Assembly. The Secretary General shall have a term of four years and may be reelected once only.

Article 77

When in the appointment of the Secretary General it is necessary to choose between two or more persons. The following procedure shall be used: Each principal delegate, or his alternate, of the Members represented in the Assembly will be asked to indicate the candidate he prefers by writing the candidate's name on the voting slip. All candidates who fail to receive a vote and the candidate who receives the smallest number of votes will be struck from the list of candidates. In the event of more than two candidates receiving the smallest number of votes, a separate vote of preference will be taken, and the candidate who receives the least number of votes will be eliminated from the list and the others retained. If in this separate vote of preference more than one candidate receives the smallest number of votes, all these candidates will be eliminated from the list.

Article 78

In the event of the post of the Secretary General becoming vacant in the interval between two sessions of the Assembly, the Executive Council is empowered to appoint an Acting Secretary General, whose term of office shall not extend beyond the next Assembly.

Article 79

In carrying out the duties specified in this Article, the Secretary General shall comply with any directives issued by the Assembly and the Executive Council.

In addition to his duties under other regulations of the Organization, the duties of the Secretary General shall be:

- 1) To direct the work of the Secretariat;
- 2) To promote maximum compliance of Members of the Organization with the decisions of the Organization;
- 3) To direct correspondence and maintain liaison with the Members of the Organization, Permanent Representatives, States which are not Members of the Organization, international organizations and others and to act as representative in negotiations with all these authorities;

- 4) To issue the credentials of representatives of the Organization to attend meetings of other international organizations;
- 5) To act as the channel for communications (notifications, invitations, etc.) between the Organization and its Members, between constituent bodies and other organizations and, when appropriate, between constituent bodies;
- 6) To ensure that in the fields concerning him, the President of a constituent body is kept fully advised of the activities and recommendations of other constituent bodies and of other international organizations;
- 7) To maintain liaison and to collaborate as necessary with the Secretariats of other international organizations;
- 8) To designate a representative or representatives of the Secretariat to attend each session of a constituent body, to enlighten the President on a better conduct of the work.

Article 80

The general functions of the Secretariat shall be:

- 1) To serve as the administrative, documentary and information centre of the Organization;
- 2) To make technical studies as directed by the Assembly or the Executive Council;
- 3) To organize and perform secretariat duties at sessions of the Assembly, the Executive Council and the Technical Commissions within the limits of the appropriate provisions of these Regulations;
- 4) To arrange for the issue with the provisional agenda of an explanatory memorandum summarizing the problems to be discussed in respect of each item on the agenda of each constituent body;
- 5) To prepare or edit, arrange for the publication and distribute the approved publications of the Organization;
- 6) To provide an appropriate public relation service for the Organization;
- 7) To maintain records of the extent to which each Member implements the decisions of the Organization;
- 8) To maintain files of the correspondence of the Secretariat;
- 9) To carry out the duties allocated to the Secretariat in the Constitution and the regulations of the Organization, and such other work as the Assembly and the Executive Council may decide.

Technical Commissions

Article 81

The members of Commissions shall be technical experts in the fields covered by the terms of reference of the Commission designated by Members. A Member may designate such number of experts to serve on a Commission as it deems necessary.

Article 82

When considered desirable by the Commission, additional technical experts in the same field may be invited by the Commission to participate in its work. The invitation to any such expert shall require approval by a majority of the members of the Commission. No proposal to invite an expert shall be considered by the Commission without the prior recommendation of the Permanent Representative concerned.

Article 83

The duties of the President of a Commission shall be:

- 1) To preside over sessions of the Commission;
- 2) To guide and co-ordinate the activities of the Commission and its working groups between sessions of the Commission;
- 3) To carry out such specific duties as are prescribed by decisions of the Assembly and the Executive Council and by the regulations of the Organization;
- 4) To ensure that the activities, recommendations and resolutions of the Commission are in accordance with the provisions of the Constitution, decisions of the Assembly and the Executive Council and the regulations of the Organization;
- 5) To report to the Executive Council at its regular sessions on the activities of the Commission;
- 6) To present the views of the Commission at sessions of the Executive Council which he may be called upon to attend;
- 7) To present, at the request of the Executive Council, the views or conclusions of his Commission at the Assembly;
- 8) To conduct through the Secretary General, on behalf of the Commission, correspondence on matters relating to the activities of his Commission.

Article 84

Sessions shall normally be held at intervals not exceeding one year. In agreement with the Presidents of the Commissions, the Secretary General lays down a provisional programme of the sessions of the Technical Commissions which is examined by the Executive Council during its last session held before a session of the Assembly. The date and place of an extraordinary session shall be determined by the President of the Commission, after consultation with the Secretary General.

Article 85

Notification of the date and place of a session shall be distributed by the Secretary General at least sixty days before the opening meeting to the Members of the Organization, to the members of the Commission, to the Presidents of all the other constituent bodies, to all other international organizations with which the Organization has concluded arrangements or agreements and, in conformity with the provisions of Article 9, to other persons.

Article 86

Any Member may propose additional items to the provisional agenda for an ordinary session, but preferably not later than one month before the opening of the session; explanatory memoranda in respect of the additional items should accompany such proposals and be distributed by the Secretariat to the addressees of the notification referred to in Article 85; working papers on items on the provisional agenda submitted by Members should be made available to the Secretariat as early as possible but preferably not later than one month before the opening of the session; they should similarly be distributed by the Secretariat.

Article 87

The provisional agenda for a session of a Commission shall normally include:

- 1) Consideration of the Report on credentials;
- 2) Report by the President of the Commission;
- 3) Reports by chairmen of working groups established by the Commission;

- 4) Items submitted by the Executive Council, the Secretary General and Members;
- 5) Scientific lectures and discussions in the field of the Commission;
- 6) Review of previous resolutions and recommendations of the Commission;
- 7) Review of the Executive Council resolutions related to the Commission;
- 8) Election of officers.

At each session, each Commission shall receive from the Secretary General a list of all Executive Council resolutions related to its field of activity and which are still in force and shall consider whether each of those resolutions shall be kept in force or otherwise; in particular, the session shall consider the possibility of including as much as possible of the substance of those resolutions in the appropriate publications of the Organization and to make appropriate recommendations.

The order in which the items are to be discussed shall be determined by the President and submitted to the Commission for approval.

Article 88

The provisional agenda shall be submitted for approval by the Commission as soon as possible after the opening of the session. In the course of the session the agenda may be amended at any time.

Article 89

The quorum for a meeting shall be a majority of the Members represented at that time at the session, provided that this majority shall not be less than one-third of the Members which have designated experts to represent them permanently in the Commission.

Article 90

The Secretariat shall carry out the administrative work and preparation of documents required by the Commission. Technical experts in the Secretariat shall be assigned by the Secretary General to participate in a consultative capacity in the work of each Commission and to carry out such technical studies as the Commission may request.

Article 91

On receipt of the Final Report of the session of a Commission the Secretary General shall:

- 1) Publish it;
- 2) Distribute it to;
 - a) All Members of the Organization;
 - b) All Members of the Executive Council;
 - c) All Presidents of Technical Commissions;
 - d) All persons present at the session;
 - e) All members of the Technical Commission concerned who were not present at the session;
 - f) Other persons or organizations at the discretion of the Secretary General;
- 3) Submit the Final Report with the comments received from those Presidents to the Executive Council, with proposals on action to be taken on each item of the Report;
- 4) Prepare and distribute a document showing the action taken by the Executive

Council to all recipients of the Final Report;

- 5) Distribute the Final Report to any person or organization he may consider interested.

N.B. The present Internal Regulations entered into force on the 19th of February 1974 by a resolution of the General Assembly.

It has been amended in 1990, 1996 and 2000 by resolutions of the General Assembly.