

DRAFT RULES OF PROCEDURE¹ OF THE

Intergovernmental Forum on Mining, Minerals, Metals and Sustainable Development

MEMBERS

1. "Members" means all National Governments that have notified the Secretariat in writing of their acceptance of the Terms of Reference and Rules of Procedures.

GENERAL MEETINGS

1. The Highest Authority of the Intergovernmental Forum shall be vested in the General Meeting of Members.
2. The Members shall hold General Meetings at such a date and place as they may decide. (Should general meetings take place on yearly or other basis?) Notice of General Meetings and the provisional agenda for the meeting shall be communicated to the Members by the Head of the Secretariat in consultation with the Chairman at least (how much time?) in advance.
3. The Members may hold Special Meetings whenever so requested by a simple majority of Members, or by the Head of the Secretariat in agreement with the Executive Committee. Notice of Special meetings will be communicated at least (how many days?) in advance. In cases of emergency, the notice shall state the nature of the emergency.
4. The work program shall be approved by a (what majority?) vote of members.
5. Reports and some decisions including those on the outcome, conclusions or recommendations arising from work carried out for or on behalf of the Intergovernmental Forum will normally be approved by (consensus? Vote?). If a vote is called for, a majority of (how much?) percent of Members present shall confirm a decision.
6. The provisional agenda for each session shall be prepared by the Head of the Secretariat in consultation with the Chairman. If a Member wishes a particular matter to be discussed at a meeting, the member should notify the Head of the Secretariat (how long a period?) before the commencement of the meeting, including in that notification a written explanation.
7. Each Member shall endeavour to notify the Head of the Secretariat not later than (how long a period?) before the commencement of the session of the names of the delegates,

¹ This document borrows extensively from rules of the Study Groups and other existing organizations.

alternates and advisers designated to represent it at a session.

8. The General Meeting may consider and adopt a report at each of their sessions taking into account the provisions of rule 5 in this section. These reports shall be circulated to all participants in the General Meeting, the Commission on Sustainable Development and, as decided by the Members, to others. Members will decide which material will be treated as confidential.

CONDUCT OF BUSINESS

1. The quorum for any meeting shall be the presence of a simple majority of the Members except for finance issues where the quorum will be 60% of the Members.
2. The Members shall elect a Chair, two Vice-Chairs and a Treasurer¹ (for a period to be defined by the Members?) who, with the Head of the Secretariat, constitute the Executive Committee. The Executive Committee shall report or make such recommendations to the Members as it may deem advisable. It shall carry out such other tasks as may be delegated to it by the Members.
3. Minutes of meetings shall consist of a summary record of the proceedings. Such record shall be provisional in the first instance. If any delegation wishes to amend any of its statements reported in the provisional record, such amendment shall be made by notification to the Head of the Secretariat within (how many days?) days of the issue of that record and no other changes shall be made unless approved by the Members at its next session.

FINANCE

To be discussed. The meeting may consider the option of well defined financial responsibilities of Members or looser financial arrangements based on members voluntary contributions or contributions by donors, governments or other organizations. Based on the outcome, there may be a need to consider the making of budgets (a budget may include funding of projects and working groups, Secretariat and other expenses that may be identified) as well as budget process issues such as timing and approval.

OTHER COMMITTEES OR SUBSIDIARY BODIES

1. The Members may establish subsidiary committees and task forces. Each committee and task force will chose its Chair and report back to the Members.

¹ The objective is to have on the Executive Committee a representative from each of the 4 main regions of the world, namely Africa, the Americas, Australasia and Europe.

SECRETARIAT

1. The Members shall be served by a Secretariat.
2. The Head of the Secretariat may appoint staff needed to fulfill the functions of the Secretariat as determined by the Members.
3. The Intergovernmental Forum may hold Special Meetings whenever so requested by a simple majority of its Members, or by the Head of the Secretariat in agreement with the Executive Committee.

AMENDMENTS

The Terms of reference shall be amended by consensus and without a vote.

The Rules of Procedures shall be amended by consensus or a two third majority vote of Members present. Proposed amendments shall be circulated by the Head of the Secretariat to all Members at least (how long a period?) in advance of the session.

OFFICIAL AND WORKING LANGUAGES

English shall be the official and working language of the Intergovernmental Forum for all meetings and all official documents. (Should there be use of more than one working or official language?)

WITHDRAWAL

A Member may withdraw (at any time? and in what manner?) by giving written notice of withdrawal to the Head of the Secretariat.

A member shall be liable for its share of financial obligations (if there are any?) stemming from decisions to which it was a party in the year of the withdrawal.