

# **DRAFT RULES OF PROCEDURE OF THE**

## **Intergovernmental Forum on Mining, Minerals, Metals and Sustainable Development**

### **MEMBERS**

1. “Members” means the Ministries or Agencies with primary responsibility for the development of either the mining, minerals or metals sector, in the Member states of the United Nations, that have notified in writing their acceptance of the Terms of Reference and Rules of Procedures to the Secretariat.

### **GENERAL SESSIONS**

2. The highest authority of the Forum is the Standing Committee of the Forum consisting of all Members. It will normally meet at each General Session of the Forum and, if appropriate, at other times should a majority of the Members agree.
3. The General Session will normally meet annually at such a date and place as the Members may decide. Notice of General Sessions and the provisional agenda for the meeting will be communicated to the Members by the Head of the Secretariat in consultation with the Chairman at least 60 days in advance.
4. The Members will elect a Chair and two Vice-Chairs for a period of two years at the General Session and they may be re-elected for an additional term. The Chair, two Vice-Chairs and the Head of the Secretariat, constitute the Executive Committee.
5. The Members may hold Special Meetings of the Standing Committee whenever so requested by a majority of the Members, or by the Head of the Secretariat in agreement with the Executive Committee. Notice of Special meetings will be communicated at least 45 days in advance. In cases of emergency, the notice should state the nature of the emergency.
6. All decisions related to the functions or work of the Standing Committee will normally be approved by consensus of Members present. If a consensus cannot be achieved, the Chair can call for a vote, a majority of three-quarters of the Members present will approve a decision.
7. The provisional agenda for each meeting of the Standing Committee and the General Session should be approved by the Executive Committee. If a Member wishes a particular matter to be discussed at a meeting, the member should notify the Secretariat 30 days before the commencement of the meeting, including in that notification a written explanation.
8. Each Member will endeavour to notify the Secretariat not later than 30 days before the

commencement of the session of the names of the delegates, alternates and advisers designated to represent it at a session.

9. The Standing Committee may prepare reports at each of their meetings taking into account the provisions of paragraph 6 of this Section. These reports will be circulated, unless otherwise decided by the Members, to all participants in the General Session, the Secretariat of the Commission on Sustainable Development and to other relevant bodies.

## **CONDUCT OF BUSINESS**

10. The quorum for any meeting of the Standing Committee will be the presence of a majority of the Members, except for finance issues where the quorum will be three-quarters of the Members.
11. 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.
12. Minutes of meetings will consist of a summary record of the proceedings. Such record will be provisional in the first instance. If any Member wishes to amend any of its statements reported in the provisional record, a notice of such an amendment should be sent to the Secretariat within 30 days of the issue of that record and no other changes will be made unless approved by the Members at its next session.

## **FINANCE/CONTRIBUTIONS**

13. Member countries and intergovernmental organisations may make voluntary financial or other contributions for specific or general use by the Forum. Others, as accepted by the Forum, may make contributions to finance specific activities of the Forum.

## **OTHER COMMITTEES OR SUBSIDIARY BODIES**

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

## **SECRETARIAT**

15. The Members will be served by a Secretariat to be provided by [Canada].
16. The Head of the Secretariat will be appointed by [Canada].
17. The Secretariat will be responsible for the following:
  - a. Secretarial duties during proceedings
  - b. Distribution of reports and other documentation
  - c. Arranging meetings as per instruction from the Chair
  - d. Financial management and reporting to the Forum

- e. Such other tasks as assigned by the Standing Committee
18. The Head of the Secretariat shall recruit and direct the staff of the Secretariat required to service the Standing Committee, including any subsidiary bodies that the Committee may establish.

## **OTHER PARTICIPANTS**

19. Relevant United Nations bodies and specialized agencies, as well as other relevant intergovernmental organizations may, as determined by the Members, be invited to participate as observers, without the right to vote, in the Forum.
20. Members may include in their delegations representatives from industry, labour and non-governmental organizations.

## **AMENDMENTS**

21. The Terms of reference can be amended by consensus of the Members present at a General Session. Proposed amendments will be circulated by the Secretariat to all Members at least 90 days in advance of the General Session.
22. The Rules of Procedures can be amended by consensus of the Members present at a General Session. Proposed amendments will be circulated by the Secretariat to all Members at least 90 days in advance of the General Session.

## **OFFICIAL AND WORKING LANGUAGES**

23. English shall be the official and working language of the Intergovernmental Forum for all meetings and all official documents. In the case of the General Session, the use of other languages is encouraged whenever possible.

## **WITHDRAWAL**

24. A Member may withdraw at any time by giving written notice of withdrawal to the Secretariat.
25. At the time of withdrawal, a member will be liable for its share of any financial obligations to which it has specifically committed to.