

# **Regional Animal Production and Health Commission for Asia and the Pacific**

## **RULES of PROCEDURE**

**Pursuant to Rule XVI of these Rules of Procedure English is the working language of the Commission. Accordingly, the Rules of Procedure exist only in English.**



**Food and Agriculture  
Organization of the  
United Nations**



**REGIONAL ANIMAL PRODUCTION AND HEALTH COMMISSION  
FOR ASIA AND THE PACIFIC RULES OF PROCEDURE**

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**Rule I Sessions of the Commission**

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Notices convening a regular session of the Commission shall be dispatched by the Director-General not less than 50 days and notices convening a special session not less than 20 days before the date fixed for the opening of the session to Members of the Commission, to such Nations which are not Members of the Commission and to such international organizations as may be represented in accordance with Article IX of the Agreement, hereafter referred to as "participating Nations and international organizations".

**Rule II**

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**Agenda**

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1. A provisional agenda for each regular session of the Commission shall be drawn up by the Director-General and dispatched to Members and to participating Nations and international organizations not less than 50 days before the date fixed for the opening of the session.
2. The provisional agenda for a regular session shall consist of:
  - (a) all items the inclusion of which may have been decided upon by the Commission at a previous session;
  - (b) election of Chairman and Vice-Chairman of the Commission and three Members of the Executive Committee (Article VIII.4 of the Agreement);
  - (c) applications for membership in the Commission, if any (Article III.2 of the Agreement);
  - (d) draft programme and Administrative Budget (Article VI.4(a), in conjunction with Articles VI.1, VII, XII and XV of the Agreement);
  - (e) report of the Executive Committee on the activities of the Commission during the past year (Articles VI.4 and XII of the Agreement);
  - (f) reports by subsidiary bodies established under Article XIII of the Agreement;
  - (g) reports of Members (Article VI.2(c) in conjunction with Article IV.5 of the Agreement and

Rule XIII.2);

(h) proposals of the Executive Committee concerning policy matters (Article XII of the

Agreement);

(i) any modifications of the Scale of Contributions including the confirmation of the determination of the contribution of any States having acquired membership since the last regular session (Article XV.1 of the Agreement and Rule XIV);

(j) audited accounts for the preceding financial period (Articles VI.4(a) and XII(b) of the

Agreement);

(k) amendments to the Agreement, if any (Article XVII of the Agreement);

(l) amendments of the Rules of Procedure, if any (Article XIV of the Agreement and Rule XVII);

(m) any items the inclusion of which has been requested by Members in accordance with Rule

II.5;

(n) any items which the Conference, Council or the Director-General of the Organization refer to the Commission;

(o) other business arising out of the Commission's regular and special functions (Articles VI and VII of the Agreement);

3. A provisional agenda for each special session of the Commission shall be drawn up by the Director-General and dispatched to Members and to participating Nations and international organizations not less than 20 days before the date fixed for the opening session.

4. The provisional agenda for a special session of the Commission shall consist of:

(a) all items the inclusion of which in the agenda of the special session may have been decided upon by the Commission at a previous session;

(b) applications for membership in the Commission, if any (Article III of the Agreement);

(c) amendments to the Agreement, if any (Article XVII of the Agreement);

(d) amendments of the Rules of Procedure, if any (Article XIV of the Agreement and Rule

XVII);

(e) any items proposed for consideration in a request for the holding of the special session made pursuant to Article VIII.5 of the Agreement;

- (f) any items which the Conference, Council or the Director-General of the Organization refer to the Commission;
5. Any Member may, not less than 30 days before the date fixed for the opening of a session, request the Director-General to include specific items on the agenda. These items shall be placed on a supplementary list, which shall be dispatched to Members and to participating Nations and international organizations, not less than 20 days before the date fixed for the opening of the session.
  6. During any session the Commission may, by a two-thirds majority of the votes cast, add to the agenda any item proposed by a Member.
  7. At each session the provisional agenda, together with the proposed additions or deletions if any, shall be submitted to the Commission for approval as soon as possible after the opening of the session and, on approval of the Commission, shall become the agenda of the session.
  8. The Director-General shall ensure timely circulation of all reports and other documents to be considered by the Commission in connection with any item of its agenda.
  9. The Commission shall not proceed to the discussion of any item on the agenda until at least 24 hours have elapsed since the documents referred to in paragraph 8 have been made available to delegations of Members.

### **Rule III**

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## **Delegations and Permanent Representation**

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1. For the purpose of these Rules, the term "delegation" means all the persons appointed by a Member to attend a session of the Commission, that is to say its delegate and his alternates, experts and advisers, in accordance with Article VIII.1 of the Agreement.
2. The credentials of delegations and of the observers from participating Nations and international organizations shall, insofar as possible, be deposited with the Secretary of the Commission not later than the opening day of each session of the Commission. The Secretary shall examine the credentials and report thereon to the Commission. Permanent Delegates, appointed by Members under the provisions of paragraphs 3 to 6 of this Rule, shall not be required to present credentials at each session. They shall, however, communicate to the Secretary the names of alternates and other persons in their delegations, insofar as possible, not later than the opening day of each session of the Commission.

3. During intervals between sessions of the Commission each Member shall be represented by a Permanent Delegate. A communication made within the scope of the Agreement by a Permanent Delegate to the Commission or by the Commission to a Permanent Delegate shall constitute a communication made by or to the Member concerned.
4. The Permanent Delegate shall be appointed by the Member concerned and should normally be the head of the Designated National Authority, as defined under Rule XI.1, or, if the Member designates more than one national authority, the head of one of the Designated National Authorities.
5. The appointment of the Permanent Delegate shall be notified by each Member to the Director-General of the Organization who shall notify the other Members of the Commission. If under exceptional circumstances the Permanent Delegate is not the head of one of the Designated National Authorities, the Member shall define his terms of reference, authority and functions within the scope of the Agreement, as distinct from those of the Designated National Authorities, as far as required to facilitate the implementation of Article IV.4 of the Agreement.
6. The Permanent Delegate shall normally also represent the Member as its delegate at sessions of the Commission, under the terms of Article VIII.1 of the Agreement. If the Permanent Delegate is unable to attend a session, he may be replaced by an alternate appointed by the Member concerned, but shall remain eligible for holding office under Article VIII.4 of the Agreement.

#### **Rule IV**

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### **Attendance at Plenary Meetings of the Commission**

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1. Plenary meetings of the Commission shall be open to attendance by all delegations and by observers from participating Nations and international organizations and such members of the staff of the Organization as the Director-General may designate.
2. Each participating Nation or international organization which has been invited to attend a session of the Commission may be represented by an observer. Such observers may participate in the discussions of the Commission and may circulate to the Commission the views of the Nation or organization which they represent.
3. Plenary meetings of the Commission shall be held in public unless the Commission decides otherwise. Subject to any decision of the Commission, the Secretary shall make arrangements for the admission of the public and of representatives of the press and other information agencies, to plenary meetings of the Commission.

#### **Rule V**

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## **Powers and Duties of the Chairman and Vice-Chairman of the Commission**

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1. In addition to exercising such powers as are conferred upon him elsewhere by these Rules, the Chairman shall declare the opening and closing of each plenary meeting of the session. He shall direct the discussion in plenary meetings and at such meetings ensure observance of these Rules, accord the right to speak, put questions, and announce decisions. He shall rule on points of order, and, subject to these Rules, shall have complete control over the proceedings at any meetings. He may, in the course of the discussion of an item, propose to the Commission the limitation of the time to be allowed to speakers, the number of times each delegation may speak on any question, the closure of the list of speakers, the suspension or adjournment of the meeting, or the adjournment or closure of the debate on the item under discussion.
2. In the absence of the Chairman during a plenary meeting or any part thereof, the Vice-Chairman shall preside. The Vice-Chairman acting as Chairman shall have the same powers and duties as the Chairman.
3. The Chairman, and the Vice-Chairman acting as Chairman, shall have the right to vote, unless there is an alternate in his delegation whom he may appoint to vote in his place.
4. The Chairman, in the exercise of his functions, remains under the authority of the Commission.

### **Rule VI**

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## **Conduct of Business**

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1. At each regular session, nominations shall be called for by the Chairman from the floor for the offices of Chairman and Vice-Chairman of the Commission and for three members of the Executive Committee for the ensuing term of office as provided for in the Agreement.
2. Each nomination shall be supported by a mover and seconded and shall carry the endorsement of the nominee.
3. Proposals and amendments for plenary meetings shall be introduced in writing and handed to the Chairman of the Commission who shall circulate copies to the delegations. Subject to a contrary decision of the Commission in a specific instance, no proposal shall be dis-

cussed or put to the vote at any plenary meeting unless copies of it have been circulated to all delegations not later than the day preceding the meeting. The Chairman of the Commission may, however, permit the discussion and consideration of amendments or of motions as to procedure even though these amendments and motions have not been circulated or have only been circulated the same day.

4. A proposal may be withdrawn by its proposer at any time before voting on it has commenced, provided that the proposal has not been amended. A proposal which has thus been withdrawn may be reintroduced by any Member.

5. The conduct of business, voting arrangements and other related matters not specifically provided for in the Agreement or these Rules shall be governed by the General Rules of the Organization.

## **Rule VII**

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### **Decisions of the Commission**

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1. The following decisions of the Commission shall be adopted by a two-thirds majority of its membership:

- (a) admission to Commission membership of eligible States that are not member of FAO (Article III.2 of the Agreement);
- (b) adoption of common Regional standards and practices as Annexes to the Agreement, and related procedures (Article VII.2 of the Agreement);
- (c) adoption of the scale of contributions (Article XV.1 of the Agreement and Rules II.2(i) and XIV);
- (d) amendments of the Agreement (Article XVII.1 and Rule II.2(k) and 4(c));
- (e) adoption, amendment and suspension of Rules of Procedure (Article XIV of the Agreement and Rules II.2 (l) and 4(d), and XVII).

2. A two-thirds majority of the votes cast, providing such majority is more than one half of the membership of the Commission, shall be required for decisions on the use of funds from the surplus of the Administrative Budget for implementation of special functions under Article VII of the Agreement (Articles VII.6 and XV.6 of the Agreement).

3. All other decisions on questions falling within the Commission's terms of reference shall be taken by a majority of the votes cast, in accordance with Article VIII.2 of the Agreement.

4. If the interest of the Commission requires a decision to be taken between sessions, the Secretary may, in consultation with the Chairman, seek the opinion of the Members of the Commission by letter or, in case of urgency by any other rapid means of communication. The decision of the Commission shall become effective as soon as the Secretary has received concurrence by cable or letter from a simple or two-thirds majority as required under the relevant provisions of the Agreement for voting at sessions. Failure to reply within 90 days after the date on which the opinion had been requested, shall constitute an abstention. The Secretary shall inform all Members of the Commission of the date on which the decision thus taken becomes effective.

## **Rule VIII**

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### **Subsidiary Bodies of the Commission**

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1. Procedures in subsidiary bodies established under Article XIII of the Agreement shall be governed by the Rules of Procedure of the Commission so far as applicable (Article XIII.4 of the Agreement) and, where appropriate, by the detailed procedures which may be adopted by the Commission under the provisions of Article VII.2 of the Agreement.
2. In addition to the subsidiary bodies provided for in Article XIII of the Agreement, the Commission may set up at each session and for the duration of the session, such committees as it considers desirable and allocate to these committees the various items on its agenda. The procedural provisions relating to subsidiary bodies shall apply to sessional committees, as appropriate.
3. Each subsidiary body shall elect a Chairman and a Vice-Chairman, and the procedures shall be governed by the Rules of Procedure of the Commission so far as applicable. A majority of the Members of the Committee shall constitute a quorum.
4. The Chairman of each subsidiary body shall have in relation to meetings of his subsidiary body the same powers and duties as the Chairman of the Commission has in relation to plenary meetings. In the absence of the Chairman, the Vice-Chairman of the subsidiary body shall preside with the same powers and duties.
5. All subsidiary bodies established by the Commission shall report their conclusions and recommendations to the Commission.

## **Rule IX**



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## **Secretariat**

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The staff of the Secretariat of the Commission shall be appointed in accordance with Article X of the Agreement and subject to the provisions of that Article. It shall be the duty of the Secretariat to receive, assemble and circulate documents, reports and resolutions of the Commission and its subsidiary bodies, to prepare the records of their proceedings and to perform such other work as the Commission or any of its subsidiary bodies may require.

### **Rule X**

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## **Executive Committee**

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1. The Chairman of the Commission shall be the Chairman of the Executive Committee. He shall have, in relation to meetings of the Executive Committee, the same powers and duties as he has in relation to meetings of the Commission. In the absence of the Chairman during a meeting of the Executive Committee or any part thereof, the Vice-Chairman of the Commission shall preside. The Vice-Chairman acting as Chairman shall have the same powers and duties as the Chairman. A majority of the members of the Committee shall constitute a quorum. Decisions of the Executive Committee shall be taken by a majority of the votes cast. Meetings of the Committee shall be held in private unless otherwise determined by the Commission.

2. If the interest of the Commission requires a decision of the Executive Committee to be taken between its sessions, the Secretary may seek the opinion of the Members of the Executive Committee by any rapid means of communication, informing at the same time all other Members of the Commission. The decision of the Executive Committee shall become effective as soon as the Secretary has received concurrence by cable or letter from all Members of the Executive Committee or if abstentions should arise, from a quorum of its Members, provided that no objection is received from any Members within 30 days from the date on which their opinion had been requested. The Secretary shall inform all Members of the Commission of the decision taken.

### **Rule XI**

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## **Designated National Authorities**

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1. The national authorities responsible for taking measures to implement the Agreement, designated by Members of the Commission under the terms and to the effect of Article IV.4 of the Agreement, shall be referred to as the "Designated National Authorities".

2. A directory of the Designated National Authorities, their terms of reference and officers in charge shall be established, maintained and circulated to Members by the

Secretary of the Commission. The Members shall provide the Secretary with the information required to keep the directory up-to-date and to facilitate cooperation and communications as called for under the Agreement.

#### **Rule XII**

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### **Arrangements with International Organizations**

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1. In accordance with Article IX.1 and subject to the provisions of Article VI.3(b) of the Agreement, the

Commission shall make arrangements, through the Director-General of the Organization, as appropriate, to:

(a) invite the World Health Organization (WHO) and the International Office of Epizootics (OIE) to participate in the sessions of the Commission and its subsidiary bodies established under Article XIII of the Agreement, with the right to take part in the discussions;

(b) circulate the reports and other documents of the Commission to the Director-General of

WHO and OIE and to officers or organizational units which may be designated by them;

(c) circulate to the Members of the Commission and to the Designated National Authorities, as defined in Rule XI, any comments or other documents which may be provided by WHO and

OIE for that purpose;

(d) ensure participation of WHO and OIE in the work of the Commission under Articles VI and VII of the Agreement, in areas of common interest, for joint action on the control of epizootic and communicable animal diseases, and for the elaboration of related regional standards and practices;

(e) establish working relations with other international organizations and their subsidiary bodies of regional or global scope concerned with animal health, production, industry and trade in the Region.

#### **Rule XIII**

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### **Reports, Recommendations, Standards and Action Programmes**

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1. At each regular session, the Commission shall approve a report embodying its views, recommendations and decisions including, when requested, a statement of minority views. Such report shall be based on the proceedings of the Commission at the regular session concerned and, as far as applicable, on the draft annual report on the activities of the Commission prepared by the Executive Committee under the provisions of Article XII(d) of the Agreement. The report shall normally cover, *inter alia*, the following subjects:

- (a) joint action and assistance to Members, under the provisions of Article VI.1(a)-(e) of the Agreement;
- (b) action taken under the provisions of Article VI.2(a) and (b);
- (c) summary of periodic reports submitted by Members pursuant to Article IV.5 of the Agreement, and their analysis, under the provisions of Article VI.2(c) of the Agreement, with a view to identifying areas of future joint action;
- (d) arrangements with participating Nations and international organizations, referred to in Rule I, under the provisions of Article VI.3 of the Agreement;
- (e) emergency action, if any, under the provisions of Article VII.1 of the Agreement;
- (f) action related to common Regional standards and practices, under the provisions of Article VII.2 of the Agreement;
- (g) action taken under the provisions of Article VII.3 and 4 of the Agreement;
- (h) decisions adopted by the Commission at its regular session, and during the interval since the preceding regular session, by means of communications under the provisions of Rule VII or, if applicable, at a special session held between regular sessions.

2. At each regular session, the Commission shall decide upon specific subject matters to be covered by reports from Members to the Commission, pursuant to Article IV.5 of the Agreement. Where appropriate, the Commission may also decide upon common formats of presentation which as far as possible should be used in such reports, bearing in mind the objective of facilitating conclusions for joint action programmes.

3. At each special session, the Commission shall approve a report, recording the reason for convening the session, the proceedings of the session, the conclusions reached and decisions adopted.

4. Reports of the Executive Committee and of the subsidiary bodies established under Article XIII of the Agreement shall, as far as applicable, be governed by the provisions of paragraphs 1-3 of this Rule.

5. The conclusions and recommendations of the Commission shall be transmitted to the Director-General of the Organization at the close of each session, who shall circulate them to the Members of the Commission, participating Nations and international organizations that were represented at the session and, upon request, to other Member Nations of the Organization for their information.

6. Recommendations having policy, programme or financial implications for the Organization shall be brought by the Director-General to the attention of the Conference or Council of the Organization for appropriate action.

7. Subject to the provisions of the preceding paragraph, the Director-General of the Organization may request Members of the Commission to supply the Commission with information on action taken on the basis of recommendations made by the Commission.

#### **Rule XIV**

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### **Determination of the Scale of Contributions**

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1. For the purpose of assessing the contributions due by each Member of the Commission pursuant to Article XV.1 of the Agreement, the scale of contributions shall provide for a classification of the States concerned into three groups based on such factors as number, productivity and economic value of their livestock. The groups shall include Members of the Commission, and those States and Territories in the Region which are not Members but may become Members in the course of the ensuing financial period.

2. Subject to review and confirmation or amendment at each regular session of the Commission, the groups referred to in Paragraph 1 of this Rule shall be as follows:

*Group A:* Australia, China, India, Japan, New Zealand.

*Group B:* Afghanistan, Bangladesh, Burma, Indonesia, Iran, Republic of Korea, Malaysia, Pakistan, Philippines, Sri Lanka, Thailand, Vietnam.

*Group C:* Democratic Kampuchea, Fiji, Lao P.R., Maldives, Mauritius, Nepal, Papua New Guinea, Singapore.

3. States that are not Members of FAO and that have not applied for membership under the provisions of Article III.2 of the Agreement shall be included in the appropriate group upon receipt of such request and of a declaration made in a formal instrument accepting the Agreement. The classification of the State concerned in the appropriate group shall be proposed by the Executive Committee, and approved by the Commission when admitting the State to its membership.

4. At each regular session, the Commission shall adopt the scale of contributions for the ensuing financial period, determining three gradually different amounts as share of contributions according to the classification specified in this Rule.

#### **Rule XV**

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## Short Designations

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For purposes of internal communications between Members of the Commission, its Secretariat, and participating Nations and international organizations referred to in Rule 1, the Commission may be referred to under the abbreviation "APHCA". Similarly, the Executive Committee, the subsidiary bodies established under Article XIII of the Agreement, the Secretariat, the reports of the Commission, and the common Regional standards and practices adopted under Article VII.2 of the Agreement, may be referred to as APHCA Executive Committee, APHCA sub-commissions, committees and working parties, APHCA Secretariat, and APHCA standards and practices.

### Rule XVI

#### Working Language

English shall be the working language of the Commission.

### Rule XVII

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## Amendment and Suspension of Rules

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1. Subject to the provisions of the Agreement, any of the foregoing Rules may be suspended by a two-thirds majority of the votes cast at any plenary meeting of the Commission, provided that notice of the intention to propose the suspension has been communicated to the delegates not less than 24 hours before the meeting at which the proposal is to be made.
2. Subject to the provisions of the Agreement, amendments of or additions to these Rules may be adopted at any plenary meeting of the Commission, provided that the intention to propose the amendment or addition has been communicated to the delegates not less than 24 hours before the meeting at which the proposal is to be considered, and provided further, that the Commission has received and considered a report on the proposal by an appropriate subsidiary body.
3. The Executive Committee may propose amendments and additions to these Rules.