

June 2007



منظمة الأغذية
والزراعة
للأمم المتحدة

联合国
粮食及
农业组织

Food
and
Agriculture
Organization
of
the
United
Nations

Organisation
des
Nations
Unies
pour
l'alimentation
et
l'agriculture

Organización
de las
Naciones
Unidas
para la
Agricultura
y la
Alimentación

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COUNCIL

Hundred and Thirty-second Session

Rome, 18-22 June 2007

ARRANGEMENTS FOR THE THIRTY-FOURTH SESSION OF THE CONFERENCE

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INTRODUCTION

1. At its Thirty-third session (November 2005) the Conference decided that its Thirty-fourth session should be held in Rome from 17 to 24 November 2007¹.

AGENDA AND SCHEDULING OF ITEMS

2. A provisional agenda for the Conference, including a list of information documents which will be tabled during the session, is found in Appendix A.

3. Two Commissions will be established: Commission I (substantive and policy matters in food and agriculture) and Commission II (programme and budgetary matters).

4. A tentative timetable of the Conference session is given in Appendix B. The timetable has been compiled on the assumption that the work of Commission I would take up no more than three days and that of Commission II no more than four days. Meetings would normally last from 9.30 to 12.30 hours and from 14.30 to 17.30 hours.

COMPOSITION OF DELEGATIONS

5. Delegations are normally headed by Ministers. In deciding the composition of their delegations, Members will wish to bear in mind the need for effective participation in the work of the Commissions as well as in Plenary.

6. In accordance with Article III of the Constitution, each Member of the Organization may be represented by one delegate, who may be accompanied by alternates, associates and advisers (see Appendix C).

CONSTITUTIONAL DUTIES OF THE CONFERENCE

7. In addition to adopting amendments to the Constitution, Rules and Regulations of the Organization, approving conventions and agreements etc., the Conference has the following specific constitutional duties:

Admission of New Members

8. The Conference, as the supreme authority of the Organization, admits new Members and deals with all matters relating to membership. At the date of preparing this document, two applications for membership had been received, those of Montenegro and Andorra. Under Rule XIX-2 of the General Rules of the Organization (GRO) applications are receivable up to 30 days before the opening of the Conference Session, i.e. 18 October 2007. The admission of new Members is carried out by secret ballot and requires a two-thirds majority of the votes cast, provided that the total number of affirmative and negative votes cast shall be more than one half of the Member Nations of the Organization. Membership becomes effective on the date on which the Conference approves the application. This Agenda item is scheduled for the afternoon of Saturday 17 November 2007.

Appointment of the Independent Chairperson of the Council

9. In accordance with Article V-2 of the Constitution and Rule XXIII-I GRO, the Conference appoints the Independent Chairperson of the Council.

¹ C 2005/REP para 133.

10. Rule XXIII-1(b) GRO provides that the Council shall determine the closing date for submission of nominations for the Office of Independent Chairperson of the Council by Member Nations to the Secretary-General of the Conference. Likewise, the Council also sets the date by which the Secretary General shall circulate these nominations to all Members of the Organization. Taking into consideration past practice the Council may wish to establish 12.00 hours on Friday 7 September 2007 as the closing date for submission of nominations for this appointment, and Friday 14 September 2007 as the date by which such nominations are circulated, by letter and e-mail, by the Secretary-General.

11. The election of the Independent Chairperson of the Council is scheduled for the afternoon of Friday 23 November 2007.

Election of Council Members

12. In accordance with Article V-1 of the Constitution, the Conference elects the Members of the Council. A separate paper on the election of Council Members, including Nomination Forms, will be circulated as Conference document C 2007/11. In accordance with Rule XXII-10(a) GRO, the Conference decides the date of the election and the date by which nominations for election to the Council must be submitted. The attached Timetable (Appendix A) proposes that the election be held on Friday 23 November 2007. As laid down in Rule XXII-10(c) GRO, nominations must be supported in writing by the delegates of two Member Nations to the Conference, other than the delegate of the Member Nation nominated, and must be accompanied by a formal written acceptance of the nomination by the delegate of the Member Nation nominated. Rule XXII-10(d) further specifies that the General Committee shall communicate the valid nominations received to the Conference at least three working days before the date selected for the election. In the light of these requirements the Council may wish to recommend that the deadline for the receipt of nominations be set at 12.00 hours on Saturday 17 November 2007.

OFFICERS OF THE CONFERENCE

13. In accordance with Rule XXIV-5(b) GRO, the Council, at its Hundred and Thirty-second Session (June 2007), is called upon to propose countries to select candidates for the offices of Chairperson of the Conference and Chairpersons of the Commissions of the Conference. It is also asked to propose nominations for the Credentials Committee consisting of nine Member Nations (Conference Res. 4/99 of November 1999, operative paragraph (a) refers). The members of the Committee so nominated will commence their work in the 15 days leading up to the Conference. At its Hundred and Thirty-third Session, immediately preceding the Conference, the Council will nominate the Chairperson of the Conference and the Chairpersons of the Commissions, which in turn will be approved by the 34th Conference. Nominations for the Vice-Chairpersons of Commission I and Commission II will be approved by the Conference through the General Committee. The Hundred and Thirty-third Session of the Council will also propose nominations for the offices of the three Vice-Chairpersons of the Conference, and for the seven elected Members of the General Committee to the Conference.

PLENARY MEETINGS

14. The first two Plenary meetings of the Conference on Saturday 17 November 2007 should consist mainly of procedural matters.

15. At its first Plenary meeting on the morning of Saturday 17 November, the Conference will formally elect its Chairperson and its three Vice-Chairpersons; the seven countries to be members of the General Committee; the nine countries to be members of the Credentials Committee (Rule VIII GRO). The Twenty-fifth McDougall Memorial Lecture will then be delivered. The Plenary meeting will then adjourn to enable the General Committee to hold its first meeting.

16. At its second Plenary meeting in the afternoon, the Conference, acting on the first report of the General Committee, will adopt the Agenda, establish the Commissions, appoint a Resolutions Committee (see paragraphs 21 and 22 below) and deal with the admission of observers and other procedural matters. The second Plenary meeting will also adopt the first report of the Credentials Committee. The vote on the admission of new Members is scheduled for the same afternoon, to be followed by the ceremony of admission of new Members. While the votes are being counted, the presentation of the B.R. Sen Awards for 2006 and 2007, the A.H. Boerma Award, the Edouard Saouma Award and the Margarita Lizárraga Medal will take place.

17. The Third Plenary Meeting will begin with the Director-General's Statement to the Conference on the work of the Organization and the Statement of the Independent Chairperson of the Council and will then be followed by discussion on the State of Food and Agriculture in the world. This discussion will be reserved for statements delivered by Heads of Delegations and is scheduled to continue until the Eighth Plenary meeting.

18. Since only three days are available for statements, and as the majority of Heads of Delegations present at the Conference will wish to make statements, the Council may wish to recommend that these be limited to a maximum of 5 minutes.

19. The Council may wish to recommend that the morning of Friday 23 November be set aside for the vote on the Programme of Work and Budget 2008-2009, and the afternoon for the election of the Independent Chairperson and Members of the Council.

20. It is proposed that the Plenary meetings from Monday 19 to Saturday 24 November be used to conclude the remaining items on the Agenda and to adopt the report of the Conference. The Council may wish to recommend that the Conference designate a Rapporteur to prepare the draft report of Plenary items for adoption on the final day of the Conference.

RESOLUTIONS COMMITTEE

21. The Council may wish to recommend the establishment of a Conference Resolutions Committee composed of seven members, one from each FAO region.

22. The Council may also wish to reiterate the view, expressed on previous occasions, that resolutions should be kept to a minimum, and be confined to matters requiring a formal decision by Conference. Appendix D sets out the criteria for Conference resolutions and the functions and operating procedures of the Resolutions Committee, as adopted in 1975 by the Eighteenth session, and followed by subsequent sessions of Conference.

SPECIAL EVENTS

23. The Council may wish to note that five high level special events will be held during the Conference Session, as follows:

- The Role of Aquaculture in Sustainable Development, Monday 19 November 2007 from 14.30 to 17.30 hours;
- Forests and Energy, Tuesday 20 November 2007 from 14.30 to 17.30 hours;
- The Financing of Agriculture, Tuesday 20 November 2007 from 18.30 to 20.30 hours;
- Food Quality and Safety, Wednesday 21 November 2007 from 10.30 to 12.30 hours;
- Aid for Trade, Wednesday 21 November 2007 from 14.30 to 16.30 hours.

INVITATIONS

24. The United Nations, its Specialized Agencies and the International Atomic Energy Agency are entitled to be represented at sessions of the Conference, without the right to vote. Other intergovernmental organizations having concluded an agreement with FAO which contains specific provisions to this effect have a right to attend as observers. Those non-governmental

organizations which have consultative status are also entitled to send observers to Conference sessions.

25. Other intergovernmental organizations as well as non-governmental organizations having specialized consultative status or liaison status may be invited on a provisional basis by the Director-General, subject to Conference approval. Accordingly, the Provisional Agenda of the Session contains an item entitled "Admission of Observers".

26. The above provisions are set out in Rule XVII GRO and also in the "FAO Policy Concerning Relations with International Non-Governmental Organizations" (FAO Basic Texts, Volume II, Section P).

27. Observers from non-governmental organizations will be invited to attend informal meetings to be held on Saturday 17 November 2007.

28. The Council may wish to note the Director-General's suggestion that the Palestine Liberation Organization be invited to attend the Thirty-fourth Session of the Conference in an observer capacity.

DRAFT DECISIONS

29. The Council decided to set the deadline for the receipt of nominations for the Office of Independent Chairperson of the Council at 12.00 hours on Friday 7 September 2007.

30. The Council agreed to submit to the Conference for approval the Provisional Agenda, the Tentative Timetable and the arrangements outlined in this document, and in particular recommended that:

1. Two Commissions be established to examine respectively Substantive and Policy Matters in Food and Agriculture (Commission I) and Programme and Budgetary Matters (Commission II) ;
2. The deadline for the receipt of nominations for election to the Council be set at 12.00 hours on Saturday 17 November 2007;
3. The statements of Heads of Delegation be limited to a maximum of 5 minutes each;
4. The vote to decide the budget level be scheduled for the morning of Friday 23 November 2007; and the votes to elect Members of the Council and to appoint the Independent Chairperson of the Council be held on the afternoon of Friday 23 November 2007.

APPENDIX A PROVISIONAL AGENDA

INTRODUCTION AND REVIEW OF THE STATE OF FOOD AND AGRICULTURE

1. Election of Chairperson and Vice-Chairpersons
2. Appointment of General Committee and Credentials Committee
3. Adoption of the Agenda and Arrangements for the Session
4. Admission of Observers
5. Review of the State of Food and Agriculture

SUBSTANTIVE AND POLICY MATTERS IN FOOD AND AGRICULTURE

6. Progress Report on Implementation of the FAO Gender and Development Plan of Action
7. Interim Report on the Triennial Comprehensive Policy Review of Operational Activities for Development of the United Nations System
8. United Nations/FAO World Food Programme
9. International Year of the Potato 2008
10. International Year of Natural Fibres 2009

PROGRAMME AND BUDGETARY MATTERS

11. Programme Implementation Report 2004-2005
12. Programme Evaluation Report 2007
13. Programme of Work and Budget 2008-2009 (Draft Resolution)
14. Independent External Evaluation of FAO

LEGAL, ADMINISTRATIVE AND FINANCIAL MATTERS

A. Constitutional and Legal Matters

15. Adoption of Russian as a Language of the Organization (Amendment of Article XXII of the Constitution and Rule XLVII of the General Rules of the Organization) (Draft Resolutions)

16. Other Constitutional and Legal Matters
 - 16.1 Streamlining of Membership Rules of the Open Committees of the FAO Council (Amendments to the General Rules of the Organization) (Draft Resolution)
 - 16.2 Amendments to the General Regulations of WFP

B. Administrative and Financial Matters

17. Audited Accounts 2004-2005 (Draft Resolution)
18. Scale of Contributions 2008-2009 (Draft Resolution)
19. Payment by the European Community to Cover Administrative and other Expenses Arising out of its Membership in the Organization
20. Other Administrative and Financial Matters

APPOINTMENTS AND ELECTIONS

21. Applications for Membership in the Organization
22. Election of Council Members
23. Appointments
 - 23.1 Appointment of the Independent Chairperson of the Council
 - 23.2 Appointment of Representatives of the FAO Conference to the Staff Pension Committee

OTHER MATTERS

24. Date and Place of the Thirty-fifth Conference Session
25. Any Other Matters
 - 25.1 McDougall Memorial Lecture
 - 25.2 Presentation of B.R. Sen Awards
 - 25.3 Presentation of A.H. Boerma Award
 - 25.4 Presentation of Edouard Saouma Award
 - 25.5 Margarita Lizárraga Medal
 - 25.6 In Memoriam

Information Documents will be tabled on the following subjects*

- A. Statutory Report on Status of Conventions and Agreements, and Amendments thereto.
- B. Status of Contributions

* Delegates wishing to comment on Information Documents will be given an opportunity to do so under Item 25: Any Other Matters.

APPENDIX B
TENTATIVE TIMETABLE OF THE CONFERENCE - DETAILED SCHEDULE

Saturday 17 November 2007

Plenary Hall		
10.00-12.30 hours	<p>am</p> <p><u>1st Meeting:</u></p> <p><u>Item 1:</u> Election of Chairperson and Vice-Chairpersons <u>Item 2:</u> Appointment of General Committee and Credentials Committee <u>Item 25:</u> Any Other Matters <u>Item 25.1:</u> McDougall Memorial Lecture</p>	[Informal Meeting of Observers from Non-Governmental Organizations]
15.00-18.00 hours	<p>pm</p> <p><u>2nd Meeting</u></p> <p><u>Item 3:</u> Adoption of the Agenda and Arrangements for the Session <u>Item 4:</u> Admission of Observers <u>Item 21:</u> Applications for Membership in the Organization (Vote) <u>Item 25:</u> Any Other Matters <u>25.2:</u> Presentation of B.R. Sen Awards <u>25.3:</u> Presentation of A.H. Boerma Award <u>25.4:</u> Presentation of Edouard Saouma Award <u>25.5:</u> Margarita Lizárraga Medal <u>Item 21:</u> Applications for Membership in the Organization (cont'd) (Admission Ceremony)</p>	[Informal Meeting of Observers from Non-Governmental Organizations]

Monday 19 November 2007

	Plenary Hall	Green Room Commission I/Special Event	Red Room Commission II
09.30-12.30 hours	am <u>3rd Meeting</u> Director-General's Statement Independent Chairperson of the Council's Statement <u>Item 5:</u> Review of the State of Food and Agriculture	<u>1st Meeting</u> <u>Item 6:</u> Progress Report on Implementation of the FAO Gender and Development Plan of Action <u>Item 7:</u> Interim Report on the Triennial Comprehensive Policy Review of Operational Activities for Development of the United Nations System	<u>1st Meeting</u> <u>Item 11:</u> Programme Implementation Report 2004-2005
14.30-17.30 hours	pm <u>4th Meeting</u> <u>Item 5:</u> Review of the State of Food and Agriculture (cont'd)	<u>High Level Special Event:</u> <i>The Role of Aquaculture in Sustainable Development</i>	<u>2nd Meeting</u> <u>Item 12:</u> Programme Evaluation Report 2007 <u>Item 14:</u> Independent External Evaluation of FAO

Tuesday 20 November 2007

	Plenary Hall	Green Room Commission I/Special Event	Red Room Commission II
09.30-12.30 hours	am <u>5th Meeting</u> <u>Item 5:</u> Review of the State of Food and Agriculture (cont'd)	<u>2nd Meeting</u> <u>Item 8:</u> United Nations/FAO World Food Programme <u>Item 9:</u> International Year of the Potato 2008 <u>Item 10:</u> International Year of Natural Fibres 2009	<u>3rd Meeting</u> <u>Item 14:</u> Independent External Evaluation of FAO (cont'd)
14.30-17.30 hours	pm <u>6th Meeting</u> <u>Item 5:</u> Review of the State of Food and Agriculture (cont'd)	<u>High Level Special Event:</u> <i>Forests and Energy</i>	<u>4th Meeting</u> <u>Item 13:</u> Programme of Work and Budget 2008-2009 (Draft Resolution)
18.30-20.30 hours		<u>High Level Special Event:</u> <i>The Financing of Agriculture</i>	

Wednesday 21 November 2007

	Plenary	Green Room Commission I/Special Event	Red Room Commission II
	<p>09.30-12.30 hours</p> <p><u>7th Meeting</u></p> <p><u>Item 5:</u> Review of the State of Food and Agriculture (cont'd)</p>	<p>10.30-12.30 hours</p> <p><u>High Level Special Event:</u></p> <p><i>Food Quality and Safety</i></p>	<p>09.30-12.30 hours</p> <p><u>5th Meeting</u></p> <p><u>Item 13:</u> Programme of Work and Budget 2008-2009 (Draft Resolution) (cont'd)</p>
<p>14.30-17.30 hours</p>	<p>pm</p> <p><u>8th Meeting</u></p> <p><u>Item 5:</u> Review of the State of Food and Agriculture (cont'd)</p>	<p>14.30-16.30 hours</p> <p><u>High Level Special Event:</u></p> <p><i>Aid for Trade</i></p>	<p><u>6th Meeting</u></p> <p><u>Item 13:</u> Programme of Work and Budget 2008-2009 (Draft Resolution) (cont'd)</p>
<p>18.00- hours</p>		<p>Adoption of the Report</p>	

Thursday 22 November 2007

	Plenary		Commission II
to be confirmed	[Papal Audience]		
15.00-18.00 hours	<p>pm</p> <p><u>9th Meeting</u></p> <p><u>Item 17:</u> Audited Accounts 2004-2005 (Draft Resolution) <u>Item 18:</u> Scale of Contributions 2008-2009 (Draft Resolution) <u>Item 19:</u> Payment by the European Community to Cover Administrative and other Expenses Arising out of its Membership in the Organization <u>Item 20:</u> Other Administrative and Financial Matters <u>Item 23.2:</u> Appointment of Representatives of the FAO Conference to the Staff Pension Committee <u>Item 25.6:</u> In Memoriam <u>Item 24:</u> Date and Place of the Thirty-fifth Conference Session</p>		Adoption of the Report

Friday 23 November 2007

Plenary	
09.30-12.30 hours	<p>am</p> <p><u>10th Meeting</u></p> <p><u>Item 15:</u> Adoption of Russian as a Language of the Organization (Amendment of Article XXII of the Constitution and Rule XLVII of the General Rules of the Organization) (Draft Resolutions)</p> <p><u>Item 16.1:</u> Streamlining of Membership Rules of the Open Committees of the FAO Council (Amendments to the General Rules of the Organization) (Draft Resolution)</p> <p><u>Item 16.2:</u> Amendments to the General Regulations of WFP</p> <p>Adoption of Commission II Report on Item 13 (PWB 2008-2009)</p>
14.30-17.30 hours	<p>pm</p> <p><u>11th Meeting</u></p> <p><u>Item 22:</u> Election of Council Members</p> <p><u>Item 23.1:</u> Appointment of the Independent Chairperson of the Council</p>

Saturday 24 November 2007

	Plenary
10.00-13.00 hours	am <u>12th Meeting</u> Adoption of Report of Commission I Adoption of Report of Commission II Adoption of Report of Plenary
14.30-17.30 hours	pm

**APPENDIX B
SUMMARY TIMETABLE**

		Plenary	Commission I	Commission II
Saturday 17 November	am	1	-	-
	pm	2	-	-
Monday 19 November	am	3	1	1
	pm	4	- (SE)*	2
Tuesday 20 November	am	5	2	3
	pm	6	- (2 SEs)*	4
Wednesday 21 November	am	7	- (2 SEs)*	5
	pm	8	3	6
Thursday 22 November	am	-	-	-
	pm	9	-	7
Friday 23 November	am	10	-	-
	pm	11	-	-
Saturday 24 November	am	12	-	-
	pm	13	-	-

*(SE) = Special Event

APPENDIX C
EXTRACT FROM ARTICLE III OF THE CONSTITUTION OF FAO

THE CONFERENCE
(provisions regulating composition of delegations)

1. There shall be a Conference of the Organization in which each Member Nation and Associate Member shall be represented by one delegate. Associate Members shall have the right to participate in the deliberations of the Conference but shall not hold office nor have the right to vote.
2. Each Member Nation and Associate Member may appoint alternates, associates and advisers to its delegate. The Conference may determine the conditions for the participation of alternates, associates and advisers in its proceedings, but any such participation shall be without the right to vote, except in the case of an alternate, associate, or adviser participating in the place of a delegate.
3. No delegate may represent more than one Member Nation or Associate Member.
4. Each Member Nation shall have only one vote. A Member Nation which is in arrears in the payment of its financial contributions to the Organization shall have no vote in the Conference if the amount of its arrears equals or exceeds the amount of the contributions due from it for the two preceding calendar years. The Conference may, nevertheless, permit such a Member Nation to vote if it is satisfied that the failure to pay is due to conditions beyond the control of the Member Nation.

APPENDIX D
CRITERIA FOR CONFERENCE RESOLUTIONS, FUNCTIONS AND
OPERATING PROCEDURES OF THE RESOLUTIONS COMMITTEE

1. Criteria for the Formulation of Resolutions

Resolutions should be confined essentially to the following normal matters:

- a) Amendments to the Constitution, the General Rules of the Organization, and the Financial Regulations.
- b) Approval or confirmation of conventions or agreements and of amendments thereto.
- c) Establishment of bodies under Article VI of the Constitution and adoption or amendment of the Statutes of such Bodies.
- d) Adoption of the Programme of Work and Budget for the ensuing biennium.
- e) Decisions regarding financial matters such as the Working Capital Fund, the scale of contributions, and adoption of audited accounts.
- f) Major programme and policy matters,
- g) Recommendations to Members or to international organizations.
- h) Matters relating to the appointment of the Director-General and the Independent Chairperson of the Council.
- i) Tributes and commemorations of special importance to FAO.

2. Functions of the Resolutions Committee

- a) The Resolutions Committee shall examine all draft resolutions, with the exception of those submitted to the Conference by the Council, unless determined otherwise by the General Committee.
- b) The Resolutions Committee shall endeavour to keep the number of resolutions to a minimum, and to ensure that resolutions conform to the criteria set forth above. It shall also draw attention to any significant constitutional, programme or budgetary implications of draft resolutions proposed for adoption.
- c) The Resolutions Committee may make editorial or similar amendments not affecting the substance of draft resolutions. The Committee may recommend such other amendments as it may deem appropriate. With the consent of the sponsors, the Committee may amend draft resolutions moved from the floor in the course of the Conference session.

3. Operating Procedures of the Resolutions Committee

- a) Meetings of the Resolutions Committee shall be convened, as often as necessary, by its Chairperson or by the General Committee. Except as provided in paragraph (e) below, meetings of the Committee shall be held in private. The Committee shall maintain close liaison with the General Committee on both substantive and procedural matters.
- b) Draft resolutions shall be transmitted to the Resolutions Committee before they are submitted to a Commission or a Plenary meeting of the Conference for discussion and approval.

- c) If a draft resolution does not meet the criteria set forth above, the Resolutions Committee will suggest that the substance be incorporated into the narrative text of the Conference Report.
- d) If the Resolutions Committee has doubts regarding the likelihood of agreement in the substance of a draft resolution, the Committee may decide that the substance be debated in the appropriate forum, and that after this debate and a decision on the substance, the draft resolution be returned to the Resolutions Committee for consideration.
- e) The Resolutions Committee may invite the sponsors of a draft resolution to participate in its deliberations and, subject to the consent of such sponsors, may make such amendments to draft resolutions as it may consider appropriate.
- f) The Resolutions Committee may delegate its Chairperson or one or more of its members to attend the debate where a draft resolution is discussed, either to explain the Committee's views and reasons for any proposed changes, or to follow the debate so as to be able to inform the Committee of the background when the text of the draft resolution is submitted to the Committee.
- g) The Resolutions Committee shall submit reports on all draft resolutions which have been referred to it, and such reports shall be circulated as Conference documents. Amendments to draft resolutions recommended by the Committee in its reports shall be deemed to be amendments within the meaning of Rule XI-3 GRO and, if necessary, shall be considered by the appropriate Commission or at a Plenary meeting on the day on which the relevant report is circulated.