


May 2011

	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	Продовольствен ная и сельскохозяйств енная организация Объединенных	Organización de las Naciones Unidas para la Agricultura y la Alimentación
---	--	--------------------	---	---	--	--

CONFERENCE

Thirty-seventh Session

Rome, 25 June - 2 July 2011

Arrangements for the 37th Session of the Conference

Executive Summary

This document gives an overview of arrangements for the 37th Session of the FAO Conference (25 June - 2 July 2011), as approved by the 140th and 141st Sessions of the FAO Council. It contains proposals regarding the provisional agenda and timetable for the session, the scheduling of items including elections, resolutions and invitations. The procedure to be followed for the address to the Conference by candidates for the office of Director-General is set out in *Appendix B*.

The Conference is requested to endorse the following:

- The provisional agenda and timetable for the 37th Session of the FAO Conference (C 2011/1 and C 2011/INF/1 respectively)
- The establishment of two commissions:
 - on Substantive and Policy Matters (Commission I)
 - on Programme and Budgetary Matters (Commission II)
- Candidates proposed by Council for the following officers of the Conference:
 - Chairperson of the Conference;
 - Chairperson of Commission I;
 - Chairperson of Commission II;
 - Three Vice-Chairpersons of the Conference;
 - Seven elected Members of the General Committee;
 - Seven elected Members of the Conference Resolutions Committee; and
 - Nine Members of the Credentials Committee.
- The main theme for the general debate on the State of Food and Agriculture, and a five minute time limit for statements made by Heads of Delegation under this item;
- That Palestine be invited to participate in the Session as an observer.

Queries on the substantive content of this document may be addressed to:

Stephen Dowd

Chief, Conference, Council and Government Relations Branch

Tel: +3906 5705 3459

Table of Contents

	Paragraphs
Introduction	1 – 4
Agenda and Scheduling of Items	5 – 11
Composition of Delegations	12 – 12
Constitutional Duties of the Conference	13 – 20
<i>Admission of New Members</i> □	14 – 14
<i>Appointment of the Director-General</i> □	15 – 17
<i>Appointment of the Independent Chairperson of the Council</i> □	18 – 19
<i>Election of Council Members</i> □	20 – 20
Officers of the Conference	21 – 23
Resolutions Committee	24 – 24
Invitations □	25 – 28
Reducing the Environmental Impact of the Conference	29 – 30

APPENDICES

- A Extract from Article III of the Constitution of FAO
- B Procedure Concerning the Address to the Conference by Candidates for the Office of Director-General
- C Criteria for Conference Resolutions and Functions and Operating Procedures of the Resolutions Committee
- D FAO Policy Concerning Relations with International Non-Governmental Organizations

Introduction

1. As decided by the 36th Session of the Conference (November 2009), the 37th Session of the Conference will be held in Rome from 25 June to 2 July 2011. The decision to convene the Conference in June rather than November, as was the practice for previous sessions, was taken in accordance with the Immediate Plan of Action (IPA) for FAO Renewal which determined that the Conference will henceforth be convened in June of the second year of the biennium¹.
2. The IPA further affirmed that the Conference will remain the ultimate decision making body of the Organization, determine its overall policy and strategy and take the final decisions on objectives, strategy and budget.² The IPA also underlined the need to make sessions of the Conference more action oriented, focused and attractive to participation by Ministers and senior officials, with emphasis being placed on the distinctive function of the Conference in ensuring coherence in global policy and regulatory frameworks.
3. More specifically the IPA Action Matrix for the Conference indicates, *inter alia*, that:
 - Conference will approve the Organization's priorities, strategy and budget having, considered the recommendations of the Council;
 - formal plenary meetings will become more focused on issues of vital interest to Members;
 - side events will be developed to provide a forum for informal interchange on development issues;
 - the report of the Conference will concentrate on conclusions and decisions.
4. This document complements arrangements for the 37th Session of the FAO Conference approved by the Council at its 140th Session (November-December 2010) and at its 141st Session (April 2011), which are set out in C 2011/LIM/6 Rev. 1.

Agenda and Scheduling of Items

5. A provisional agenda for the Conference is found in C 2011/1.
6. The provisional timetable for the Conference is set out in C 2011/INF/1.
7. Two Commissions will be established:
 - Commission I on substantive and policy matters; and
 - Commission II on programme and budgetary matters.
8. IPA action 2.5 states that each session of the Conference will usually have one major theme agreed by the Conference, normally on the recommendation of the Council. In this regard, the Council at its 140th Session proposed that the theme for the General Debate of the Conference under item 10 *Review of the State of Food and Agriculture* be "The Vital Role of Women in Agriculture and Rural Development"³.
9. Since only five days are available for work in plenary meetings, and as the great majority of Heads of Delegations present at the Conference will wish to make statements under item 10, statements should be limited to a maximum of 5 minutes each.
10. The election of the Independent Chairperson of the Council (by secret ballot)⁴, the election of Members of the Council (by secret ballot)⁵, and the vote on the budget level (by electronic roll call vote) will take place on Friday 1 July 2011.

¹ IPA action 2.7.

² Conference Resolution 7/2009.

³ C 2011/2 ; C 2011/2 Add.1

⁴ C 2011/9

11. In order to streamline procedures and debate during the session, Conference documents include an executive summary and highlight matters for decision by the Conference. Where feasible, this will be done primarily by presenting draft decisions to be taken by the Conference in a form ready for approval and inclusion in the final report of the session.

Composition of Delegations

12. Delegations are normally headed by Ministers. In accordance with Article III of the Constitution (*Appendix A*), each Member of the Organization may be represented by one delegate who may be accompanied by alternates, associates and advisers. Online registration is accessible through the password-protected FAO Permanent Representatives Web site at <http://permreps.fao.org>. Instructions for online registration can be downloaded from the same site. Online registration requires the uploading of a recent passport-size digital photograph.

Constitutional Duties of the Conference

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

Admission of New Members⁶

14. 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 an application for Associate Membership for Tokelau had been received.⁶ 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. Thursday 26 May 2011. 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.

Appointment of the Director-General⁷

15. The procedure regarding nominations for the office of Director-General is governed by provisions of Rule XXXVII.1 of the GRO, which read as follows:

“1. In pursuance of paragraph 1 of Article VII of the Constitution, the Director-General of the Organization shall be appointed under the following conditions:

- a. When the term of office of the Director-General is due to expire, the appointment of a new Director-General shall be placed on the agenda of the regular session of the Conference immediately preceding the expiry of the term of office; whenever, for other reasons, the office of the Director-General is vacant, or notice is received of a pending vacancy, the appointment of a new Director-General shall be placed on the agenda of the next session of the Conference which opens not less than 120 days from the occurrence or notice of the pending vacancy.
- b. In consideration of the expiry of the term of office of the Director-General, the Council shall set the dates for a period during which Member Nations may submit nominations for the office of Director-General. The nomination period shall have a duration of not less than twelve months and end at least 60 days prior to the beginning of the session of the Council referred to in sub-paragraph (c) of this paragraph. The nomination period shall be communicated to all Member Nations and Associate Members by the Secretary-General of the Conference and Council. Nominations validly made in accordance with Rule XII,

⁵ C 2011/11

⁶ C 2011/10

⁷ C 2011/14

- paragraph 5 of these Rules shall be communicated to the Secretary-General of the Conference and Council by the date set by the Council. The Secretary-General shall circulate these nominations to all Member Nations and Associate Members by the date likewise set by the Council, it being understood that in the case of an election taking place at a regular session of the Conference, such date set by the Council shall be not later than 30 days before the session of the Council provided for in sub-paragraph (c) of this paragraph.
- c. Subject to such arrangements as the Council may make consistent with these Rules aimed at ensuring equality among candidates, candidates shall address the session of the Council which will be scheduled not less than 60 days before the session of the Conference and respond to such questions as may be put to them by Member Nations and Associate Members of the Organization. There shall be no debate and the Council shall not draw any conclusion or recommendation from any of the statements or interventions made.
 - d. As soon as possible after the opening of the Conference session, the General Committee shall determine and announce the date of the election, it being understood that the appointment of the Director-General at a regular session shall begin and be effected within three working days following the opening date of such session. Candidates shall address the Conference and respond to questions that Member Nations and Associate Members may put to them, subject to such arrangements as the Conference may make consistent with these Rules aimed at ensuring equality among candidates.”
 - e. Travel expenses of each candidate, properly incurred in travelling, by the most direct route from his/her duty station to the site of the Council and Conference sessions referred to in sub-paragraphs (c) and (d) of this paragraph and return to his/her duty station, as well as subsistence allowance for up to five days per session, shall be borne by the Organization in accordance with its travel regulations.

16. The term of office of the present Director-General will expire on 31 December 2011. Pursuant to the provisions quoted in the preceding paragraph, the Council at its 138th Session⁸ set 1 February 2010 to 31 January 2011 as the period in which nominations for the post of Director-General for the period 1 January 2012 to 31 July 2015 were receivable. Nominations received by the established deadline were circulated the following week by circular letter and through the Permanent Representatives Web site.

17. The procedure concerning the address to the Conference by candidates for the office of Director-General, which was endorsed by the Council at its 139th Session⁹ for approval by the Conference, is set out in *Appendix B*.

*Appointment of the Independent Chairperson of the Council*¹⁰

18. In accordance with Article V.2 of the Constitution and Rule XXIII.1 of the GRO, the Conference appoints the Independent Chairperson of the Council.

19. Rule XXIII.1(b) of the GRO provides that the Council determine the closing date of submission of nominations for the office of Independent Chairperson of the Council by Member Nations to the Secretary-General of the Conference and Council. Likewise, the Council also sets the date by which the Secretary-General circulates these nominations to all Members of the Organization. In this regard, the Council at its 140th Session established 12.00 hours on Monday 11 April 2011 as the closing date for submission of nominations for this appointment, and Monday 18 April 2011 as the date by which such nominations were to be circulated by letter and through the Permanent Representatives Web site by the Secretary-General. One candidature had been received by the established deadline, that of Mr Luc Guyau (France).

⁸ CL 138/REP, para 9.

⁹ CL 139/REP, para 58.

¹⁰ C 2011/9

Election of Council Members¹¹

20. In accordance with Article V.1 of the Constitution, the Conference elects the Members of the Council. Conference document C 2011/11 contains information regarding the election of Council Members, including Nomination Forms. In accordance with Rule XXII.10(a) of the GRO, the Conference decides the date of the election and the date by which nominations for election to the Council must be submitted. It proposed that the election be held on Friday 1 July 2011. As laid down in Rule XXII.10(c), 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. The Council at its 140th Session recommended that the deadline for the receipt of nominations be set at 12.00 hours on Monday 27 June 2011.

Officers of the Conference

21. In accordance with Rule XXIV.5(b) of the GRO, the Council is called upon to invite countries to nominate candidates for the offices of: (i) Chairperson of the Conference; (ii) Chairpersons of the commissions of the Conference; (iii) three Vice-Chairpersons of the Conference; (iv) seven Members of the General Committee to the Conference; (v) nine Members of the Credentials Committee and, (vi) seven Members of the Resolutions Committee.

22. At its 140th Session, the Council nominated His Excellency Teferra Derebew as Chairperson of the Conference¹². This nomination is expected to be endorsed by the Conference at its opening meeting along with nominations for the three Vice-Chairpersons of the Conference. Nominations for the Chairpersons and Vice-Chairpersons of Commission I and of Commission II are expected to be endorsed by the Conference through the General Committee.

23. Following past practice the members of the Credentials Committee will commence their work in the 15 days leading up to the Conference.

Resolutions Committee

24. The 140th Session of the Council also recommended the establishment of a Conference Resolutions Committee composed of seven members, one from each FAO region. The Council reiterated 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 C* sets out the criteria for Conference resolutions and the functions and operating procedures of the Resolutions Committee.

Invitations¹³

25. 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. 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.

¹¹ C 2011/11

¹² CL 140/REP, para 85

¹³ C 2011/14

26. *Appendix D* contains the above provisions as set out in Rule XVII of the GRO and also in the FAO Policy Concerning Relations with International Non-Governmental Organizations (FAO Basic Texts, Volume II, Section M).

27. Observers from non-governmental organizations will be invited to attend informal meetings during the Conference.

28. The 140th Session of the Council noted the Director-General's suggestion and proposed that the 37th Session of the Conference endorse the recommendation that Palestine be invited to attend the 37th Session of the Conference in an observer capacity.

Reducing the Environmental Impact of the Conference

29. FAO is aware of the need to limit the environmental impact of its activities. Conference documents are printed double-sided on 100% recycled paper in a limited number of copies.

30. Participants can further contribute to making the Conference environmentally friendly by:

- **Recycling**, making use of the colour-coded waste bins placed near the meeting rooms.
- **Reducing** consumption of bottled water and cutting plastic waste, by using a refillable bottle (available at the FAO Commissary) for still or sparkling cooled water from one of the FAO water fountains.
- **Reusing** documents rather than requesting additional copies from the documents desk.
- **Consulting** documents on line to the extent possible.
- **Travelling** from their hotel to the FAO headquarters using public transport, a bike or a taxi shared with other participants.

Appendix A**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 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 B**Procedure Concerning the Address to the Conference by Candidates
for the Office of Director-General**

- (i) Each candidate, validly nominated in accordance with Rule XII, paragraph 5 of the GRO, will make a statement to a plenary meeting of the Conference, of up to 15 minutes. The sequential order in which candidates make statements and answer questions is defined by lots drawn by the Chairperson. The statements should include a presentation of the candidate's vision of the future priorities for the Organization.
- (ii) After each statement, up to 15 minutes will be made available to Member Nations of the Organization to ask questions through the Chairperson who will then give the floor to candidates to respond for up to 15 minutes.
- (iii) The Chairperson may adjust the time allotted for questions and answers foreseen in paragraph (ii) above, subject to a requirement of equality of time among all candidates. In determining the time allotted, the Chairperson should bear in mind that, as far as possible, all candidates should address the Conference on the same day.
- (iv) The Chairperson, with the assistance of the Secretary-General of the Conference and Council, ensures that the allocated time, both for the statements and for the questions and answers, is strictly enforced.
- (v) A candidate may speak in any language of the Organization.
- (vi) Once all statements and questions and answers have been completed, the Chairperson shall declare this process closed. There shall be no debate, nor any conclusions drawn from the statements, questions or answers.
- (vii) The Conference proceeds to the appointment of the Director-General, in accordance with the provisions of Rule XXXVII of the GRO.

Appendix C**Criteria for Conference Resolutions and Functions and Operating Procedures of the Resolutions Committee****1. Criteria for the Formulation of Resolutions**

Resolutions should be confined essentially to the following formal matters:

- a. Amendments to the Constitution, the GRO, 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 Member Nations or to international organizations.
- h. Matters relating to the appointment of the Director-General and the 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, whatever their origin, 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 deem 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 of the 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.

Appendix D**FAO Policy Concerning Relations with International Non-Governmental Organizations****Rule XVII of the General Rules of the Organization****Participating International Organizations**

1. A representative of the United Nations and a representative of any specialized agency of the United Nations, accompanied by advisers and assistants, may attend the plenary meetings of the Conference and the meetings of any commission, of any committee of a commission, and of any committee established under Rule XV. Such representatives may, without vote, speak and participate in the discussions and may circulate to the Conference, without abridgement, the views of the organizations which they represent.
2. An observer of any other intergovernmental organization with which an agreement has been concluded providing for representation, accompanied by advisers and assistants, may attend the plenary meetings of the Conference, and the meetings of any commission, of any technical committee of a commission and of any technical committee established under Rule XV. Such observer may, without vote, speak and, upon the request of the Chairperson, participate in the discussions. They may circulate to the Conference, without abridgement, the views of the organizations which they represent.
3. An observer of any international non-governmental organization having consultative status, accompanied by advisers and assistants, may attend the plenary meetings of the Conference and the meetings of any commission, of any technical committee of a commission and of any technical committee established under Rule XV. Such observers may, without vote, speak before such commissions and committees, participate in the discussions therein upon the request of the Chairperson and, with the consent of the General Committee, speak before plenary meetings of the Conference. They may circulate to the Conference, without abridgement, the views of the organizations which they represent.
4. The Director-General shall determine provisionally what other international organizations shall be invited to any session of the Conference and shall submit the list of such organizations to the Conference for approval.

Extract from the FAO Basic Texts, Volume II, Section M**FAO Policy Concerning Relations with International Non-Governmental Organizations****General Arrangements**

5. The Organization established relationships with certain international non-governmental organizations in order to secure their advice and to associate them effectively with the work of the Organization.

Organizations eligible for consultative status

6. In order to be eligible for consultative status, an international non-governmental organization shall:
 - a. be international in its structure and scope of activity, be sufficiently representative of the field of interest in which it operates, and be of a recognized standing that renders its views on policy a matter of great interest to governments and to FAO;
 - b. be concerned with matters covering a substantial portion of FAO's field of activity;

- c. have aims and purposes in conformity with the general principles embodied in the Constitution of FAO;
- d. have a permanent directing body, authorized representatives and systematic procedures and machinery for communicating with its membership in various countries.

Organizations eligible for specialized consultative status

7. In order to be eligible for specialized consultative status, an international non-governmental organization shall:

- a. be international in its structure and scope of activity, and representative of the specialized field of interest in which it operates;
- b. be concerned with matters covering a particular portion of FAO's field of activity;
- c. have aims and purposes in conformity with the general principles embodied in the Constitution of FAO;
- d. have a permanent directing body, authorized representatives and systematic procedures and machinery for communicating with its membership in various countries.

Organizations eligible for liaison status

8. In order to be eligible for liaison status an international non- governmental organization shall:

- a. be international in its structure and scope of activity and be sufficiently representative of the field of interest in which it operates;
- b. be concerned with matters covering a portion of FAO's field of activity and be in a position to give practical assistance in that field;
- c. have aims and purposes in conformity with the general principles embodied in the Constitution of FAO;
- d. have a permanent directing body, authorized representatives and systematic procedures and machinery for communicating with its membership in various countries.