RULES OF PROCEDURE
FOR THE
INDIAN OCEAN RIM ASSOCIATION
FOR REGIONAL COOPERATION
(IOR-ARC)

APPROVED AT THE TENTH MEETING OF THE COUNCIL OF MINISTERS, SANA’A,
REPUBLIC OF YEMEN - THURSDAY 5TH AUGUST 2010
1. **SCOPE**

These Rules of Procedure for the Indian Ocean Rim Association for Regional Co-operation (IOR-ARC) will apply to the appointment of Chair and Vice-Chair and the organisation of all levels of the IOR-ARC meetings, as well as for the meetings of the IOR-ARC Organs and Specialised Agencies established under the Association (herein referred to as Council meetings) and will remain effective until amended by the Council of Ministers.

2. **CHAIR**

2.1 The Council of Ministers will, on voluntary offer by Member States, elect a Chair of the Association for a period of two years. If there is no voluntary offer, the Chair will be elected on a basis of geographical consideration.

2.2 The term of office of the incoming Chair will commence at the beginning of the meeting of the Council of Ministers, when the term of office of the incumbent Chair expires.

2.3 The incoming Chair will serve as the Vice-Chair of IOR-ARC during the full term of office of the incumbent Chair.

2.4 The Chair will arrange, coordinate, host and preside the meetings of the Council, the CSO as well as any other meetings as mandated by the Council.

3. **VICE-CHAIR**

3.1 The Secretariat will announce the vacancy for the position of Vice-Chair of the Council of Ministers in writing to all Member States. Announcement will be made at least six months before the meeting of the Council of Ministers.

3.2 If there is no candidate, the Chair will consult with Member States with a view to encouraging a process of geographical consideration.

3.3 Where more than one Member State offer to assume the Vice-Chair of the IOR-ARC, the Council will decide on the Vice-Chair by consensus.

4. **SUB-COMMITTEE ON FINANCE**

The election of the Member States of the Sub-Committee on Finance will be on a voluntary basis and will comprise of the Chair and Vice-Chair and at least five other Member States.
5. MEETING PROCEDURES FOR THE COUNCIL MEETINGS

5.1 All Member States of the Association may participate in the Council meetings.

5.2 The names of the representatives from each Member State will be submitted to the host country and the Secretariat as early as possible, at least three weeks before the date fixed for the opening of the Council meetings.

5.3 The Secretary-General will attend the Council meetings ex-officio. Other officials of the Secretariat may be in attendance at the discretion of the Secretary-General.

5.1 Agenda

5.1.1 The Draft Agenda for the Council meetings will be prepared by the Secretary-General after consultation with the Chair. Any Member State may propose items for inclusion in the Draft Agenda.

5.1.2 The Draft Agenda will be distributed to all Member States at least 3 months prior to the meetings. All items proposed for inclusion in the Draft Agenda together with supporting documentation will be sent to the Secretariat not later than 2 months before the Council meetings.

5.1.3 A Final Agenda, which will include any comments received from Member States on the Draft Agenda, supporting documentation, or any late submission, will be circulated at least one month before the Council meeting.

5.1.4 The agenda will be adopted at each Council Meeting by consensus.

5.2 Participation of Member States, Specialised Agencies, Dialogue Partners, Observers and Invitees at the Council Meetings

5.2.1 All the Council Meetings will be closed unless otherwise decided by the Chair in consultation with Member States.

5.2.2 The closed sessions of the Council Meetings will only be attended by Member States and the Secretariat and Specialised Agencies.

5.2.3 Opening ceremony and plenary session of the Council of Ministers are open sessions.

5.2.4 Dialogue Partners and Observers will be invited to attend all open sessions of the Council Meetings.

5.2.5 Dialogue Partners as well as Observers, may participate in sessions on specific IOR-ARC projects on a case by case basis, on a decision of Member States by consensus.
5.2.6 Representatives of international and regional organizations may be invited to the open sessions of the Council Meetings upon the initiative of the Chair with prior notification to all Member States.

5.3 Quorum

At least two thirds of the Member States entitled to participate in the Council meetings, will constitute a quorum.

5.4 Conduct of Business

5.4.1 Following an adoption of the Agenda, each item will be introduced by the Chair, or with his or her permission, by any Member State or the Secretary-General.

5.4.2 Each representative will be entitled to address, at least once, on each item. The length of time for each item will be determined by the Chair. The Secretary-General, when so requested, may address the meeting. The Secretary-General may request the Chair’s permission for other officers of the Secretariat to address the meeting.

5.4.3 Papers presented to the Council meetings will normally be circulated in advance and not be read out at meetings.

5.4.4 The Chair will open and close each Council meeting and run the Council Meetings subject to these Rules of Procedures.

5.4.5 Substantive motions and amendments relating to the Agenda and the papers thereto will be circulated to delegations in writing before each Council meeting at which they are to be considered. However, the Chair may permit the discussion and consideration of such motions and amendments without previous circulation, unless a Member State calls for postponement.

5.4.6 If the Chair feels that due to the importance of any document, more time would be required to consider it, the Chair may appoint an Ad Hoc Committee consisting of interested Member States to participate and nominate the Chair of the Ad Hoc Committee. The Chair of the Ad Hoc Committee will present the report for approval to the meeting.

5.5 Rapporteur and Friends of Rapporteur

A Rapporteur and Friends of Rapporteur will be appointed by the Chair with the approval of Member States at the beginning of each Council meeting, to assist with the preparation of the report.

5.6 Language

5.6.1 The working language of all Council meetings will be English.
5.6.2 A representative may deliver his/her statement(s) in his/her national language if the delegate provides for an interpretation into English.

5.7 Reports

5.7.1 The Secretariat together with the Rapporteur and Friends of Rapporteur will convene after each Council meeting and draft the report. Thereafter, the Chair may invite all Member States to review, finalise and adopt the report.

5.7.2 The reports adopted will be distributed immediately by the Secretariat to Member States after each Council meeting.

5.7.3 The final report of Council of Ministers and other Council reports will be prepared by the Secretariat in a prescribed format. Upon approval of the Chair, the Secretariat will circulate all the reports to Member States through email within one month of the conclusion of the meeting of the Council of Ministers.

5.7.4 With regard to WGHM meetings, the Mission hosting the said meeting will be responsible for the compilation of the report, with the assistance of a representative from the Secretariat. The Chair will be responsible for the approval of the report, before its distribution to Member States by the Secretariat.

6. VENUE

The venue for the Council meetings will be in the Member State holding the IOR-ARC Chairmanship. In the case of unforeseen circumstances, a new venue will be chosen in accordance with the following procedure:

(a) offer from the Vice-Chair;

(b) offer from other Member States on a voluntary basis;

(c) in case there is no voluntary offer, the meeting may be hosted in Mauritius, seat of the Secretariat.

7. FREQUENCY

7.1 The host country will decide on the tentative dates for the Council of Ministers meeting which will take place annually or as often as mutually decided. Arrangements for each Council meeting will be the responsibility of the Member State where the meeting will take place. The Secretariat will assist the host country in this task.

7.2 The Committee of Senior Officials will meet annually or as often as mutually decided and in the same location as the meeting of the Council of Ministers or any other mutually agreed venue.
7.3 The Working Group of Heads of Mission (WGHM) will meet as often as mutually decided.

8. **TROIKA**

8.1 Troika meetings and their outcomes will be communicated to Member States in a timely manner.

8.2 The venue for all meetings of the Troika will be in the Member State holding the IOR-ARC Chairmanship or at any other venue mutually agreed upon by the Troika.

8.3 Any expenses connected with attending these meetings will be borne by the respective Member State.

9. **GENERAL**

9.1 **Admission of new Member States**

The instrument of acceptance will be transmitted officially by the Chair of the Council to the new members for their signature, and for them to deposit it with the Secretariat within a period of two months.

9.2 **Extraordinary Meetings**

An Extraordinary meeting of each Council meeting may be convened at the request of a Member State and mutually agreed to by all other members. The venue and date of the meeting will be decided by all Member States.

9.3 **Absence of Chair/Vice-Chair**

9.3.1 In the absence of the Chair, the Vice-Chair will assume the Chair.

9.3.2 If the Vice-Chair is absent, the Chair in consultation with Member States will select a Vice-Chair.

9.3.3 If the Chair and Vice-Chair are absent from a meeting, the Member States present will elect a Chair to preside over the meeting.

9.4 **Meeting Hospitality**

9.4.1 Accommodation for Heads of delegation and the Secretariat attending the COM may be offered at the discretion of the host country.

9.4.2 Appropriate transport/transfer arrangements will be facilitated for all members of the official delegations.
9.4.3 All other costs relating to the meeting venue, and other administrative arrangements will be borne by the host country.

9.4.4 For meetings held at the Secretariat, all the cost of participation will be borne by the Member States.

9.5 **Representation of the Secretariat**

9.5.1 The Secretary-General, in his/her absence, will appoint a Director to attend any Council meetings of the Association and may make oral or written statements as well as offer clarification upon request.

9.5.2 The Secretary-General will represent the Association in international and regional organisations and in other external relations when mandated by IOR-ARC. He/She may also appoint a Director to represent the Association in these meetings.

9.5.3 The Secretary-General upon request of the host country or any working group, may participate or send an appropriate representative from the Secretariat to attend such meetings on his own initiative.

10. **AMENDMENTS TO THE RULES OF PROCEDURE**

Amendments to these Rules of Procedures, proposed either by a Member State or by the Secretary-General will require the approval of the Council of Ministers upon the recommendation of the Committee of Senior Officials.