INTERNATIONAL CONFERENCE OF STATES TO EXAMINE AND ADOPT AMENDMENTS TO THE 1983 REGIONAL CONVENTION ON THE RECOGNITION OF STUDIES, DIPLOMAS AND DEGREES IN HIGHER EDUCATION IN ASIA AND THE PACIFIC

25-26 NOVEMBER 2011
TOKYO, JAPAN

PROVISIONAL RULES OF PROCEDURE

I. COMPOSITION OF THE CONFERENCE

Rule 1 Delegations

1. The following delegations invited to the Conference by decision of the Executive Board of UNESCO may participate in the work of the Conference with the right to vote:

(a) the Member States and Associate Members of the UNESCO Asia-Pacific Region;

(b) Any other Member States or Associate Members of UNESCO which are signatory of the 1983 UNESCO Regional Convention on the Recognition of Studies, Diplomas and Degrees in Higher Education in Asia and the Pacific, and any Party to the Convention.

2. Each delegation may consist of up to three persons, who may be delegates, advisers or experts.

Rule 2 Observers and representatives

The following may take part in the Conference without the right to vote, by decision of the Executive Board of UNESCO:

(a) Member States and Associate Members of UNESCO other than those referred to in Rule 1;
II. CREDENTIALS

Rule 3  Presentation of credentials

1. The credentials empowering delegates to participate in the Conference shall be issued by the Head of State, the Head of Government or Minister of Foreign Affairs. They shall be communicated to the Secretariat of the Conference. The names of advisers and experts attached to delegations and the names of the observers and representatives referred to in Rule 2 shall also be communicated to the Secretariat.

2. Full powers shall be required for signing the Convention to be adopted by the Conference. Such full powers may be included in the credentials referred to in paragraph 1 above.

Rule 4  Provisional admission

1. Any delegation to whose admission an objection has been made shall be seated provisionally with the same rights as other delegations until the Conference has given its decision concerning this objection after hearing the report of the Credentials Committee.

2. Any delegation which submits credentials not fulfilling the conditions laid down in Rule 3, paragraph 1, may be authorized by the Conference to be seated provisionally with the same rights as other delegations, subject to presenting credentials in proper form subsequently.

III. ORGANIZATION OF THE CONFERENCE

Rule 5  Elections

The Conference shall elect its President, two Vice-Presidents and a General Rapporteur.

Rule 6  Plenary meeting

The Conference, in its Plenary, shall examine and adopt the Asia-Pacific Regional Convention on the Recognition of Qualifications in Higher Education.

Rule 7  Subsidiary bodies

1. The Conference shall establish a Credentials Committee and a Drafting Committee.

2. The Conference may also establish such working parties as are necessary for the conduct of its work. Each of these bodies shall elect its Chairperson and Rapporteur.

Rule 8  Credentials Committee

The Credentials Committee shall consist of five members elected by the Conference on the proposal of the President from among the States specified in Rule 1. The Committee shall elect its own Chairperson; it shall examine and report to the Conference without delay on the credentials of delegations; it shall also examine and report on the credentials of observers.
Rule 9  Drafting Committee

The Drafting Committee shall consist of the General Rapporteur and Working Group which has been established under the Regional Convention Committee in the Asia-Pacific. The Committee shall elect its Chairperson and Vice-Chairperson; it is responsible for drawing up the final revised text of the instrument in the three working languages of the Conference.

Rule 10  Duties of the President

1. The President shall open and close each plenary meeting of the Conference. (S)he shall direct the discussions, ensure observance of these Rules, accord the right to speak, put questions to the vote and announce decisions. (S)he shall rule on points of order and, subject to the present Rules, shall control the proceedings and the maintenance of order.

2. The Chairpersons and Vice-Chairpersons of the subsidiary bodies of the Conference shall have the same duties with regard to the bodies over which they are called upon to preside.

Rule 11  Acting President

If the President is absent during a meeting or any part thereof, the Vice-President designated by her/him shall replace her/him as Acting President. A Vice-President sitting as President shall have the same powers and responsibilities as the President. If no Vice-President has been designated, the functions of the President shall be assumed by a Vice-President according to the alphabetical order in English of the Member States of the Bureau, commencing with the country of the President.

Rule 12  The President shall not vote

The President, or Vice-President acting temporarily as President, shall not vote, but may designate a member of her/his delegation to vote in her/his place.

IV.  CONDUCT OF BUSINESS

Rule 13  Public meetings

All plenary meetings shall, unless the body concerned decides otherwise, be held in public.

Rule 14  Quorum

1. At plenary meetings of the Conference, one third of the States invited to the Conference shall constitute a quorum.

2. A quorum is not required for plenary meeting deliberations of the Conference.

3. A quorum is not required for the subsidiary bodies of the Conference.

Rule 15  Order and time-limit of speeches

1. Subject to the provisions of paragraph 2 of this Rule, the President shall call upon speakers in the order in which they signify their wish to speak. The Secretariat is responsible for drawing up the list of speakers.

2. The Chairperson or Rapporteur of a subsidiary body of the Conference may be accorded precedence for the purpose of explaining the conclusions reached by the body of which (s)he is the Chairperson or Rapporteur.
3. To facilitate the conduct of business, the President may limit the time allowed to each speaker.

4. The consent of the President must be obtained whenever an observer of an international non-governmental organization wishes to make a verbal communication.

**Rule 16  Closing of list of speakers**

During the course of a debate the President may announce the list of speakers and, with the consent of the meeting, declare the list closed. (S)he may, however, accord the right of reply to a member if a speech delivered after the list has been declared closed makes this desirable.

**Rule 17  Points of order**

During a discussion, any delegation may rise to a point of order and such point of order shall be immediately decided upon by the President. An appeal may be made against the ruling of the President. Such appeal shall be put to the vote immediately, and the President's ruling shall stand unless it is overruled by a majority of the delegations present and voting.

**Rule 18  Suspension, adjournment and closure**

1. In the course of a discussion, any of the delegations referred to in Rule 1 may move the suspension or adjournment of the meeting, or the adjournment or closure of the debate.

2. Such motions shall be immediately put to the vote. Subject to the provisions of Rule 17, the following motions shall have precedence in the following order over all other proposals or motions:

   (a) to suspend the meeting;

   (b) to adjourn the meeting;

   (c) to adjourn the debate on the item under discussion;

   (d) to close the debate on the item under discussion.

**Rule 19  Resolutions and amendments**

Draft resolutions and amendments may be submitted orally to the Secretariat of the Conference. At the request of any delegation of the Conference, supported by two other delegations, discussion of any substantive motion, resolution or amendment shall be suspended until the text is circulated in the working languages to all the delegations of the Conference present.

**Rule 20  Reconsideration of proposals adopted or rejected**

When a proposal has been adopted or rejected, it may not be reconsidered unless so decided by a two-thirds majority of the delegations present and voting. Permission to speak on a motion to reconsider shall be accorded only to one speaker supporting the motion and to two speakers opposing it, after which it shall be immediately put to vote.

**V. VOTING**

**Rule 21  Voting rights**
Each delegation referred to in Rule 1 shall have one vote in the Conference and in each of the subsidiary bodies on which it is represented.

**Rule 22  Majority required**

In plenary meetings, the decisions of the Conference shall be taken by a two-thirds majority of the delegations present and voting, except in the case of Rules 5, 7, 8, 9, 17, 18 and 32.1, where a simple majority is sufficient. At the meetings of all other bodies of the Conference, decisions shall be taken by a simple majority of the delegations present and voting.

For the purpose of the present Rules, the expression “delegations present and voting” means delegations casting an affirmative or negative vote. Delegations abstaining from voting shall be considered as not voting.

**Rule 23  Method of voting**

1. Voting shall normally be by show of hands.

2. Vote by roll-call shall be taken if it is requested by not less than two delegations. The request shall be made to the President or Chairperson of the meeting before voting takes place or immediately after a vote by show of hands if the request is for a second vote by roll-call. The names of States having the right to vote shall be called in alphabetical order, beginning with the delegation the name of which has been drawn by lot by the President or Chairperson. When a vote is taken by roll-call, the vote of each delegation participating shall be recorded in the report of the meeting.

3. Except as otherwise provided by these Rules, only proposals or amendments submitted by a delegation referred to in Rule 1 and seconded by at least one other such delegation shall be put to the vote.

**Rule 24  Procedure during voting**

Once the President or Chairperson has announced the beginning of voting, it may not be interrupted except by raising a point of order on the voting procedure. The President or Chairperson may allow delegations to explain their votes either before or after voting.

**Rule 25  Voting on proposals which are submitted on the substance of the item under discussion**

1. When two or more proposals refer to the same question, the body concerned, unless it decides otherwise, shall vote on the proposals in the order in which they have been submitted.

2. After each vote, the body concerned may decide whether to vote on the following proposal.

**Rule 26  Division of proposals which are submitted on the substance of the item under discussion and amendments thereto**

Any delegation may propose that a separate vote be taken on parts of a proposal or of any amendment thereto. When an objection is raised to the motion for a separate vote, the motion shall be put to the vote. Permission to speak on a motion for a separate vote shall be accorded only to one speaker for the motion and two speakers opposing it. If the motion for a separate vote is accepted, the different parts of the proposal or amendment shall be put to the vote separately, after which those parts which have been approved shall be put to a final vote as a whole. If all the
operative parts of the proposal or amendment have been rejected, the proposal or amendment shall also be considered to have been rejected as a whole.

**Rule 27  Voting on amendments**

When an amendment to a proposal is moved, the amendment shall be voted on first. When two or more amendments to a proposal are moved, the Conference shall first vote on the amendment deemed by the President to be furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom, and so on. If, however, the adoption of any amendment necessarily implies the rejection of another amendment or of the original proposal, the latter amendment or the proposal shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

**Rule 28  Equally divided votes**

Subject to Rule 22, if a vote is equally divided, in voting not concerned with elections, the proposal or amendment shall be considered to have been rejected.

**VI.  WORKING LANGUAGES**

**Rule 29  Working languages**

Chinese, English, and Russian are the working languages of the Conference. Japanese is an additional language of the Conference. Speakers are free, however, to speak in any other language, provided that they make their own arrangements for the interpretation of their speeches into one of the working languages.

**VII.  SECRETARIAT OF THE CONFERENCE**

**Rule 30  Secretariat**

1. The Secretariat of the Conference shall be provided by the Director-General of UNESCO.

2. The Director-General of UNESCO shall designate the officers forming the Secretariat of the Conference.

**Rule 31  Duties of the Secretariat**

1. It shall be the duty of the Secretariat to perform all work necessary for the smooth functioning of the Conference.

2. The Director-General of UNESCO or her representative and any other member of the Secretariat of the Conference may make written or oral statements on any question submitted to the Conference for consideration.

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

**Rule 32**

1. The present Rules shall be adopted by a simple majority.

2. The present Rules may be amended by a two-thirds majority.