



Memorandum of Understanding on the
Conservation and Management of Dugongs
and their Habitats throughout their Range

Distr. General

DM/SS.1/Inf.7
Agenda item 4

Rev. 1 – 26 September 2010

FIRST OFFICIAL SIGNATORY STATE MEETING
Abu Dhabi, United Arab Emirates, 4–6 October 2010

PROVISIONAL RULES OF PROCEDURE OF DUGONG MOU MEETING

Part I

Delegates, Observers, Secretariat

Rule 1 - Delegates

- (1) A Range State (hereafter referred to as a "Range State")¹ shall be entitled to be represented at the meeting by a delegation consisting of a Representative and such Alternative Representatives and Advisers as the Range State may deem necessary.
- (2) The Representative of a Range State shall exercise the voting rights of that Range State. In their absence, an Alternative Representative of that Range State shall act in their place of the Representative over the full range of their functions.
- (3) Logistic and other limitations may require that no more than three delegates of any Range State be present at a plenary session and sessions of Working Groups. The Secretariat shall notify Signatories, observers and other participants of any such limitations in advance of the meeting.

Rule 2 - Observers

- (1) The United Nations, its Specialized Agencies, the International Atomic Energy Agency and any State not a Party to the Convention and/or not a Signatory of the Memorandum of Understanding may be represented at the meeting by observers who shall have the right to participate but not to vote.²
- (2) Any body or agency technically qualified in protection, conservation and management of migratory species which is either
 - (a) an international agency or body, either governmental or non-governmental, or a national governmental agency or body; or
 - (b) a national non-governmental agency or body which has been approved for this purpose by the State in which it is located;

and which has informed the UNEP/CMS Office in Abu Dhabi (Secretariat of the Dugong MoU) of its desire to be represented at the meeting by observers, shall be permitted to be represented unless at least one-third of the Range States present object. Once admitted, these observers shall have the right to participate but not to vote.³

- (3) Bodies and agencies desiring to be represented at the meeting by observers shall submit the names of their representatives (and in the case of bodies and agencies referred to in paragraph (2) (b) of

¹ See Article I, paragraph 1 (h) of the Convention. A Range State in relation to a particular migratory species is a State that exercises jurisdiction over any part of the range of that migratory species.

² See Convention, Article VII, paragraph 8.

³ See Convention, Article VII, paragraph 9.

this Rule, evidence of the approval of the State in which they are located) to the UNEP/CMS Office in Abu Dhabi (Secretariat of the Dugong MoU) prior to the opening of the meeting.

- (4) Logistic and other limitations may require that no more than two observers from any non-Range State, body or agency be present at a plenary session or a session of the Committee of the Whole of the meeting. The Secretariat shall notify Range States, observers and other participants of any such limitations in advance of the meeting.

Rule 3 – Credentials

- (1) The Representative or any Alternative Representative shall be fully authorized to take part in the meeting,
- (2) Such credentials shall be submitted to the UNEP/CMS Office in Abu Dhabi (Secretariat of the Dugong MoU)
- (3) A Credentials Committee of not more than five Representatives may be required by the Meeting to examine the credentials and report thereon to the meeting. Pending a decision on their credentials, delegates may participate provisionally in the meeting.

Rule 4 - Secretariat

The UNEP/CMS Office in Abu Dhabi (Secretariat of the Dugong MoU), in cooperation with the Host of the meeting, shall service and act as secretariat for the meeting.

Part II

Officers

Rule 5 - Chairpersons

The Meeting in its inaugural session shall elect from among the representatives of the Range States a Chairperson and a Vice-Chairperson of the Meeting.

Rule 6 - Presiding Officer

- (1) The Chairperson shall preside at all plenary sessions of the meeting.
- (2) If the Chairperson is absent or is unable to discharge the duties of Presiding Officer, the Vice-Chairperson shall deputize.
- (3) The Presiding Officer shall not vote but may designate an Alternative Representative from the same delegation.

Rule 7 – Bureau (Meeting Committee)

- (1) The Chairperson and Vice-Chairperson, the Chairs of ad hoc Working Groups to be established and the Secretariat shall constitute the Bureau of the Meeting with the general duty of forwarding the business of the meeting including, where appropriate, altering the timetable and structure of the meeting and specifying time limits for debates.
- (2) The Presiding Officer shall preside over the Bureau.

Part III

Rules of Order and Debate

Rule 8 – Powers of Presiding Officer

- (1) In addition to exercising powers conferred elsewhere in these Rules, the Presiding Officer shall at plenary sessions of the meeting assure ordinary tasks: open and close the session; direct the discussions; ensure the observance of these Rules; accord the right to speak; seek consensus for decisions; rule on points of order; and subject to these Rules, have complete control of the proceedings of the meeting and the maintenance of order.
- (2) The Presiding Officer may, in the course of discussion at a plenary session of the meeting, propose to the Meeting: time limits for speakers; limitation of the number of times the members of a delegation or the observers from a State not a Range State, body or agency may speak on any question; the closure of the list of speakers; the adjournment or the closure of the debate on the particular subject or question under discussion; and the suspensions or adjournment of the session.

Rule 9 – Seating, Quorum

- (1) Delegations shall be seated in accordance with the alphabetical order of the names of the Range States in the English language.
- (2) A quorum for plenary sessions shall consist of one-half of the Range States having delegations at the meeting.

Rule 10 – Right to Speak

- (1) The Presiding Officer shall call upon speakers in the order in which they signify their desire to speak, with precedence given to the delegates.
- (2) A delegate or observer may speak only if called upon by the Presiding Officer, who may call a speaker to order if the remarks are not relevant to the subject under discussion.
- (3) A speaker shall not be interrupted except on a point of order. The speaker may, however, with the permission of the Presiding Officer, give way during their speech to allow any delegate or observer to request elucidation on a particular point in that speech.
- (4) The Chairperson of a committee or working group may be accorded precedence for the purpose of explaining the conclusions arrived at by that committee or working group.

Rule 11 – Procedure of Vote

- (1) As a general principle the Presiding Officer should seek the consensus of the participants, including the delegates of range states and the observers.
- (2) In the absence of consensus, the Presiding Officer may present a motion to vote and ask for holding a ballot in accordance with a simplified procedure he will submit to the participants.
- (3) Only delegates from the range states with valid credentials are allowed to vote. The vote to be effective requires the majority of votes from the voting delegates.

Part IV

Languages and Records

Rule 12 – Official and Working Language

- (1) The working language of the meeting is English only. The note of the meeting will be issued in English.
- (2) The official documents of the meeting shall be distributed in English.

Rule 13 – Other Languages

- (1) A delegate may speak in a language other than a working language. He/She shall be responsible for providing interpretation into a working language.
- (2) Any document submitted to the Secretariat in any language other than a working language shall be accompanied by a translation into the working language.

Part V

Publicity of Debates

Rule 14 – Plenary Sessions

All plenary sessions of the meeting shall be open to the public, except that in exceptional circumstances the Meeting may decide, by a two-thirds majority of Representatives present and voting, that any single session be closed to the public.

Rule 15 – Sessions of Committees and Working Groups

As a general rule, sessions of committees and working groups shall be limited to the delegates and to observers invited by the Chairpersons of the committees or working groups.

Part VI

Committees and Working Groups

Rule 16– Establishment of Committees and Working Groups

- (1) In addition to the Credentials Committee, the Meeting of the Range States may establish any appropriate Working Groups as agreed by the plenary.
- (2) The Meeting and the Working Groups may establish such sub-committees as may be necessary to enable them to carry out their functions. They shall define the terms of reference and composition of each sub-committee, the size of which shall be limited according to the number of places available in assembly rooms.

Rule 17 – Procedure

Insofar as they are applicable, these Rules shall apply *mutatis mutandis* to the proceedings of committees and working groups.

Part VIII

Amendment

Rule 18

These rules may be amended as required by decision of the Meeting.