

**5th Meeting of the Sessional Committee of the
CMS Scientific Council (ScC-SC5)**

Online, 28 June – 9 July 2021

UNEP/CMS/ScC-SC5/Inf.10

**GUIDANCE ON THE APPLICATION OF THE RULES OF PROCEDURE IN
THE 5th MEETING OF THE SESSIONAL COMMITTEE OF THE SCIENTIFIC COUNCIL**

(Prepared by the Secretariat)

Summary:

This document provides guidance to the Chair, Members of the Sessional Committee, and observers on how to apply the Rules of Procedure of the CMS Scientific Council, as finalized by ScC-SC3 and approved by StC48, during the 5th meeting of the Sessional Committee, where guidance for an online setting is deemed necessary.

GUIDANCE ON THE APPLICATION OF THE RULES OF PROCEDURE IN THE 5th MEETING OF THE SESSIONAL COMMITTEE OF THE SCIENTIFIC COUNCIL

The Rules of procedure (RoP) of the Scientific Council and its Sessional Committee, as finalized by ScC-SC3 and approved by StC48, are made available to this meeting as document UNEP/CMS/ScC-SC5/Inf.1. The RoP have been developed with physical meetings in mind and the application of some of the provisions may need some guidance in the context of an online meeting.

An online meeting is a meeting held via an online platform, where the participants are not physically present at a meeting venue but are connected to the meeting via the Internet. The 5th meeting of the Sessional Committee of the Scientific Council will be held on from 28 June to 9 July 2021 on the Interactio platform with simultaneous interpretation in the three languages. Any technical issue is addressed in the instructions on the use of the platform which have been made available to the participants.

This document provides guidance to the Chair and the participants on how to apply those provisions of the RoP where guidance for the online setting seems necessary and should be read in conjunction with the RoP.

Purpose

Rule 1

The RoP will apply to the 5th meeting of the Sessional Committee of the CMS Scientific Council, to be held online from 28 June to 9 July 2021 (the meeting), with additional guidance on application of the RoP below.

Representation and Attendance

Rule 2

Presence at the meeting means physical or online participation. The former through physical presence in a room in the physical space, the latter through an online connection to a meeting held online or in-person.

The Secretariat may, for practical reasons such as limitations of the platform, limit the number of connections with the opportunity to speak.

Rule 4

The Secretariat may, for practical reasons such as limitations of the platform, limit the number of connections with the opportunity to speak.

Officers

Rule 6

The Chair will preside over the online meeting from their remote location.

Rule 7

The Vice-Chair will assist in the execution of the Chair's functions and preside over the meeting in the absence of the Chair from their remote location.

Meetings

Rule 11

The Secretariat will service and act as secretary for the meeting. It will assist with the technical aspects of the meeting in collaboration with the operators of the Interactio platform. Working group meetings will be held in Microsoft Teams.

Rule 14

A quorum for a Scientific Council or Sessional Committee meeting shall mean that half of the Council or Sessional Committee members are connected to the session.

If a Member steps away from the meeting while leaving the device connected, they will be considered present in the meeting and count toward the quorum. If a Member is unwillingly disconnected for technical reasons, they should immediately alert the Secretariat (contact information will be provided in advance of the meeting) by an alternative means of communication, and a technical solution should be found as soon as possible; the meeting will not be disrupted. A Member who was unwillingly disconnected from the meeting during adoption of decisions by the Sessional Committee will be able to make their position known during the adoption of the report of the meeting.

If two or more Members are disconnected from the meeting for technical reasons, the Chair may decide to adjourn the session until the matter is resolved.

If neither the Chair nor the Vice-Chair are connected to the meeting, the members of the Sessional Committee may choose a Chair and Vice-Chair amongst their members who are connected.

Rule 16

In case of a vote, the Chair will call Members one by one in the order decided by the Chair. They will express their vote by orally stating yes, no, or abstain. In the event of such a roll-call vote, should any regional Member fail to cast a vote for any reason during the roll call, they shall be called upon a second time after the conclusion of the initial roll call. Should the Member fail to cast a vote on the second roll call, they shall be recorded as absent. The decision shall be taken by simple majority of the Members expressing an affirmative or negative vote. In case of a tie, the motion shall be considered rejected.

Rule 17

Any comments or views expressed in the chat of the meeting will not be included in the meeting report unless such comments have been read aloud during the plenary sessions.

Rule 18

Simultaneous interpretation will be provided for the Plenary Sessions through the Interactio Platform.

Working Groups

Rule 19

The Sessional Committee may establish intersessional and in-session working groups as necessary.

In-session working groups will work between plenary sessions without interpretation on MS Teams and at agreed dates and times.

Meetings of in-session working groups will be serviced by the Secretariat of the Convention remotely. In-session Working Groups will be chaired by a Member of the Sessional Committee remotely.