

52nd Meeting of the Standing Committee

Online, 21 – 29 September 2021

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**GUIDANCE ON THE APPLICATION OF THE RULES OF PROCEDURE IN
THE 52nd MEETING OF THE STANDING COMMITTEE**

(Prepared by the Secretariat)

Summary:

This document provides guidance to the Chair, Members of the Standing Committee, and observers on how to apply the Rules of Procedure of the CMS Standing Committee, as adopted by StC46, during the 52nd meeting of the Standing Committee, where guidance for an online setting is deemed necessary.

The Chair of the Standing Committee will propose that this guidance be applied during the meeting.

Rev. 1 reflects the changes on paragraphs 4 and 7 suggested by the meeting in its opening plenary.

GUIDANCE ON THE APPLICATION OF THE RULES OF PROCEDURE IN THE 52nd MEETING OF THE STANDING COMMITTEE

The Rules of procedure (RoP) of the Standing Committee, as adopted by StC46, are made available to this meeting as document UNEP/CMS/StC52/Inf.1. The RoP have been developed with physical meetings in mind and the application of some of its provisions require additional 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 52nd meeting of the Standing Committee will be held on from 21 to 29 September 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, Members of the Standing Committee, and observers 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.

Rule 1: Officers

1. The Chair will preside over the online meeting from the Chair's remote location
2. 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 the Vice-Chair's remote location.

Rule 2: Observers

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

Rule 3: Meetings

4. The Committee can hold a meeting online as determined by the Chair, in consultation with members of the Standing Committee and the Secretariat.
5. Simultaneous interpretation will be provided for the Plenary Sessions through the Interactio Platform.
6. A quorum for an online meeting of the Standing Committee shall consist of five members of the Committee from at least three regions.
7. 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 Standing Committee will ask the Chair for the opportunity to express their views when they reconnect again.
8. 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.

9. If neither the Chair nor the Vice-Chair are connected to the meeting, the members of the Standing Committee may choose a Chair and Vice-Chair amongst their members who are connected.
10. 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 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.
11. 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.