DECISION

FCTC/COP6(24) Amendments to the Rules of Procedure of the Conference of the Parties to the WHO FCTC

The Conference of the Parties (COP),

Recalling that its Rules of Procedure have been adopted at its first session held in 2006;

Having considered the proposals contained in document FCTC/COP/6/28,

1. ADOPTS the proposals for amendments to the Rules of Procedure of the COP contained in the Annex to this decision;

2. DECIDES:

   (a) to request its Bureau, with the support of the regional coordinator from each region or one representative designated by him/her who should preferably be based in Geneva, the Convention Secretariat and the WHO Office of the Legal Counsel, to conduct a review of its Rules of Procedure and to identify, in consultation with Parties, rules to which amendments could be made and other areas requiring further clarification;

   (b) to draft proposals and to submit them for its consideration at its seventh session.
## ANNEX

**Amendments to the Rules of Procedure of the Conference of the Parties to the WHO FCTC**

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| 1        | Rule 2: Definitions                         | **Add a new definition under Rule 2:**  
“open sessions or meetings” means sessions or meetings that are open to attendance by Parties, States and regional economic integration organizations that are not Parties, the Secretariat, intergovernmental organizations and nongovernmental organizations that have observer status pursuant to Rules 30 and 31, respectively. |
| 2        | Rule 4                                      | **Insert a new paragraph in Rule 4, between paragraphs 2 and 3:**  
3. To the extent possible, regular sessions of the Conference of the Parties shall be held in the second half of a financial biennium. |
| 3        | Rule 15                                     | **Insert a new paragraph in Rule 15:**  
(g) prepare formal agendas, papers and summary records of intersessional meetings of the Bureau, to be made available to the Parties, in a timely manner. |
| 4        | None Intersessional meetings of the Bureau   | **Insert a new Rule 24bis:**  
1. The intersessional meetings of the Bureau shall be attended by its members and essential staff of the Secretariat, unless the Conference of the Parties or the Bureau decides otherwise. **Regional coordinators shall be allowed to observe the meetings of the Bureau.**  
2. Each officer of the Bureau may be accompanied during meetings of the Bureau by not more than one adviser; the President may be accompanied by additional advisers as necessary to support the exercise of his or her function.  
3. Where an officer of the Bureau is unable to attend a meeting of the Bureau, an alternate of the same Party shall be designated by the Party concerned.  
4. Should an officer of the Bureau fail to attend two consecutive meetings of the Bureau, that fact shall be reported by the Head of the Secretariat to the next session of the Conference of the Parties. Unless the Conference of the Parties decides otherwise, that Party shall be deemed to have forfeited its right to have a representative serve on the Bureau. |
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| 5       | None Inter-sessional role of the Bureau   | **Insert a new Rule 24ter:**  
1. In addition to the functions that the Conference of the Parties may assign to it from time to time, and in addition to those described in Rules 6, 9, 19 and 21–24, the functions of the Bureau shall include the following:  
(a) to make a recommendation to the Director-General of WHO regarding the appointment of the Head of the Secretariat, and undertake the performance evaluation on matters related to delivery of treaty and technical activities for possible renewal of the Head of the Secretariat’s term of office, in accordance with arrangements that may be decided by the Conference of the Parties;  
(b) to facilitate the process for nominations to subsidiary bodies of the Conference of the Parties;  
(c) to provide guidance to the Convention Secretariat on implementation of the work plans and budgets adopted by the Conference of the Parties;  
(d) to provide guidance to the Secretariat, as necessary, in the preparation of reports, recommendations and draft decisions to be submitted to the Conference of the Parties;  
(e) to propose the date and venue of sessions of the Conference of the Parties and its subsidiary bodies;  
(f) to review the applications of nongovernmental organizations that apply for the status of observer to the Conference of the Parties and make recommendations in that regard to the Conference of the Parties;  
(g) to review the applications of international intergovernmental organizations that apply for the status of observer to the Conference of the Parties and make recommendations in that regard to the Conference of the Parties; and  
(h) to provide other guidance to the Secretariat as requested by the Conference of the Parties.  
2. Officers of the Bureau, in collaboration with their respective regional coordinators, shall liaise and consult with the Parties of their respective regions between the sessions of the Conference of the Parties with a view to informing the work of the Bureau and keeping Parties informed of the Bureau’s work. |
| 6       | None Role of the regional coordinator    | **Insert a new Rule 24quater:**  
1. At each regular session of the Conference of the Parties, the Parties in each WHO region shall elect a regional coordinator, whose term will extend to the **closing** of the next session of the COP. |
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<td>2.</td>
<td>The regional coordinator shall perform the following functions: (a) liaise with the officer of the Bureau representing the region and facilitate consultations with the Parties in the region between the sessions of the Conference of the Parties with a view to informing the work of the Bureau and keeping Parties informed of the Bureau’s work; (b) receive working documents or proposals of the Bureau and ensure that they are circulated to the Parties in the region; (c) collect and send comments on such documents or proposals to the officer of the Bureau; and (d) act as a channel for the exchange of information, including a copy of invitations to the meetings for the implementation of the Convention, and coordination of activities with other regional coordinators.</td>
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<td>7 Rule 29</td>
<td>Amend the text of Rule 29 as follows: 1. Any Member State of WHO which is not a Party to the Convention, any Associate Member of WHO, or any other State which is not a Party to the Convention but which is a Member of the United Nations, or its specialized agencies or of the International Atomic Energy Agency, and any regional economic integration organization, as defined in Article 1(b) of the Convention, which is not a Party to the Convention, may attend the public or open sessions of the Conference of the Parties or meetings of its subsidiary bodies as an observer. 2. Observers under this Rule may participate without the right to vote in the public or open meetings of the Conference of the Parties and its subsidiary bodies and may speak only after the Parties. Regional economic integration organizations may speak only on matters within their competency.</td>
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<td>8 Rule 30, para. 1</td>
<td>Amend the text of Rule 30, paragraph 1, as follows: 1. Any international intergovernmental organization may apply, in accordance with its internal rules, to the Secretariat for observer status, which may be granted by the Conference of the Parties, based on the report from the Secretariat, taking into account the 17th and 18th preambular paragraphs as well as Article 5.3 of the Convention. Such applications, duly endorsed by the governing body of the organization concerned, should be submitted to the Secretariat not later than ninety days before the opening of the session.</td>
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<td>9</td>
<td>Rule 30, para. 2</td>
<td>Amend the text of Rule 30, paragraph 2, as follows: 2. Observers under this Rule may participate without the right to vote in public or open meetings of the Conference of the Parties and its subsidiary bodies and may speak after the observers referred to in Rule 29.</td>
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<td>10</td>
<td>Rule 31, para. 4</td>
<td>Amend the text of Rule 31, paragraph 4, as follows: 4. Observers under this Rule may participate without the right to vote in public or open meetings of the Conference of the Parties and its subsidiary bodies and may speak after the observers referred to in Rules 29 and 30.</td>
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(Fifth plenary meeting, 18 October 2014)