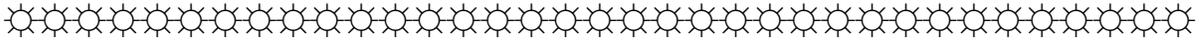


UNESCO

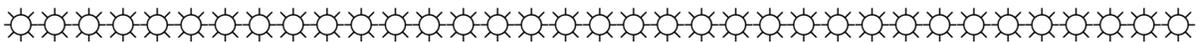


International Basic Sciences Programme

IBSP

IBSP Scientific Board

Rules of Procedure



UNESCO

Scientific Board of the International Basic Sciences Programme

Rules of Procedure

(As adopted by the Scientific Board at its second session, and approved by the Director-General of UNESCO)

Draft¹

Rule 1 Membership

- 1.1 The members of the Scientific Board are the persons appointed by the Director-General for a term of three years. They may be reappointed for a further term of three years, but shall not serve continuously for more than six years. Every three years at least a half o the Scientific Board members shall be replaced (ref. Art. 2.1-2.3)²
- 1.2 The person who the Director-General designated as his representative at the Scientific Board is its ex-officio member (ref. Art. 2.6) and the Executive Secretary of the IBSP in the Secretariat of UNESCO.
- 1.3 Every three years at least a half o the Board members shall be replaced (ref. Art. 2.1-2.3) by the Director-General in consultation with the Chairperson of the Board and with account taken of the expertise necessitated by the development of the IBSP. The Director-General shall inform members of the Board of the decision he has taken on the replacement of the Board members one month prior to the end of their term.

Rule 2 Participation of representatives and observers at the Scientific Board sessions (ref. Art. 2.6).

- 2.1 Member States and Associate Members of UNESCO may send observers to sessions of the Board (ref. Art. 3.2).
- 2.2 Representatives of the United Nations and organizations of the United Nations system may attend the sessions of the Board. Other

¹ In pursuance of examination of the present draft and its appropriate modification, the IBSP Scientific Board may submit it to the Director-General for his approval in line with Article 54 (*UNESCO Manual, Appendix 11a*) and Article 4.5 of the *Statutes of the IBSP Scientific Board*.

² The reference in brackets is made to the pertinent Articles of the Statutes of the IBSP Scientific Board.

intergovernmental organizations may be invited by UNESCO to send observers to meetings of the Board (ref. Art. 3.3).

- 2.3 Observers of interested international scientific organizations and IBSP project leaders may be invited to attend sessions of the Board in accordance with the regulations and rules in force in UNESCO (ref. Art. 3.4).

Rule 3 Sessions

- 3.1 The Board shall as a rule meet once a year at the invitation of UNESCO. If necessary, the Board may provide its advisory service through the use of electronic means of communication (ref. Art. 3.1).
- 3.2 The date of each session will be identified by UNESCO, which shall take into account the deadlines for submission of the Board's recommendations to the Director-General and the governing bodies of the Organization.
- 3.3 The Agenda of the Board's sessions shall be drawn by the Director-General or his representative, referred to in Article 1.2, normally after consulting the Chairperson of the Board. The Director-General may, however, invite members of the Board to propose the inclusion of additional items in the Agenda.

Rule 4 Officers of the Scientific Board and their functioning

- 4.1 Chairperson and two Vice-Chairpersons, elected by the Board, as well as the designated representative of the Director-General referred to in Rule 1 shall be the officers of the Scientific Board.
- 4.2 Chairperson shall open and close each meeting of the Scientific Board or its Bureau, referred to in the Rule 5. He shall direct the discussions, accord the right to speak, put questions to the vote and announce decisions, rule on points of order, and control the proceedings. He shall ensure the maintenance of order and observance of these Rules of Procedure.
- 4.3 In the absence of Chairperson, he/she shall be replaced by one of the Vice-Chairpersons.
- 4.4 The person who the Director-General designated as his representative at the Board shall also fulfil assignments of the Executive Secretary of the IBSP in UNESCO Secretariat.

Rule 5 Bureau of the Scientific Board and subsidiary bodies

- 5.1 The Bureau of the Scientific Board shall consist of the Chairperson of the Board and two Vice-Chairpersons, as well as the designated representative of the Director-General referred to in Rule 1 (ref. Art. 4.1).

- 5.2 The Board may assign to its own Bureau certain duties such as the approval of reconsidered and modified IBSP project proposals, reports on IBSP projects, the review and assessment of progress in the implementation and development of the IBSP, setting up of the Board's working groups for an ad-hoc expertise required within the IBSP (ref. Art. 4.4).
- 5.3 The Bureau may establish a central Task Force and Regional Task Forces for promoting and coordinating IBSP region-specific actions. In so doing, the Bureau may invite members of the Board from various regions to take part in the activity of a pertinent Task Force and designate some members of the Board as regional coordinators.
- 5.4 UNESCO may convene meetings of the Bureau between, or in conjunction with, sessions of the Board or, if necessary, replace these meetings by communications with Bureau with the use of information and communication technologies (ref. Art. 4.3).
- 5.5 The Bureau may consult or invite to its meeting, any member of the Board for provision of an expertise required for the IBSP purpose.

Rule 6 Quorum

- 6.1 At meetings of the Board and those of subsidiary bodies, a majority of the members shall constitute a quorum.
- 6.2 The Board and its subsidiary bodies shall not decide on any matter unless a quorum is present.

Rule 7 Voting

- 7.1 Each Board member appointed by the Director-General shall have one vote (2.5).
- 7.2 An ex officio member of the Board designated as a representative of the Director-General shall have no right to vote (2.6).
- 7.3 Observers shall not participate in the voting.
- 7.4 Voting shall normally be by show of hands.
- 7.5 For all elections, the vote may be conducted by secret ballot if so proposed and decided at the meeting of the Board.
- 7.6 The decision shall be taken by a majority of members of the Board present and voting.

Rule 8 Conduct of business

- 8.1 The Chairperson shall call upon speakers in order they signify their wish to speak.
- 8.2 During the discussion of any proposal, a member of the Board may raise a point of order, and such a point of order shall be immediately decided by the Chairperson.
- 8.3 When an amendment to a proposal is moved, the amendment shall be voted first.
- 8.4 When two or more amendments to a proposal are moved, the meeting shall first vote on the amendment deemed by the Chairperson to be furthest removed in substance from the original proposal. It shall then vote on the amendment deemed by the Chairperson to be next furthest removed from, and so on until all amendments have been put to the vote.
- 8.5 The Director-General, or member of the Secretariat designated by him, may at any time make to the Board or one of its working parties either oral or written statements concerning questions under consideration by them.

Rule 9 Reports

- 9.1 After each session, the Committee shall present to the Director-General a report on the work of the session and such recommendation as have been adopted. The Director-General, who shall decide what use should be made of them, shall inform the Executive Board of the results of the Board proceedings (1.2).
- 9.2 The report shall be as succinct as possible and does not attempt to reproduce the debates; it shall concentrate on the recommendations to the Director-General and the arguments in their support.

Rule 10 Working languages

- 10.1 The working language of the Board shall normally be English, and French, if required.
- 10.2 Statements made to the meeting in one of the working languages shall be interpreted into the other language.
- 10.3 The documents of the Board shall normally be issued in English.

Rule 11 Adoption and amendment of the rules of procedure

11.1 The Board shall adopt its rules of procedure by a decision taken at its meeting by voting in line with Article 7.6

11.2 The Board may amend these Rules of Procedure by a decision taken at the meeting by a two-thirds majority of members present and voting.

11.3 The application of an article of these rules of procedure cannot be suspended unless a majority decision of two-thirds of members present and voting.

UNESCO Headquarters, Paris

20 March 2006