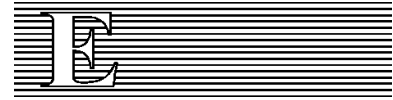




**UNITED NATIONS
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ECONOMIC COMMISSION FOR AFRICA

United Nations Initiative on Global Geospatial
Information Management in Africa (UN-GGIM: Africa)

First session

Tunisia, Tunis,
10-12 December 2014

Rules of procedure

I. Definitions

Rule 1

For the purposes of the present rules of procedure, the following terms shall have the meanings indicated below:

(a) The regional entity shall be called the United Nations Initiative on Global Geospatial Information Management Africa (hereinafter referred to as UN-GGIM: Africa);

(b) “Member” denotes an expert representing an African country participating in a session of UN-GGIM: Africa;

(c) “Session” denotes the regular meeting of UN-GGIM: Africa or, in exceptional circumstances, any additional meetings of UN-GGIM: Africa;

(d) “Executive Secretary” denotes the Executive Secretary of the Economic Commission for Africa.

II. Membership and composition

Rule 2

UN-GGIM: Africa shall comprise experts from African member States in the interrelated fields of surveying, geography, cartography and mapping, remote sensing, geographic information systems and environmental science; the experts will be designated by their respective Governments.

Rule 3

Each member State participating in a session of UN-GGIM: Africa shall be represented by a head of delegation and other accredited representatives, alternate representatives, experts and advisers, as required. The head of delegation shall be a full member with voting rights; accredited representatives, alternate representatives, experts and advisers may participate in discussions but do not have the right to vote.

Rule 4

The names and credentials of representatives, alternate representatives, experts and advisers shall be submitted to the Chair of the session no later than 24 hours after the opening of the session. The credentials shall be supplied by the national ministries responsible for mapping-related activities or by the ministries of foreign affairs.

Rule 5

The Board of UN-GGIM: Africa shall examine the credentials and report to UN-GGIM: Africa.

Rule 6

Pending a decision of UN-GGIM: Africa on their credentials, representatives shall be entitled to participate provisionally at the session.

III. Officers

Rule 7

During each of its biennial sessions, UN-GGIM: Africa shall elect a board from among its members, with due regard for the equitable geographical distribution of the officers from among the five subregions. The Board shall be composed of:

- Chair
- Vice-Chair
- First Rapporteur
- Second Rapporteur
- Representative of the remaining subregion

The Board shall carry out tasks as designated by UN-GGIM: Africa.

Rule 8

The Chair and the Vice-Chair shall, as agreed between them, preside over the plenary meetings of the session. When acting as the President, the Chair shall not vote, but may designate another member of his or her delegation to vote in his or her place.

Rule 9

If the Chair is absent from a meeting or any part thereof, the Vice-Chair shall preside.

IV. Secretariat

Rule 10

The Secretary of the session shall be appointed by the Executive Secretary and shall act in that capacity at all meetings of that session. The Secretary of the session may appoint a deputy to take his or her place at any meeting.

Rule 11

The Secretary or a representative may, at any meeting, make either oral or written statements concerning any questions under consideration by UN-GGIM: Africa.

Rule 12

The secretariat shall provide necessary staff as required by UN-GGIM: Africa. It shall be responsible for making all necessary arrangements for meetings and shall perform all other tasks that may be required.

V. Conduct of business**Rule 13**

Representatives of a majority of the member States participating in the session shall constitute a quorum.

Rule 14

In addition to carrying out the functions set out above, the Chair shall open and close each plenary meeting, direct the discussion at such meetings, ensure the observance of the present rules of procedure, accord the right to speak, put questions to the vote and announce decisions. The Chair shall rule on points of order and, subject to the rules of procedure, shall have complete control over the proceedings and over the maintenance of order.

Rule 15

The Chair may, in the course of discussions, propose to close the list of speakers or to close the debate. He may also propose to suspend or adjourn a meeting, or adjourn debate on the item under discussion. He may also call speakers to order if their remarks are not relevant to the matter under discussion.

Rule 16

The Chair, in the exercise of his or her functions, remains under the authority of UN-GGIM: Africa.

Rule 17

During the discussion of any matter, a representative of a member State may at any time raise a point of order, which shall be immediately decided on by the Chair in accordance with the present rules of procedure. A representative may appeal against the ruling of the Chair. The appeal shall be immediately put to the vote and the ruling shall stand unless it is overruled by a majority of the voting members present. A representative raising a point of order may not speak on the substance of the matter under discussion.

Rule 18

During the discussion of any matter, a representative of a member State may move the adjournment of the debate on the item under discussion. Any such motion shall have priority. In addition to the representative who proposed the motion, one representative shall be allowed to speak in

favour of the motion, and one representative against it, after which the motion shall be immediately put to the vote.

Rule 19

During the course of the debate, the Chair may announce the list of speakers and, with the consent of UN-GGIM: Africa, declare the list closed. The Chair may, however, accord the right of reply to any representative if, in his or her opinion, a speech delivered after the list has been closed makes this desirable. When the debate on an item is concluded because there are no other speakers, the Chair shall declare the debate closed. Such closure shall have the same effect as closure by decision of UN-GGIM: Africa pursuant to rule 20.

Rule 20

A representative may, at any time, move the closure of the debate on the item under discussion, whether or not any other representatives have stated their wish to speak. Permission to speak on the motion shall be accorded to only two speakers opposing the closure, after which the motion shall be put to the vote immediately.

Rule 21

21.1 No one may address the session without having previously obtained the permission of the Chair. Subject to rules 17 to 20, the Chair shall call upon speakers in the order in which they express their desire to speak.

21.2 Debate shall be confined to the questions put before UN-GGIM: Africa, and the Chair may call speakers to order if their remarks are not relevant to the subject under discussion.

21.3 UN-GGIM: Africa may limit the time allowed to speakers and the number of times the representative of each member State may speak on a question; permission to speak on a motion to set such limits shall be accorded only to two representatives in favour of, and two opposing, such limits, after which the motion shall be put to the vote immediately. In any event, the Chair shall limit speeches on procedural questions to a maximum of five minutes. When the time allowed to speakers is limited and a speaker exceeds the allotted time, the Chair shall call him or her to order without delay.

Rule 22

Proposals and amendments shall normally be introduced in writing and submitted to the Secretary of the session, who shall circulate copies to the delegations. As a general rule, no proposal shall be discussed or put to the vote unless copies have been circulated to all delegations no later than the day before the session. The Chair may, however, choose to permit the discussion and consideration of amendments or motions that have not been circulated, or that have only been circulated the day of the meeting.

Rule 23

A proposal, amendment or motion may be withdrawn by the person who proposed it at any time before voting has commenced, provided that it has not been amended. A proposal or a motion thus withdrawn may be reintroduced by any representative.

Rule 24

When a proposal or an amendment has been adopted or rejected, it may not be reconsidered at the same session unless UN-GGIM: Africa, by a majority of two thirds of the representatives present and voting, so decides. Permission to speak on the motion to reconsider a proposal or an amendment shall be accorded only to two speakers opposing the motion, after which it shall be put to the vote immediately.

VI. Voting**Rule 25**

Each member State participating in the session shall have one vote, and the decisions of UN-GGIM: Africa shall be made by a majority of the representatives present and voting.

Rule 26

For the purpose of these rules of procedure, the phrase “representatives present and voting” denotes representatives casting an affirmative or negative vote. Representatives who abstain from voting shall be considered “not voting”.

Rule 27

The session shall normally vote by show of hands, but any representative may request a roll call, which shall be taken in the English alphabetical order of the names of the States participating in the session, beginning with the delegation whose name is drawn by lot by the Chair.

Rule 28

After the Chair has announced the commencement of voting, no representative shall interrupt the vote except on a point of order in connection with the voting process. Explanations of their votes by representatives may, however, be permitted by the Chair either before or after the voting. The Chair may limit the time allowed for such explanations. The Chair shall not permit the proposer of a proposal or an amendment to explain his or her vote on his or her own proposal or amendment.

Rule 29

Parts of a proposal shall be voted on separately if a representative requests that the proposal be divided. Those parts of the proposal that have been approved shall then be put to the vote as a whole; if all of the operative parts of a proposal have been rejected, the proposal shall be considered rejected as a whole.

Rule 30

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the session shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom, and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted on. A proposal is considered an amendment to another proposal if it merely adds to, deletes from, or revises part of that proposal.

Rule 31

If two or more proposals relate to the same question, the session shall, unless it decides otherwise, vote on the proposals in the order in which they were submitted. The session may, after each vote on a proposal, decide whether to vote on the next proposal.

Rule 32

All elections shall be held by secret ballot, unless otherwise decided by the session.

Rule 33

33.1 When one or more elective places are to be filled at one time under the same conditions, each member may cast a vote for as many candidates as there are places to be filled. Those candidates, in a number not exceeding the number of such places, obtaining in the first ballot a majority of the votes cast and the largest number of votes shall be elected.

33.2 If the number of candidates obtaining such a majority is less than the number of places to be filled, there shall be additional ballots to fill the remaining places. The voting shall be restricted to candidates obtaining the greatest number of votes in the previous ballot, to a number not more than twice the places remaining to be filled; after the third inconclusive ballot, votes may be cast for any eligible person or member. If three such unrestricted ballots are inconclusive, the next three ballots shall be restricted to the candidates who obtained the greatest number of votes in the third of the unrestricted ballots, to a number not more than twice the places remaining to be filled, and the following three ballots thereafter shall be unrestricted, and so on, until all the places have been filled.

Rule 34

If a vote is equally divided on matters other than elections, a second vote shall be taken after a 15 minute adjournment. If this vote is also equally divided, the proposal shall be regarded as rejected.

VII. Official working languages

Rule 35

English and French shall be the official working languages of the session.

Rule 36

Speeches made in one of the official languages shall be interpreted into the other language. A representative may speak in a language other than French or English if the delegation concerned provides interpretation into one of the official languages.

VIII. Sound recordings

Rule 37

The plenary meetings of the session shall have sound recordings, and such recordings shall be kept by the secretariat in English only.

IX. Public and private meetings

Rule 38

The plenary meetings of the session shall be held in public unless the body concerned decides that exceptional circumstances require a particular meeting be held in private.

X. Observers

Rule 39

Representatives of associate members of the Economic Commission for Africa that are not independent States may participate, without the right to vote, in the deliberations of UN-GGIM: Africa and its sessions.

Rule 40

40.1 Representatives of specialized agencies of the United Nations or other international entities invited to the session may participate (without the right to vote) at the invitation of the Chair in deliberations on questions within the scope of their activities.

40.2 Written statements of such specialized agencies shall be distributed by the secretariat to the delegations in the languages and in the quantities that such statements are made available to the secretariat.

Rule 41

41.1 Non-member States, intergovernmental organizations and other entities that have received a standing invitation to participate as observers in the sessions and the work of UN-GGIM: Africa shall have the right to participate as observers, without the right to vote.

41.2 Written statements by non-member States, intergovernmental organizations and other entities shall be distributed by the secretariat in the languages and in the quantities that such statements are made available to the secretariat.

Rule 42

Non-governmental organizations granted consultative status with the Economic Commission for Africa and those non-governmental organizations accredited to participate may designate representatives to sit as observers at public meetings of the session and may participate in the activities of the session when invited to do so by UN-GGIM: Africa.

XI. Amendments

Rule 43

The present rules of procedure may be amended by a decision of UN-GGIM: Africa.