

- Rule of Procedure 12.4: “The standing committees shall consider the documents allocated to it by the inaugural plenary meeting, such as the reports by the Secretary-General and the Directors of the Bureaux, the draft budget, the annual report to the Members of the Union, and contributions by Members of the Council, as well as contributions submitted by other Members of the Union where the Council has requested such contributions. The standing committee shall prepare draft resolutions and draft decisions and, where necessary, shall prepare reports for consideration by the plenary meeting of the Council. Working groups shall submit their conclusions to the bodies by which they were established, except if it is decided otherwise.”
- Rule of Procedure 12.5: “The standing committee and working groups shall make every effort to achieve a consensus on the matters submitted to them for consideration; failing this, the chairman of the standing committee or working group in question shall prepare, for consideration by the plenary, a brief report setting out the views expressed by the various participants.”
- Rule of Procedure 12.6: “The standing committees shall not meet during a plenary meeting.”
- Rule of Procedure 13.1: “The summary records of plenary meetings and meetings of the standing committee shall be drawn up in concise form by the secretariat of the Council.”
- Rule of Procedure 13.4a): “a) Revised summary records containing all amendments requested shall be submitted as soon as possible to the plenary meeting or the standing committee for approval.
and
b): b) Revised summary records which the Council has been unable to examine before the end of the session shall be examined and approved by the Chairman of the Council or of the standing committee.”
- Ref.: Documents C06/74 and C06/86.
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D 556 Submission of documentation to Council sessions
(C10)

The Council,

considering

- a) Article 10 of the Constitution and Article 4 of the Convention which specify the roles and responsibilities of Council on a wide range of governance and policy issues;
- b) Rule 20 of the Rules of Procedure of the Council concerning the preparation of documents;
- c) the requirements under said Rule 20 that a preparatory document shall be published on each item on the draft agenda of an ordinary or extraordinary session, as soon as possible and, in principle, not later than four weeks before the opening of the session;
- d) the further stipulation in Rule 20 that any important document issued after this time limit will be examined at the next session of the Council, unless the Council decides otherwise,