

International Hydrological Programme

53rd session of the IHP Bureau
(Paris, 19-21 April 2016)

REPORT ON THE CONSULTATION FOR THE UPDATE OF THE IHP STATUTES AND OF THE RULES OF PROCEDURE OF THE IHP COUNCIL

Item 3.3 of the provisional agenda

Summary

This document presents the consultation held during the 52nd IHP Bureau (1-2 June 2015) for the update of the IHP Statutes and of the Rules of Procedure of the IHP Council.

In order to provide a proposal to the IHP Council at its 22nd session to update the IHP Council Statutes and Rules of Procedure, the Bureau requested the Secretariat to proceed with consultations on these items with IHP National Committees.

During the 52nd IHP Bureau meeting in Paris (1-2 June 2015), the Chairperson highlighted the need to update and modernize the Statutes and Rules of Procedure of the IHP Council, last updated in 1996, in order to strengthen the conduction of Council sessions and the programme's actions, while ensuring consistency with the decisions of the Governing Bodies of UNESCO. The Secretary of IHP noted that several changes were proposed based on earlier comments by Member States, the recommendations of various audits and evaluations and based on current UNESCO rules and regulations. She emphasized that the Bureau discussions would be the initial step in a long process and underlined the need for the IHP Secretariat to proceed with internal consultations with several UNESCO services before presenting to the IHP Council proposed changes to the Statutes and Rules of Procedure. The process would then eventually continue with necessary discussions at the Governing Bodies of UNESCO.

The Bureau considered that the proposed changes in paragraph VII.1. of the current Statutes and paragraph IV.5. (1) of the current Rules of Procedure need additional consultations with Member States before presentation to the Council. Several members of the Bureau noted the potential advantages of extending the term of office of Bureau members from two years into four years, particularly in terms of ensuring continuity and efficiency.

The Bureau asked the Secretariat to ensure a consistent regional consultation process and then submit to the 22nd Council a proposal for extension of the terms of office of the Bureau members. In addition, a procedure is needed to ensure that all electoral groups remain represented in the IHP Bureau in case a vice-chairperson ceases to represent a State Member of the Council or is so incapacitated that he/she can no longer hold office.

In order to present a proposal to the IHP Council at its 22nd session, the Bureau requested the Secretariat to proceed with internal consultations regarding proposed changes to the following articles and paragraphs of IHP Statutes, with modifications marked here in bold for ease of identification, deletions presented with strikethrough and inclusions underlined:

Article I

An Intergovernmental Council of the International Hydrological Programme is hereby established within the United Nations Educational, Scientific and Cultural Organization.

Article II

1. The Council shall be composed of 36 Member States of the United Nations Educational, Scientific and Cultural Organization elected by the General Conference at its ordinary sessions, taking due account of the need to ensure equitable geographical distribution and appropriate rotation of the representatives of these States ~~from the hydrological viewpoint in the various continents~~ and of the importance of their scientific advice to Member States, in particular decision and policy-makers, and other stakeholders in order to contribute to the Programme.

2. The term of office of the members of the Council shall begin at the close of the ordinary session of the General Conference at which they are elected and shall expire at the close of the second ordinary session of the Conference following it.

~~3. Notwithstanding the provisions of paragraph 2 above, the term of office of one half of the members designated at the first election shall expire at the close of the first ordinary session of the General Conference following the session at which they were elected. The names of these members shall be drawn by lot after the first election by the President of the General Conference, it being~~

~~understood that the outgoing members shall be replaced by members belonging to the same regional group.~~

43. Members of the Council shall be immediately eligible for re-election.

54. The Council may make recommendations concerning its own membership to the General Conference.

65. The persons appointed by the Member States as their representatives on the Council shall preferably be experts in the field covered by the Programme and chosen among those persons, **preferably of equal gender balance**, who are playing a major part in the implementation of the activities related to the Programme in the said Member States.

Article III

1. The Council shall be responsible, within UNESCO's field of competence, for planning the International Hydrological Programme, defining its priorities and supervising its execution and in particular for:

- (a) guiding and supervising from the scientific and from the organizational point of view the implementation of the programme, including the **allocation of its budget and** relevant activities of the **Field Regional** Offices;
- (b) studying proposals concerning developments and modifications of the Programme and also plans for its implementation;
- (c) recommending scientific projects of interest to Member States and assessing priorities among such projects;
- (d) co-ordinating international co-operation of the Member States in the framework of the programme;
- (e) making any necessary proposals for co-ordinating the Programme with those conducted by all the international organizations concerned;
- (f) assisting in the development of regional and national projects related to the Programme;
- (g) taking any practical or scientific measures that may be required for the successful implementation of the programme.

2. In performing its functions the Council shall rely as much as possible on the activities of the National Committees established by Member States in accordance with the recommendation contained in paragraph 6 of resolution 18 C/2.232 and foster by all means their active participation on the Programme.

3. The Council shall make full use of facilities offered by the agreements or working arrangements between UNESCO, **category 1 and 2 water-related Institutes and Centres, UNESCO Chairs**, and other inter-governmental organizations ~~mentioned in Article VII, paragraph 2 below~~ **as decided by the Council**.

4. The Council may consult on scientific questions all appropriate international non-governmental organizations with which UNESCO maintains official relations.

The International Council of Scientific Unions, its unions and associations, may give advice to the Council on questions of a scientific or technical nature.

5. The Council shall, whenever possible, attempt to co-ordinate the International Hydrological Programme with other international scientific programmes, in particular those of UNESCO.

Article IV

1. The Council shall normally meet in plenary session once every two years. Extraordinary sessions may be convened under the conditions specified in the Rules of Procedure.

2. Each Council member shall have one vote, but it may send as many experts or advisers as it deems necessary to sessions of the Council.

3. The Council shall adopt its own Rules of Procedure.

Article V

1. The Council may establish committees to examine the implementation of certain major orientations of the Programme and to prepare appropriate recommendations to the Council. Such committees may include Member States of UNESCO which are not represented in the Council.

2. The Council shall define the terms of reference and tenure of each committee thus established.

3. The Council may establish working groups of specialists to examine specific projects. These working groups, whose members shall serve in a personal capacity, may include nationals of Member States of UNESCO which are not represented on the Council.

4. In the composition of committees and working groups appropriate geographical distribution and adequate representation of regions where the problems occur might be sought.

Article VI

1. Regional committees and working groups may be established on the initiative of and by mutual agreement among Member States of the same region sharing a common hydrological interest.

2. The Council shall extend all possible assistance and help to regional committees and working groups thus established.

Article VII

1. [At the beginning of its first session following **(every second)** a-session of the General Conference at which elections to the Council have been held, the Council shall elect a chairperson and four vice-chairpersons. These, with the chairperson of the previous Bureau, who shall be an *ex-officio* member **and will remain in office as vice-chairperson for an additional term**, shall constitute the Council's Bureau. The composition of the Bureau so formed shall reflect an equitable geographical distribution. The members of the Bureau who are representatives of Member States of UNESCO shall remain in office until a new Bureau has been elected. **If the chairperson ceases to represent a State Member of the Council or is so incapacitated that he/she can no longer hold office, he/she shall be replaced as defined in the Rules of Procedures of the Intergovernmental Council for the unexpired portion of the term of office.**]

2. The Bureau shall discharge the following duties:
 - (a) fix, in consultation with the Secretariat, the dates **and locations** of the Sessions of the Council and of its committees and working groups, ~~in accordance with the general guidelines of the Council~~;
 - (b) prepare the sessions of the Council, in consultation with the Secretariat;
 - (c) supervise the implementation of the resolutions of the Council, and report at each session of the Council, on the status of implementation of the prescribed phases of project execution and, in particular, follow the activities of the Council's committees and working groups;
 - (d) prepare for the Council all reports requested by the General Conference of UNESCO;
 - (e) discharge all other duties, which it may be assigned by the Council, **including the submission of proposals and reports to the Governing Bodies of UNESCO and to the Director-General.**

3. Meetings of the Bureau may be convened between meetings of the Council at the request of the Council itself, of the Director-General of UNESCO or of a Bureau member.

Article VIII

1. Representatives of Member States and Associate Members of UNESCO which are not members of the Council, may attend, as observers, without the right to vote, all meetings of the Council, of its committees and of its working groups.

~~2. Representatives of the United Nations, United Nations Educational, Scientific and Cultural Organization, the Food and Agricultural Organization of the United Nations, the World Health Organization, the World Meteorological Organization and the International Atomic Energy Agency may take part, without the right to vote, in all meetings of the Council, of its committees and of its working groups.~~

2. The United Nations and other organizations of the United Nations system with which UNESCO has concluded mutual representation agreements, water-related Centres and Institutes under the auspices of UNESCO and of UNESCO Chairs, may send observers to Council sessions, as provided for in Article V, paragraph 3 of the Rules of Procedure.

~~3. Representatives of the International Council of Scientific Unions, of its Committee on Water Research and of its affiliated International Association of the Hydrological Sciences and International Association of Hydrologists, of the International Association for Hydraulic Research, of the International Commission on Irrigation and Drainage, the International Commission of Large Dams and of the International Water Resources Association may take part, without the right to vote, in all meetings of the Council, of its committees and of its working groups.~~

43. The Council shall determine the conditions under which other international governmental or non-governmental organizations may be invited to attend its meetings, without the right to vote, whenever questions of common interest are discussed.

Article IX

1. The Secretariat of the Council shall be provided by the Director-General of United Nations Educational, Scientific and Cultural Organization, who shall place at the Council's disposal the staff and other means required for its operation.

2. The Secretariat shall provide the necessary services for all sessions of the Council and meetings of its Bureau, committees and working groups.
3. The Secretariat shall take any measures required in order to co-ordinate the execution of the international programmes recommended by the Council, it shall take all steps required to convene the sessions of the Council.
4. The Secretariat shall assemble all proposals sent in by members of the Council, other Member States of UNESCO and the international organizations concerned, with regard to the formulation of **the strategic plans for the implementation of the IHP and of other** international initiatives under the Programme, and shall prepare them for examination by the Council. It shall maintain liaison with the National Committees referred to in Article III, paragraph 2 above, and inform them of the Council's recommendations. ~~IX.5.~~ In addition to the services which it renders to the Council, the Secretariat shall co-operate closely with the respective secretariats of the international governmental and non-governmental organizations mentioned in Article VIII, paragraph 2 ~~and 3,~~ above; it shall for this purpose take part in inter-secretariat co-ordination meetings as necessary.

5. The Secretariat shall report or coordinate the report of all UNESCO activities on water.

Article X

1. The international programmes of hydrological investigations recommended by the Council to Member States for concerted action on their part shall be financed by the participating Member States according to the commitments which each state is willing to make. The Council may, however make recommendations to the United Nations Educational, Scientific and Cultural Organization and to the other organizations mentioned in **the Rules of Procedures of the IHP Council Article VIII, paragraph 2, above,** concerning assistance to Member States for the development of hydrological research or the implementation of some particular aspects of the Programme. If UNESCO and the said organizations accept such activities and if the Member States concerned signify their agreement, these organizations shall undertake to finance the related activities in accordance with the provisions of their respective constitutions and regulations.
2. Member States shall bear the expense of participation of their representatives in sessions of the Council and its committees. The running expenses of the Council and its subsidiary organs shall be financed from funds appropriated for this purpose by the General Conference of UNESCO.
3. Voluntary contributions may be accepted and established as **special accounts trust funds** in accordance with the Financial Regulations of the United Nations Educational, Scientific and Cultural Organization and administered by the Director-General of that Organization. The Council shall make recommendations to the Director-General on the allocation of such contributions for international projects within the Programme.

Article XI

1. The Council shall submit reports on its activities to the General Conference of UNESCO at each of its ordinary sessions. These reports shall also be communicated to the other **international** organizations **mentioned** **designated in the Rules of**

Procedures of the Council Article VIII, paragraphs 2 and 3, above, and to all National Committees, Members and non-Members of the Intergovernmental Council for the International Hydrological Programme, water-related Centres under the auspices of UNESCO and UNESCO Chairs.

2. The Council may receive from other international organizations reports concerning the Programme.

In order to present a proposal to the IHP Council at its 22nd session, the Bureau requested the Secretariat to proceed with internal consultations regarding proposed changes to the following articles and paragraphs of the IHP Rules of Procedure, with modifications marked here in bold for ease of identification, deletions presented with strikethrough and inclusions underlined:

I. MEMBERSHIP

~~(1)~~1. The Intergovernmental Council of the International Hydrological Programme (hereinafter called the "Council") is composed of 36 Member States of UNESCO, elected by the General Conference in accordance with Article II of the Statutes of the Council.

~~(2)~~2. Each State member of the Council shall notify the Secretariat of UNESCO of the names of the designated representatives as well as of the advisers and experts, **to extent possible at least one month before the beginning of each session.**

3. Each State member is encouraged to observe gender balance among its designated representatives in line with UNESCO's Gender Priority Gender Equality Action Plan.

II. SESSIONS

1. Date and Place

~~(1)~~ ~~The first session of the Council shall be convened by the Director-General of UNESCO. The place and date of that session shall be communicated in advance to all interested Member States and organizations.~~

~~(2)~~1.a. ~~Other~~ **The** sessions **of the Council** shall be convened by the Secretariat of the Council in accordance with the instructions of the Bureau of the Council **(hereinafter called "the Bureau").**

~~(3)~~1.b. The Council shall normally meet at the Headquarters of UNESCO. It may meet elsewhere if so decided by a majority of the members, **of the Bureau, provided that it does not imply additional costs to the regular budget of UNESCO.**

III. AGENDA

21. Provisional agenda

~~(1)~~ ~~The provisional agenda of the first session of the Council shall be prepared by the Director-General of UNESCO.~~

~~(2)~~1.a. The provisional agenda of the **following** sessions of the Council shall be prepared by the Secretariat of the Council in consultation with the members of the Bureau.

~~(3)~~**1.b.** The provisional agenda shall be communicated to the members of the Council at least two months before the opening of each session.

~~(4)~~**1.c.** The provisional agenda shall be communicated at the same time to Member States and Associate Members of UNESCO which are not members of the Council, ~~as well as including but not limited~~ to the ~~United Nations, FAO, WHO, WMO, the IAEA and ICSU~~ **International Intergovernmental Organizations and Nongovernmental Organizations as listed in rule V.3.**

~~(5)~~**1.d.** The provisional agenda of a session of the Council shall include:

- all items previously decided by the Council;
- all items proposed by Member States of the Council;
- all items proposed by the United Nations or by its agencies;
- all items proposed by the Director-General of UNESCO.

32. Adoption of the agenda

At the beginning of each session, the Council shall adopt the agenda for that session.

43. Amendments, deletions and new items

The Council may, during a session, modify the order of items of the agenda or add or delete items. A majority of two-thirds shall be required for the addition or deletion of items during a session.

IV. OFFICERS

51. Election of chairperson and vice-chairpersons

~~(1)~~**1.a. [Pending consultation as for statutes:** At the beginning of its first session, following a session of the General Conference at which elections to the Council have been held, the Council shall elect a chairperson and four vice-chairpersons. These, with the chairperson of the previous Bureau, who shall be an *ex-officio* member **remaining in office as Vice-Chairperson for his/her respective electoral group for one additional term**, shall constitute the Council's Bureau. The composition of the Bureau so formed shall reflect an equitable geographical distribution **and, to the extent possible, gender equality**. The members of the Bureau who are representatives of Member States of UNESCO shall remain in office until a new Bureau has been elected. **If the chairperson ceases to represent a State Member of the Council or is so incapacitated that he/she can no longer hold office, he/she shall be replaced by a person nominated by the subsequent Council Member of the same region of the departing person, in alphabetical order of the country.**]

~~(2)~~ **1.b.** Members of the Bureau are eligible for re-election.

62. General powers of the chairperson

~~(1)~~**2.a.** In addition to exercising the powers conferred upon him/her elsewhere by these rules, the chairperson shall have the following powers: He/she shall declare the opening and closing of meetings, direct the discussions, ensure the observance of these rules, accord the right to speak, put questions to the vote and announce decisions. He/she shall rule on points of order and subject to these rules shall control the proceedings and maintenance of order.

~~(2)~~**2.b.** If the chairperson ceases to represent a State member of the Council or is so incapacitated that he/she can no longer hold office, a vice-chairperson shall become chairperson for the unexpired portion of the term of office. If such vice-chairperson also ceases to represent a State member of the Council or is so incapacitated that he/she can no longer hold office, another vice-chairperson shall become chairperson for the unexpired portion of the term of office.

73. Functions of the vice-chairpersons

In the absence of the chairperson during a session his functions shall be exercised in turn by the vice-chairpersons.

V. COMMITTEES AND WORKING GROUPS

81. Committees

~~(4)~~**1.a.** Committees set up by the Council in accordance with Article V, paragraphs 1 and 2, of the Statutes of the Council shall meet in accordance with the decisions of the Council or of the Bureau.

~~(2)~~**1.b.** These committees shall elect their own chairperson, vice-chairpersons and, if necessary, their own rapporteur.

~~(3)~~**1.c.** These rules of procedure shall also apply to meetings of committees unless the Council decides otherwise.

92. Working groups

~~(4)~~**2.a.** Working groups set up by the Council in accordance with Article V, paragraphs 3 and 4, of the Statutes of the Council shall meet in accordance with the decisions of the Council or the Bureau.

~~(2)~~**2.b.** These working groups shall elect their own chairperson, vice-chairpersons and if necessary their own rapporteur.

3. Observers

The council can decide to invite other actors as observers to all meetings of the Council, of its Committees and of its working groups, meaning that:

3.a. Representatives of the United Nations, United Nations Educational, Scientific and Cultural Organization, the Food and Agricultural Organization of the United Nations, the World Health Organization, the World Meteorological Organization and the International Atomic Energy Agency may take part, without the right to vote, in all meetings of the Council, of its committees and of its working groups. This includes particular actors under the above-stated organizations, UNESCO-IHE, the World Water Assessment Programme and UN-Water.

3.b. Representatives of the International Council for Science, of its Committee on Water Research and of its affiliated International Association of the Hydrological Sciences and International Association of Hydrologists, of the International Association for Hydraulic Research, of the International Commission on Irrigation and Drainage, the International Commission of Large Dams and of the International Water Resources Association, of the International Association of Academies of Sciences, of the International Hydropower Association, and of the International Association for Hydro-Environment Engineering and Research may take

part, without the right to vote, in all meetings of the Council, of its committees and of its working groups.

VI. SECRETARIAT

401. Secretariat

(1)1.a. The Director-General shall place at the disposal of the Council such members of the Secretariat of UNESCO as may be necessary as well as other means required for its operation.

(2)1.b. The Director-General or his/her representative may make oral as well as written statements to the Council, its committees and working groups and to the Bureau concerning any question under consideration.

VII. LANGUAGES

41-1. Working languages: English, French, Spanish and Russian (**Arabic and Chinese**) shall be the working languages of the Council.

42-2. Use of other languages: Any representative may make a speech in a language other than the working languages currently in use for a particular session of the Council or of a Committee on the condition that he/she provides **at least 1 hour before his/her presentation** a text for the interpretation of his/her speech **translated** into one or other of the said working languages.

VIII. REPORTS AND DOCUMENTS

43-(1)1. Reports

The Secretariat shall submit a report to each session of the Council.

(2)1.a. The Council shall submit reports on its activities to each ordinary session of the General Conference of UNESCO.

(3)1.b. Copies of these reports shall be circulated by the Director-General of UNESCO in accordance with Article XI of the Statutes of the Council.

442. Working Documents

The working documents of each session of the Council shall, as a rule, be communicated to the members **one two and a half months** before the opening of each session- **in the working languages of the Council as specified in the above-stated Rule VII.**

IX. MEETINGS

451. Quorum

(1)1.a. A simple majority of the States which are members of the Council shall constitute a quorum.

(2)1.b. At meetings of subsidiary bodies of the Council a quorum shall be constituted by a simple majority of the States which are members of the Council and which are members of the body in question.

462. Publicity of meetings

All meetings of the Council shall be open to the public unless the Council decides otherwise.

X. CONDUCT OF BUSINESS

471. Right to speak

Experts and observers may, with the authorization of the chairperson, make oral or written statements before the Council and its committees.

182. Order of speeches

The chairperson shall call upon speakers in the order in which they have expressed the desire to speak, **starting with the Members of the Council and followed by the observers.**

193. Time limit on speeches

The Council may limit the time to be allowed to each speaker.

204. Points of order

During the discussion on any matter, a representative may at any time raise a point of order and the point of order shall be forthwith decided by the chairperson. Any representative may appeal against the ruling of the chairperson which can only be overruled by a majority of the members present and voting. A representative may not in raising a point of order speak on the substance of the matter under discussion.

21-5. Suspension, adjournment, closure

Any representative may, at any time, propose the suspension, adjournment or closure of a meeting or of a debate. Such a motion shall be put to the vote immediately. The order of priority of such motions shall be as follows:

- (a) suspension of the meeting;
- (b) adjournment of the meeting;
- (c) adjournment of the debate on the item under discussion;
- (d) closure of the debate on the item under discussion.

6. Each resolution will be discussed and adopted under the relevant agenda item.

XI. VOTING

221. Voting rights

Each Member State which is a member of the council shall have one vote.

232. Simple majority

- (1) Unless otherwise provided in these rules, decisions shall be taken by a simple majority of members present and voting.
- (2) For the purpose of these rules, the phrase "members present and voting" means members casting an affirmative or negative vote. Members who abstain from voting are considered as not voting.

243. Show of hands and roll call

Voting shall normally be by show of hands, except that any member may request a roll call. The vote and abstention of each member participating in the roll call shall be inserted in the report.

254. Voting on amendments

- (1) When an amendment to a proposal is moved the amendment shall be voted on first.
- (2) When two or more amendments to a proposal are moved, the Council shall first vote on the amendment deemed by the chairperson to be the furthest removed from the original proposal and then on the amendment

next furthest therefrom, and so on, until all amendments have been put to a vote. If one or more amendments are adopted, the amended proposal shall then be voted on. If no amendment is adopted, the proposal shall be put to the vote in its original form.

- (3) A motion is considered an amendment to a proposal if it adds to, deletes from or revises part of that proposal.

265. Secret ballot¹

- (1) All elections shall be decided by secret ballot unless, in the absence of objections, the Council decides otherwise.
- (2) a. Before the voting begins, the Chairperson shall appoint two tellers to scrutinize the votes cast.
- b. When the counting of the votes is completed and the tellers have reported to the Chairperson, he/she shall announce the results of the ballot bearing in mind that the voting will be recorded as follows:
- i. From the total number of Members of the Council will be deducted:
- the number of Members absent, if any;
 - the number of blank ballots, if any;
 - the number of invalid ballots, if any.
- ii. The remaining number will constitute the number of votes cast. The majority required will be more than half that number.
- iii. Those receiving a number of votes in favor, equal or superior to the majority required shall be declared elected.
- (3) a. When a single elective place is to be filled, any candidate obtaining in the first ballot an absolute majority (i.e. more than half) of the votes cast shall be declared elected.
- b. If no candidate obtains absolute majority in the first ballot, a second ballot shall be taken, restricted to the two candidates who obtained the most votes in the first ballot. The candidate obtaining a majority of the votes cast shall be declared elected.
- (4) When two or more elective places are to be filled at one time under the same condition, those candidates obtaining in the first ballot an absolute majority of the votes cast shall be declared elected. 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 being restricted to the candidates obtaining the greatest number of votes in the previous ballot, to a number not exceeding twice the number of places remaining to be filled.
- (5) If necessary, in order to determine the candidates to participate in a restricted ballot, an eliminating ballot may be taken restricted to the candidates having obtained the same number of votes in the previous ballot.

¹ As amended by the IHP Council at its 14th session (June 2000)

(6) If, in the final ballot or an eliminating ballot, two or more candidates obtain the same number of votes, the Chairperson shall decide between them by drawing lots.

276. Equally divided votes

If a vote is equally divided on matters other than elections, the proposal shall be registered as rejected.

XII. SPECIAL PROCEDURES

281. Special consultation by correspondence

Should the approval of the Council be required for measures of exceptional urgency and importance while the Council is not in session, the chairperson may, by means of the Secretariat, consult the members by correspondence or electronic means. The proposed measures shall be adopted if it is approved by two thirds of the members.

XII.XIII. AMENDMENT

291. Amendment

These rules of procedure, except where they reproduce provisions of the Council Statutes or decisions of the General Conference, may be amended by a decision of the Council taken by a simple majority of the members present and voting, provided the proposal for amendment has been placed on the agenda.

302. Suspension

Suspension of any of these rules shall require a two-thirds majority of the members present and voting.