



INTERNATIONAL GEOSCIENCE PROGRAMME

COUNCIL AND BUREAU

RULES OF PROCEDURE

PARTICIPATION

Rule 1 Participants

1.1-The participants shall be experts appointed by the Director-General of UNESCO to serve as members of the International Geoscience Programme Council, hereinafter referred to as "Council". They shall serve in a private capacity and will be high-profile experts chosen for their proven experience, scientific or professional qualifications in relevant fields, taking into account an equitable geographical distribution and gender equality. They will be required to ensure that they have no conflict of interest and that they will not seek or accept instructions from governments or other authorities.

1.2-In addition, the Director-General of UNESCO, the Secretary-General of the International Union of Geological Sciences (IUGS) or their representatives shall be ex officio members of the Council without the right to vote.

Rule 2 Representatives and observers

2.1-Member States and Associate Members of UNESCO and adhering bodies of the IUGS will be invited to send observers to the public sessions of the Council. The United Nations and other organizations of the United Nations system with which UNESCO has concluded mutual representation agreements may be represented at sessions of the Council. The Director-General of UNESCO may extend invitations to send observers to sessions of the Council to:

- Organizations of the United Nations system with which UNESCO has not concluded mutual representation agreements;
- Intergovernmental organizations;
- International non-governmental organizations, in accordance with the Directives concerning UNESCO's partnership with non-governmental organizations;
- Representatives of the Scientific Board referred below may also attend sessions of the Council in accordance with arrangements to be made by UNESCO and IUGS. Observers of interested international scientific organizations may be invited to attend sessions of the Council in accordance with the regulations and rules in force in UNESCO and in IUGS; and
- Representatives and observers referred above shall not have the right to vote.

ORGANIZATION OF MEETINGS

Rule 3 Terms of reference

3.1-The purpose of Council meetings are to advise the Director-General of UNESCO on the strategy, planning and implementation of the IGCP and specifically for:

- supervising the implementation of IGCP from the organizational and from the scientific points of view;
- studying proposals concerning developments and modifications of the programme;
- recommending scientific projects of interest to IGCP member countries;
- coordinating international cooperation in the framework of IGCP;
- assisting in the development of national and regional projects related to IGCP;
- recommending any measures that may be required for the successful implementation of the programme; and
- coordinating IGCP with related international programmes.

3.2-The Council will make all decision for the evaluation the progresses of active IGCP projects as well as new IGCP project proposals in terms of their scientific merit, their financial needs, their economic and social interest and their appropriateness to the general scope of the programme and to make recommendations.

3.3-The Council decisions concerning the evaluation of active projects and approval of new IGCP projects will be submitted to the IGCP Bureau to make the final decision on IGCP projects proposals and levels of funding.

Rule 4 Working methods of the IGCP Council

4.1-The Council shall meet at least once a year at the invitation of UNESCO and the IUGS. The meetings of the Council shall, unless the Council decides otherwise, be held in public.

4.2-All costs related to the sessions of the Council will be borne by UNESCO.

4.3-At the beginning of its ordinary session subsequent to the appointment of new members in accordance with Article 2.4 above, the Council shall elect a Chairperson, a Vice-Chairperson and a Rapporteur who shall remain in office for two years.

Rule 5 UNESCO International Geoscience Programme Bureau

5.1-The Chairperson, Vice-Chairperson and Rapporteur, assisted by the Secretariat, shall constitute the IGCP Bureau, with the Director-General of UNESCO and the Secretary General of International Union of Geological Sciences or their representatives as ex officio members without the right to vote.

5.2-The Bureau shall be responsible for coordinating the work of the Council before, during, after and in between meetings of the Council meetings. It shall perform any other function entrusted to it by the Council.

5.3-The Bureau, convened by its Chairperson, shall meet as frequently as it deems necessary. The Bureau may, if the Chairperson deems it appropriate, be consulted by correspondence, including electronic consultation.

Rule 6 Duties of the Council Chairperson

6.1-The Chairperson shall open and close each session of the meeting. He/She shall direct the discussions, ensure 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 the present Rules, shall control the proceedings of each meeting and ensure the maintenance of order.

6.2-Should the Chairperson find it necessary to be absent during a meeting or any part thereof, the Vice-Chairperson shall replace him/her.

6.3-The Vice-Chairperson sitting as Chairperson, in accordance with Rule 6.2, shall have the same powers and duties as the Chairperson.

Rule 7 Quorum

At the meetings of the Council and of its drafting groups, a majority of the members of the Council present at the meeting shall constitute a quorum.

Rule 8 Order and time-limit to speeches

8.1The Chairperson of the meeting shall give the floor to speakers in the order in which they signify their wish to speak.

8.2 For the convenience of the discussions, the Chairperson of the meeting may limit the time to be allowed to each speaker.

8.3 The representatives and observers referred to in Rule 2 may take the floor during a meeting with the prior consent of the Chairperson of the meeting.

Rule 9 Discussions on new project proposals and project annual reports

9.1-As indicated in Rule 1, Council members are high profile experts strongly involved in Earth sciences research and developments who are appointed to manage and represent the collective reviews and process of evaluating projects within their appointed thematic cluster.

9.2-The Council Chairperson shall invite each Council Member to summarize their analysis of each Project proposal and annual report for their theme as a result of the prior desktop analysis completed before the Council meeting. The details of the pre-Council meeting work are:

- Following the receipt of the proposals and annual reports (November and December prior to the Council meeting), UNESCO Secretariat shall verify the content of the proposals and annual reports against the requirements defined in the predetermined evaluation checklists. If the Secretariat identifies is any missing information, UNESCO Secretariat should contact project leaders and provide completed proposals and annual reports to the Council members;
- Council members will distribute each proposal and annual report to at least 3-4 experts from their Scientific Board. Usually the annual reports are send to one or two same reviewers from previous years to follow-up if their recommendations were taken into account and responded by the project leaders as well as new reviewers; and
- Council members receive the evaluations from their theme members, compile the final assessment for each proposal and annual report, and share these with other Council members at least 15 days before the Council meeting indicating clearly (a) the projects received coherent reviews with no need to in depth discussions during the Council meeting as well as (b) the projects which will need in depth discussions during the Council meeting due to incoherent reviews from the Scientific Board members.

Rule 10 Voting

10.1-The Council shall endeavor to arrive at its decisions by consensus.

10.2-Five Council members of each IGCP Theme shall propose an evaluation mark for each project proposal and annual report related to their Theme. When an amendment to the evaluation of the leading Council members is requested the amendment shall be discussed by the Council and voted.

10.3-The Chairperson shall summarize the general report of the discussions. If one or more of the members of the Council are not in agreement with the conclusions, their views and the grounds may, at their request, be summarized in the final report of the meeting.

10.4-In the event of a vote being taken, decisions shall be taken by a simple majority of the participants referred to in Rule 1 who are present and voting. Each participant referred to in Rule 1 shall have one vote.

10.5-The phrase 'participants referred to in Rule 1 who are present and voting' means members casting an affirmative or negative vote. Participants abstaining from voting shall be regarded as non-voting.

10.6-At the end of the session, the Council shall review and finalize the decisions, followed by confirmation of the final evaluation and determination of funding brackets which will be approved by the IGCP Bureau.

Rule 11 Working language

The working language of the Council shall be English.

Rule 12 Secretariat of the IGCP Council

12.1-The Secretariat of the IGCP shall be provided by UNESCO officials designated for that purpose by the Director-General.

12.2-The Secretariat shall perform all the work necessary for the smooth functioning of the work and the meetings of the Council.

12.3-The Secretariat shall attend all meetings of the Council and may at any time make either oral or written statements concerning any matter under consideration.

Rule 13 Report of the meeting

13.1-After each session, the Council shall present a report on its work and its decisions to UNESCO Secretariat. The results shall be circulated to Member States and Associate Member States of UNESCO during the Open Session of the Council meeting where the Secretariat will present the results of the Council meeting, Council members will present the work related to their themes and the Chairperson will present overall status of the IGCP.

13.2-The report of the sessions of the Bureau will be circulated to the Council and to Member States and Associate Member States of UNESCO with the IGCP annual report drafted by the Secretariat and the Rapporteur.

13.2-The Council shall submit a report, on the progress of the International Geoscience Programme for each session of the General Conference of UNESCO, as part of a joint report of the International Geoscience and Geoparks Programme.

Rule 14 Statements by the Secretariat

The Secretariat may at any time make either oral or written statements concerning any question under considerations by the meeting.