



**UNESCO WORLD CONFERENCE ON CULTURE AND ARTS EDUCATION**  
13-15 February 2024, Abu Dhabi, United Arab Emirates

**RULES OF PROCEDURE**

**I. Composition of the Meeting**

**Article 1. Participants**

Participants shall be representatives of governments of Member States and Associate Members of UNESCO who have been invited to participate in accordance with the decision of the Executive Board of UNESCO (216 EX/Decision 5.I.I). They shall have the right to vote.

**Article 2. Observers**

Non-Member States of UNESCO, as well as the United Nations and other organizations of the United Nations system with which UNESCO has concluded mutual representation agreements and other intergovernmental and non-governmental organizations, and other entities invited in accordance with the decision of the Executive Board of UNESCO (216 EX/Decision 5.I.I), may participate in the work of the Meeting as observers without the right to vote.

**II. Planning of the meeting**

**Article 3. Elections**

The Meeting shall elect two co-Chairpersons, as well as twelve Vice-Chairpersons, and one Rapporteur.

**Article 4. Subsidiary bodies and working groups**

The Meeting may establish working groups or subsidiary bodies as it deems necessary for its proper conduct. Each of these bodies shall elect its own Chairperson and Rapporteur. The provisions of these Rules of Procedure shall apply *mutatis mutandis* to the chairpersonship and the proceedings of the subsidiary bodies, unless otherwise decided by the subsidiary bodies or by the Meeting.

**Article 5. Duties of the co-Chairpersons**

1. The co-Chairpersons shall open and close each plenary session. They shall direct the discussions, ensure observance of the Rules of Procedure, accord the right to speak to the representatives, put questions to the vote and announce decisions. They shall rule on points of order and, subject to the present Rules, shall control the proceedings of each meeting and the maintenance of order.

2. Should one of the co-Chairpersons be absent during a meeting, the other co-Chairperson will ensure the conduct of work on behalf of the co-Chairpersons.
3. Should both the co-Chairpersons be absent during a meeting, or any part thereof, they shall be replaced by one of the Vice-Chairpersons. A Vice-Chairperson acting as Chairperson shall have the same powers and duties as the co-Chairpersons.
4. The Chairpersons of the working groups and subsidiary bodies shall have the same attributions with regard to the bodies that they chair.

### **III. Conduct of plenary sessions**

#### **Article 6. Public nature of meetings**

All plenary sessions shall be held in public unless decided otherwise.

#### **Article 7. Order and duration of interventions**

1. The co-Chairpersons shall call upon the participants in the order in which they have expressed their wish to speak.
2. For the proper conduct of the interventions, the co-Chairpersons may limit the speaking time of participants.
3. The co-Chairpersons may give the floor to an Observer who wishes to intervene.

#### **Article 8. Points of order**

During a discussion, any participant may raise a point of order. The Co-Chairpersons shall rule immediately on the point of order. An appeal may be made against the ruling of the co-Chairpersons. Such appeal shall be put to the vote immediately.

#### **Article 9. Adjournment and closure**

Any participant, may, at any time, put forward a proposal for the adjournment or closure of the debate or of the meeting. Such motions shall immediately be put to the vote in the following order:

- suspension of the meeting;
- adjournment of the meeting;
- adjournment of the debate on the question under discussion; and
- closure of the debate on the question under discussion.

#### **Article 10. Working languages**

The working languages of the plenary session shall be Arabic, Chinese, English, French, Russian and Spanish.

#### **Article 11. Voting**

1. Each participating Member State and Associate Member is entitled to one vote. Voting shall normally be by show of hands, but any participant may request a vote by roll-call. Decisions shall be taken by a simple majority of the participants present and voting. However, in all matters, the participants shall seek to reach decisions by consensus.
2. For the purposes of the present Rules, the term “participants present and voting” shall mean participants casting an affirmative or negative vote. Those who abstain from voting shall be regarded as not having voted.

#### **IV. Secretariat of the Meeting**

##### **Article 12. Secretariat**

The Secretariat of the Meeting and of its subsidiary bodies and working groups shall be ensured by UNESCO officials designated for this purpose by the Director-General.

##### **Article 13. Duties of the Secretariat**

1. The Secretariat shall receive, translate and distribute documents, reports and the Outcome Document. It shall arrange for interpretation of interventions during the plenary session and perform all other duties necessary for the proper conduct of the meeting or of its subsidiary bodies.
2. The Secretariat shall, at any time, with the approval of the co-Chairpersons, make oral or written statements to the Meeting or its subsidiary bodies or working groups on any matter under consideration.

#### **V. Amendment to the Rules of Procedure**

##### **Article 14**

The present Rules may be amended by a two-thirds majority vote of the participants present and voting.