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reference : CL/WHC.12/02

04 NOV 2002

To: All Delegations of the Members of the World Heritage Committee and Advisory Bodies to the World Heritage Committee (ICCRUM, ICOMOS and IUCN)

Cc: All Delegations and National Commissions of States Parties and Observers to the World Heritage Convention

Subject: Revision of the *Rules of Procedure* of the World Heritage Committee

Dear Madam/Sir,

Following Decisions 26 COM 19 and 26 COM 26.2 adopted by the 26th session of the World Heritage Committee (24-29 June 2002, Budapest), the revision of the *Rules of Procedure* is included as Item 3 on the Provisional Agenda for the 6th Extraordinary session of the World Heritage Committee (17-22 March 2003, Paris).

Following consultation with Mr. Tamás Fejérdy, the Chairperson of the World Heritage Committee, the Secretariat is preparing the working document for the 6th Extraordinary session of the Committee. This working document will include three parts: (i) an overview of issues (based on the document prepared for the 26th session WHC-02/CONF.202/15), (ii) a draft revised *Rules of Procedure* clearly indicating the sources of the proposed revisions and (iii) the existing text of the *Rules of Procedure* (WHC.2002/5).

In preparing the working document I would be grateful to receive your initial comments. You may wish to make the following inputs:

- 1) Specific comments and suggestions on existing paragraphs of the *Rules of Procedure*, shown in the form of draft amended texts;
- 2) Suggestions for deletions and/or additions;
- 3) Any other comments on the existing *Rules of Procedure*;
- 4) Any comments on issues raised in document WHC-02/CONF.202/15 or suggestion concerning other issues of relevance to the revision of the *Rules of Procedure*.

The Secretariat would appreciate receiving these draft texts and comments no later than **13 December 2002**. The focal point for receipt of inputs will be the Policy and Statutory Implementation Unit of the World Heritage Centre (WHC/POL). Indicated below are the contact details.

Fax Number: + 33 (0) 1.45.68.55.70 (Attention: Ms. Nina Dhumal)

E-mail: n.dhumal@unesco.org

Thank you for your co-operation.

Yours sincerely,

Francesco Bandarin
Director
UNESCO World Heritage Centre

Attachments:

- *Revision of the Rules of Procedure of the World Heritage Committee* (WHC-02/CONF.202/15)
- *Rules of Procedure* (WHC.2002/5)

Distribution limited

WHC-02/CONF.202/15
Paris, 6 June 2002
Original : English/French

UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL
ORGANIZATION

CONVENTION CONCERNING THE PROTECTION OF THE WORLD
CULTURAL AND NATURAL HERITAGE

**30th Anniversary
(1972-2002)**

WORLD HERITAGE COMMITTEE

Twenty-sixth session

**Budapest, Hungary
24 - 29 June 2002**

Item 19 of the Provisional Agenda: Revision of the Rules of Procedure of the World Heritage Committee

SUMMARY

This document considers possible revisions to the Rules of Procedure in light of:

- (i) a proposal made by the Delegate of Lebanon to not allow **interventions by Observers** during examination of a nomination (see section III);
- (ii) the need to clarify the procedures and timing of the **elections of the Committee and its Bureau** with reference to changes to the timing of the meetings of the Committee and its Bureau following decisions made at its 24th session (Cairns, 2000) (see section IV);
- (iii) proposed revisions concerning the **selection of the Chairperson** (see section V); and,
- (iv) the need to clarify the **functions of the Bureau** and the **timing and duration of the Bureau meetings** (see section VI).

Furthermore, this document includes a proposal to prepare a **Handbook of the World Heritage Convention** following adoption by the Committee of revised Operational Guidelines and revised Rules of Procedure (see section VII).

Action required:

The Committee is requested to take decisions as indicated in paragraphs 10, 20, 22, 32 and 37.

I. BACKGROUND

1. The Rules of Procedure were adopted by the Committee at its first session (Paris, 1977), and amended at its second (Washington D.C., 1978), third (Luxor, 1979), twentieth (Merida, 1996), twenty-fourth (Cairns, 2000) and twenty-fifth (Helsinki, 2001) sessions.¹
2. The agenda item on the revision of the Rules of Procedure was included on the Provisional Agenda for the 26th session of the World Heritage Committee following a request by the Delegate of Lebanon at the 25th session of the Committee (Helsinki, 2001).
3. As requested by the 13th General Assembly of States Parties to the World Heritage Convention (October 2001), proposed revisions to the Rules of Procedure of the General Assembly will be examined by the World Heritage Committee at its 27th session in 2003.

II. STRUCTURE OF THIS DOCUMENT

4. This document considers possible revisions to the Rules of Procedure in light of:
 - (i) a proposal made by the Delegate of Lebanon to not allow **interventions by Observers** during examination of a nomination (see section III);
 - (ii) the need to clarify the procedures and timing of the **elections of the Committee and its Bureau** with reference to changes to the timing of the meetings of the Committee and its Bureau following decisions made at its 24th session (Cairns, 2000) (see section IV);
 - (iii) proposed revisions concerning the **selection of the Chairperson** (see section V); and,
 - (iv) the need to clarify the **functions of the Bureau** and the **timing and duration of the Bureau meetings** (see section VI).
5. Furthermore, this document includes a proposal to prepare a **Handbook of the World Heritage Convention** following adoption by the Committee of revised Operational Guidelines and revised Rules of Procedure (see section VII).

III. INTERVENTIONS BY OBSERVERS

6. As noted in paragraph 2 above, the item on the revision of the Rules of Procedure was included on the Provisional Agenda for the 26th session of the World Heritage Committee following a request by the Delegate of Lebanon at the 25th session of the Committee (Helsinki, 2001):

¹ The Rules of Procedure of the World Heritage Committee can be found in the following web page:
<http://whc.unesco.org/rules.htm>

"The Delegate of Lebanon requested inclusion of an item on the agenda on changes to the Rules of Procedure to not allow Observers to make interventions during examination of a nomination. The Delegate of the United Kingdom commented that in the case of Observers who were experts, they were often in a position to provide information to help the Committee make an informed decision".²

7. The current version of the Rules of Procedure includes the following rule (Rule 22.3) concerning the right of observers to address a meeting of the Committee :

"The representatives of organizations, individuals and observers referred to in Rules 6, 7 and 8 may address the meeting with the prior consent of the Chairperson."

8. Paragraphs 62 and 109 of the March 1999 Operational Guidelines include provisions indicating that representatives of a States Party, whether or not a member of the Committee, shall not speak to advocate the inclusion of a property on the World Heritage List or the approval of an international assistance request submitted by that State.

9. The texts referred to above are maintained in the proposed revisions to the Operational Guidelines³.

10. ***Decision required:***

The Committee may wish to:

- (i) ***reaffirm that representatives of a State Party, whether or not a member of the Committee, shall not speak to advocate the inclusion in the World Heritage List of a property nominated by that State, but only to deal with a point of information in answer to a question as stated in the March 1999 Operational Guidelines.***
- (ii) ***maintain the current wording of Rule 22.3 of the Rules of Procedure and paragraphs 62 and 109 of the March 1999 Operational Guidelines / paragraphs II.G.1 and IV.D.1 (see side notes) of the proposed revisions to the Operational Guidelines.***

² Report of the 25th session of the World Heritage Committee (Helsinki, 2001), XX.3

³ See 3rd Draft Annotated Revised Operational Guidelines, paragraphs II.G.1 and IV.D.1 (see side notes) (WHC-02/CONF.202/14B)

IV. ELECTIONS OF THE WORLD HERITAGE COMMITTEE AND ITS BUREAU

11. At its 24th session the World Heritage Committee (Cairns, 2000) established new dates for the Bureau and Committee sessions (i.e. April and June rather than June and December) and abolished the extraordinary sessions of the Bureau and the Committee.

12. In view of the above, Rule 12.1 of the Rules of Procedure requires revision. The current Rule 12.1 reads as follows:

"The Committee, at the beginning of each ordinary session, shall elect a Chairperson, five Vice-Chairpersons and a Rapporteur, who shall remain in office until the beginning of the next ordinary session. When its December session precedes the year when the General Assembly will be held, the Committee will decide to meet very briefly in an extraordinary session at the end of the General Assembly in order to elect its new Bureau, so that this Bureau can meet the following month prior to the Committee, in all legality."

13. As the General Assembly no longer precedes the ordinary session of the Committee, it is necessary to clarify when the elections for the Bureau will take place and when the newly elected Committee members will be eligible to become Bureau members. A simple amendment to Rule 12.1 is proposed below:

The Committee, at the beginning of each ordinary session, shall elect a Chairperson, five Vice-Chairpersons and a Rapporteur, who shall remain in office until the beginning of the next ordinary session. ~~When its December session precedes the year when the General Assembly will be held, the Committee will decide to meet very briefly in an extraordinary session at the end of the General Assembly in order to elect its new Bureau, so that this Bureau can meet the following month prior to the Committee, in all legality.~~

14. This proposed revision to Rule 12.1 of the Rules of Procedure has significant advantages:

- a) it establishes a 12-month term for the Bureau (including the Chairperson) (i.e. from one ordinary session of the Committee (June) to another (June)), thus providing a clear and equal time frame for each term of the Bureau;
- b) it abolishes the extraordinary session of the Committee that followed the General Assembly, thus implementing the decision taken by the 24th session of the Committee (Cairns, 2000);
- c) since there is no longer an extraordinary session of the Committee following the General Assembly, newly elected Committee members must wait at least 8 months until the next session of the Committee for a new election of the Bureau. This period should provide the newly elected Committee members with useful experience prior to possible election to the Bureau.

15. The attention of the Committee is drawn to one additional point. When electing its new Bureau (Chairperson, 5 Vice-Chairpersons and a Rapporteur) the Committee should be aware of the length of the terms of office of the Committee members.
16. The current terms of office of the 21 members of the Committee are as follows:
- until the end of the 32nd session of the General Conference of UNESCO (**October-November 2003**): Finland, Greece, Hungary, Mexico, Republic of Korea, Thailand and Zimbabwe.
 - until the end of the 33rd session of the General Conference of UNESCO (**October - November 2005**): Argentina, Belgium, China, Colombia, Egypt, Lebanon, Nigeria, Oman, Portugal, Russian Federation, Saint Lucia, South Africa and the United Kingdom.
 - until the end of the 34th session of the General Conference of UNESCO (**October-November 2007**): India.
17. In the case where a State Party offers to host a Committee session, that State Party must be part of the Bureau and be elected Chairperson, as has become the common practice. Now that the Committee session is held in June rather than December, this poses certain difficulties. If, for instance, a member of the Committee (whose term expires at the end of 2005) offers to host the Committee session in June 2005, that State Party would need to be re-elected to the Committee at the 14th General Assembly (October-November 2005) for at least 2 years. This would ensure that State Party a 12 month period as Committee Chairperson. Another possibility, would be that a new election for the Bureau will be required following the General Assembly in 2005 and that State Party would only be Chair for 6 months. This would require an extraordinary session of the Committee.
18. Nevertheless, if the Committee is already aware of situations such as the one described above (paragraph 17), it might be easily avoided in the future.
19. Particular attention will also be required when electing the other members of the Bureau, namely the 5 Vice-Chairpersons and the Rapporteur, as their term of office as Committee members should not expire before the General Assembly session when their 12 month term runs out.
20. ***Decision required:***
- The Committee may wish to:***
- (i) amend Rule 12.1 so that it reads:***

Rule 12.1: The Committee, at the beginning of each ordinary session, shall elect a Chairperson, five Vice-Chairpersons and a Rapporteur, who shall remain in office until the beginning of the next ordinary session.

(ii) pay particular attention when electing the Bureau (and in choosing a host country for a future Committee session) so that the office terms of the Bureau members do not extend beyond their term as Committee members.

V. SELECTION OF THE CHAIRPERSON

21. During the process of revising the March 1999 Operational Guidelines it was recommended that elements of paragraph 126(e) be included in the Rules of Procedure.⁴ Paragraph 126 (e) (i) reads :

"The Committee, deeply concerned with maintaining a balance in the number of experts from the natural and cultural fields represented on the Bureau, urges that every effort be made in future elections in order to ensure that:

(i) the chair is not held by persons with expertise in the same field, either cultural or natural, for more than two successive years; "

22. ***Decision required:***

The Committee may wish to:

(i) reaffirm that, in electing the Committee and Bureau members, a balance between natural and cultural heritage experts should be ensured.

(ii) include wording from paragraph 126 (e)(i) of the March 1999 Operational Guidelines in the Rules of Procedure of the Committee. The proposed amendment is as follows:

Rule 12.4: In electing the Chairperson, every effort shall be made in order to ensure that the chair is not held by persons with expertise in the same field, either cultural or natural, for more than two successive years.

⁴ See 3rd Draft Annotated Revised Operational Guidelines, I.D.9 (see side notes) (WHC-02/CONF.202/14B)

VI. THE FUNCTIONS OF THE BUREAU

Applicable Regulations

23. There is no reference to the Bureau of the World Heritage Committee, nor to the Chairperson, Vice Chairpersons or the Rapporteur in the text of the World Heritage Convention.
24. The current version of the Rules of Procedure includes provisions concerning the composition (Chairperson, 5 Vice-Chairpersons and a Rapporteur) and election of the Bureau of the World Heritage Committee (see Rules 12 and 13). Concerning the role of the Bureau, it is stated that the Bureau "shall co-ordinate the work of the Committee and fix the dates, hours and order of business of meetings" and that the "date and/or place may be modified, if necessary, by the Bureau, in consultation with the Director General".⁵ This is the only mention to the nature of the Bureau's role and conduct of work in the Rules of Procedure.
25. The March 1999 Operational Guidelines indicate that:

"The Bureau shall meet twice a year, once in June/July and a second time immediately preceding the Committee's regular session. The newly elected Bureau shall meet as necessary during the Committee's regular session".⁶

Moreover, further reference in the March 1999 Operational Guidelines is made to the roles and functions of the Bureau in relation to:

- (i) the process of examining nominations of properties for inclusion in the World Heritage List (paragraphs 57-63 and 65-67),
- (ii) reactive monitoring (paragraph 68),
- (iii) the procedure for the eventual deletion of properties from the World Heritage List (paragraphs 46-56), and
- (iv) decisions concerning the granting of International Assistance (paragraphs 94-116).

Finally, the Operational Guidelines also include reference to the Committee's desire to improve the balance between the cultural and natural heritage in the implementation of the Convention, by, for example, maintaining a balance in the number of experts from the natural and cultural fields represented on the Bureau (paragraph 126).

⁵ See Rules 4.1 and 13 of the Rules of Procedure

⁶ Paragraph 132 of the March 1999 Operational Guidelines

Discussions by the Committee

26. In 2000, the **Task Force on the Implementation of the Convention**⁷ made the following recommendations concerning the Bureau:

"The Bureau is intended to take pressure off Committee meetings by preparing its work, but Committee meetings duplicate the work of the Bureau because there is no real delegation. (...) The responsibility of the Bureau (to simplify the work of the Committee by undertaking detailed preparatory work) is not always being met as content is often recycled through the Bureau and then the Committee and discussed at length. The valuable time of Bureau and Committee members as well as advisory bodies is not utilised effectively, as presentations are repeated up to three times over the course of an annual meeting cycle".⁸

27. The Task Force commented that

"desiring on the one hand to reduce the number of statutory meetings which constitute a *useless and heavy burden* and on the other hand to facilitate the work of the Committee by preparing it efficiently, the Bureau recommends to the Committee a system of subcommittees ... meeting only once a year just before the meeting of the Committee (to commence during 2001). (Note: some suggested 2002, and others that Bureau members as sub-chairs, could chair sub-committees).⁹

28. The proposal to establish sub-committees was discussed at the Special Session of the Bureau (Budapest, October 2000). A feasibility study was subsequently prepared by the World Heritage Centre¹⁰ for examination by the 24th extraordinary session of the Bureau (Cairns, 2000).

29. The **24th session of the Committee** (Cairns, 2000) decided not to establish sub-committees (although foreseen by paragraph 131 of the March 1999 Operational Guidelines), to abolish extraordinary sessions of the Bureau and to hold the ordinary Bureau session for 6 days in April (approximately 8 weeks prior to the Committee session)¹¹.

30. At the **25th session of the Bureau of the Committee** (June 2001) the following discussion on the role of the Bureau took place.

"With only 8 weeks between the Bureau and the Committee as of 2002, the Director of the Centre suggested that there was a need to better differentiate between the role of the Bureau and the Committee. The same documents will go to the Bureau and the Committee with the only new document for the Committee being the Report of the Rapporteur of the Bureau. He queried whether all nominations should go straight to the Committee. He recalled that the Committee had requested that an Item A and B system of decision-making be introduced (A: items which are the subject of consensus for adoption and B: items requiring discussion by the Committee). (...)

⁷ Established by the 23rd session of the World Heritage Committee (Marrakesh, 1999)

⁸ Report of the Task Force for the Implementation of the Convention, 1.2 (WHC-2000/CONF.204/INF.7)

⁹ Report of the Task Force for the Implementation of the Convention, 1.2.4 B (WHC-2000/CONF.204/INF.7)

¹⁰ See document (WHC-2000/CONF.203/6)

¹¹ In 2002, the Bureau met for 6 days at UNESCO Headquarters (8 - 13 April 2002).

The Director of the Centre completed his presentation by referring to Rule 13 of the Rules of Procedure that defines the composition and role of the Bureau. He commented that this Rule indicated a limited role for the Bureau as being to co-ordinate the work of the Committee. In contrast Bureau meetings are being attended by more than 200 people with substantial debate and there are no separate Rules of Procedure. He referred to legal advice from the UNESCO Office for Legal Affairs that had stated that from a legal point of view, neither the World Heritage Convention nor the Rules of Procedure provide for the Bureau to deal with policy matters.

In conclusion, the Director underscored the fact that these grey areas arising from the reform programme agreed to in Cairns would be gradually addressed. (...) [On] the differentiation between the Bureau and the Committee (...), the Delegate of Morocco stated that the latter was not a point of discussion as the division of labour is clear - as the Bureau prepares the work of the Committee.¹²

Proposed revisions to the Operational Guidelines

31. The proposed revisions to the Operational Guidelines include a separate section outlining the functions of the Bureau. The text, based on paragraphs 126 and 132 of the March 1999 Operational Guidelines states that

"The Committee organizes its work by delegating tasks to its Bureau. The Bureau co-ordinates the work of the Committee and fixes the dates, hours and order of business of its meetings. The Bureau consists of the Chairperson, the five Vice-Chairpersons and the Rapporteur. The Vice-Chairpersons and the Rapporteur shall assist the Chairperson in carrying out his/her duties. It is preferable that States Parties appoint cultural and natural experts for the Bureau meetings.

The Bureau normally meets once a year, in April preceding the Committee's session. The Bureau may meet as necessary during the Committee's session".¹³

32. ***Decision required:***

In view of the decision of the 24th session of the World Heritage Committee (Cairns, 2000) to change the cycle of World Heritage meetings and based on the experience in 2002, the Committee may wish to:

(i) clarify the functions of the Bureau (to prepare the agenda of the Committee) and schedule its meetings for 2 days shortly before the annual meeting of the Committee.

(ii) affirm the role of the Bureau as indicated in the proposed revisions to the Operational Guidelines.

¹² See Report of the Rapporteur of the 25th session of the Bureau of the World Heritage Committee, III.26, III.30, III.31 and III.53

¹³ See 3rd Annotated Revised Draft of the Operational Guidelines, I.D.20-21 (WHC-02/CONF.202/14B)

VII. RECOMMENDATION TO PREPARE A HANDBOOK TO THE WORLD HERITAGE CONVENTION

33. In 1996 a proposal for the preparation of a "Manual on the implementation of the World Heritage Convention" was made. The proposed Manual was to subsume the content of the Operational Guidelines and provide a logical presentation of the different steps and different "actors" involved in the nomination, evaluation and conservation of World Heritage properties. The draft outline of the Manual was prepared by the World Heritage Centre using the *Manual of the Ramsar Convention* as a model and was at the time sent to the Advisory Bodies for comment. The preparation of the Manual did not proceed beyond that point.
34. In March 2002, in commenting on the 2nd draft revisions to the Operational Guidelines (15 March 2002), the Delegation of Belgium made a proposal for the development of the "Basic Texts of the World Heritage Convention". The Table of Contents for this proposal is presented in Figure 1 below.
35. The Drafting Group for the revision of the Operational Guidelines (March 2002) considered the proposal made by the Delegation of Belgium for all fundamental texts relating to the Convention to be published in one volume. However, the Drafting Group deemed that the process of revising the Operational Guidelines was too far advanced to change the approach as had been suggested by the Delegation of Belgium.
36. Following receipt of the proposal from the Delegation of Belgium, the World Heritage Centre has reviewed examples of other manuals and handbooks of other environmental Conventions. The *Handbook of the Convention on Biological Diversity* first published in the United Kingdom and the United States of America in 2001 by Earthscan Publications Ltd. is a useful model. The table of contents of the Handbook is reproduced in Figure 2.¹⁴
37. ***Decision required:***

The Committee may wish to request the World Heritage Centre, in consultation with interested States Parties, the Advisory Bodies and the Secretariats of other relevant environmental conventions, to develop an outline, publication plan (including budget and potential publisher) and a proposal for financing a Handbook on the World Heritage Convention in English and French for presentation to the 27th session of the World Heritage Committee in 2003.

¹⁴ The full text of the Handbook is available on-line at <http://www.biodiv.org/handbook/>

FIGURE 1: PROPOSAL FROM THE DELEGATION OF BELGIUM (FEBRUARY 2002)

**World Heritage Convention
Basic texts**

[2003] Edition

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H. [Action programme adopted by the Committee at the occasion of the 30th anniversary of the Convention "CAP 2007" (Budapest, June 2002)]

- Annex 1 Resolution of the General Assembly of States Parties (1999)
Annex 2 Resolution of the General Assembly of States Parties (2001)

I. The concepts of authenticity and integrity with regard to the Convention

J. Principles for the protection and conservation of properties inscribed on the World Heritage List and interventions situated within their buffer zone¹⁶

K. Bibliography & WWW and Internet Resources

L. List of acronyms

M. Index

¹⁵ Under revision

¹⁶ To develop following a proposal made by Ms C. Cameron at the extraordinary Committee session in November 2001 in her capacity as chair of the World Heritage Committee.

FIGURE 2: CONVENTION ON BIOLOGICAL DIVERSITY HANDBOOK**INDEX**

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RULES OF PROCEDURE

**UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND
CULTURAL ORGANISATION**

**INTERGOVERNMENTAL COMMITTEE
FOR THE PROTECTION OF THE
WORLD CULTURAL AND NATURAL HERITAGE**



WORLD HERITAGE CENTRE

The Rules of Procedure were last revised by the World Heritage Committee at its twenty-fifth session in December 2001. Additional copies, and other documents and concerning World Heritage are available from the Secretariat :

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www: <http://www.unesco.org/whc/>

<http://www.unesco.org/whc/rules.htm> (English)

<http://www.unesco.org/whc/fr/reglement.htm> (Français)

Printed: February 2002

UNITED NATIONS EDUCATIONAL,
SCIENTIFIC AND CULTURAL ORGANIZATION

**INTERGOVERNMENTAL COMMITTEE FOR THE PROTECTION
OF THE WORLD CULTURAL AND NATURAL HERITAGE**

Established under the Convention concerning the Protection of the World Cultural and Natural Heritage adopted by the General Conference of UNESCO at its seventeenth session on 16 November 1972

RULES OF PROCEDURE

(adopted by the Committee at its first session
and amended at its second, third, twentieth, twenty-fourth and twenty-fifth sessions)

I. MEMBERSHIP

Rule 1

Convention
Article 8.1

The Intergovernmental Committee for the Protection of the World Cultural and Natural Heritage called the World Heritage Committee and herein after referred to as the Committee is composed of the States Parties to the Convention elected in accordance with Article 8 of the Convention concerning the Protection of the World Cultural and Natural Heritage hereinafter referred to as the "Convention".

II. SESSIONS

Rule 2. Ordinary and Extraordinary Sessions

2.1 The Committee shall normally meet once per year in ordinary session.

2.2 The Committee shall meet in extraordinary session at the request of at least two-thirds of the States members.

Rule 3. Convocation

3.1 The first session of the Committee shall be convened by the Director-General of UNESCO hereinafter referred to as "the Director-General".

3.2 Subsequent sessions of the Committee shall be convened by the Chairperson in consultation with the Director-General.

3.3 The Director-General shall notify to the States members of the Committee, the date, place and provisional agenda of each session, not less than sixty days in advance in the case of an ordinary session and, if possible, not less than thirty days in advance in the case of an extraordinary session.

3.4 The Director-General shall, at the same time, notify to the States, organizations and individuals mentioned in Rules 6, 7 and 8, the date, place and provisional agenda of each session.

Rule 4. Date and Place

4.1 The Committee shall determine at each session, in consultation with the Director-General, the date and the place of the next session. The date and/or place may be modified, if necessary, by the Bureau, in consultation with the Director-General.

4.2 Any State member of the Committee may invite the Committee to hold a session in its territory.

4.3 In determining the place of the next session, the Committee shall give due regard to the need to ensure an equitable rotation among the different regions and cultures of the world.

III. PARTICIPANTS

Rule 5. Delegations

5.1 Each State member of the Committee shall be represented by one delegate, who may be assisted by alternates, advisers and experts.

Convention
Article 9.3

5.2 States members of the Committee shall choose as their representatives persons qualified in the field of cultural or natural heritage.

Rule 6. Organizations attending in an advisory capacity

Convention
Article 8.3

A representative of the International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM), a representative of the International Council of Monuments and Sites (ICOMOS) and a representative of the International Union for Conservation of Nature and Natural Resources (IUCN), to whom may be added, at the request of States Parties to the Convention meeting in general assembly during the ordinary sessions of the General Conference of the United Nations Educational, Scientific and Cultural Organization, representatives of other intergovernmental or non-governmental organizations, with similar objectives, may attend the meetings of the Committee in an advisory capacity. They shall not have the right to vote.

Rule 7. Invitations for consultation

Convention
Article 10.2

The Committee may at any time invite public or private organizations or individuals to participate in its sessions for consultation on particular problems. They shall not have the right to vote.

Rule 8. Representatives and observers

8.1 States Parties to the Convention which are not members of the Committee may attend the sessions of the Committee as observers. They shall be consulted by the Committee on all matters in respect of which consultation is prescribed by the Convention.

8.2 The United Nations and organizations of the United Nations system, as well as, upon written request, other international governmental and non-governmental organizations, permanent observer missions to UNESCO and non profit-making institutions having activities in the fields covered by the Convention, may be authorized by the Committee to participate in the sessions of the Committee.

8.3 The Director-General may provisionally invite any organization referred to in Rule 8.2 subject to subsequent confirmation by the Committee.

IV. AGENDARule 9. Provisional Agenda

Convention
Article 14.2

9.1 The provisional agenda of the sessions of the Committee shall be prepared by the Director-General, utilizing to the fullest extent possible the services of the International Centre for the Study of the Preservation and the Restoration of Cultural Property, the International Council of Monuments and Sites and the International Union for Conservation of Nature and Natural Resources in their respective areas of competence.

9.2 The provisional agenda of an ordinary session of the Committee shall include:

- a. all questions, the inclusion of which has been decided by the Committee at previous sessions;
- b. all questions proposed by members of the Committee;
- c. all questions proposed by States Parties to the Convention not members of the Committee;
- d. all questions proposed by the Director-General.

9.3 The provisional agenda of an extraordinary session shall include only those questions for the consideration of which the session has been convened.

Rule 10. Adoption of the Agenda

The Committee shall adopt its agenda at the beginning of each session.

Rule 11. Amendments, deletions and new items

The Committee may amend, delete or add items to the agenda so adopted if so decided by a two-thirds majority of the members present and voting.

V. OFFICERS

Rule 12. Elections

12.1 The Committee, at the beginning of each ordinary session, shall elect a Chairperson, five Vice-Chairpersons and a Rapporteur, who shall remain in office until the beginning of the next ordinary session. When its December session precedes the year when the General Assembly will be held, the Committee will decide to meet very briefly in an extraordinary session at the end of the General Assembly in order to elect its new Bureau, so that this Bureau can meet the following month, prior to the Committee, in all legality.

12.2 The Chairperson, the Vice-Chairpersons and the Rapporteur shall be eligible for immediate re-election for a second term of office.

12.3 In electing the Bureau, due regard shall be given to the need to ensure an equitable representation of the different regions and cultures of the world and a proper balance between the cultural and natural heritage as provided in the Convention.

Rule 13. Bureau

The Bureau of the Committee shall consist of the Chairperson, the five Vice-Chairpersons and the Rapporteur. The Bureau shall co-ordinate the work of the Committee and fix the dates, hours and order of business of meetings. The Vice-Chairpersons and the Rapporteur shall assist the Chairperson in carrying out his duties.

Rule 14. Replacement of Chairperson

14.1 If the Chairperson is unable to act at any session of the Committee, or part thereof, his/her functions shall be exercised by a Vice-Chairperson, in the English alphabetical order of States members of the Committee.

14.2 If the Chairperson ceases to represent a State member of the Committee or is for any reason unable to complete his term of office, he/she is replaced by a Vice-Chairperson, in the English alphabetical order of States members of the Committee, for the remainder of the term of office.

Rule 15. Replacement of the Rapporteur

15.1 If the Rapporteur is unable to act at any session of the Committee, or part thereof, his/her functions shall be exercised by a Vice-Chairperson in the English alphabetical order of States members of the Committee.

15.2 If the Rapporteur ceases to represent a State member of the Committee or if he is for any reason unable to complete his/her term of office, he/she is replaced by a Vice-Chairperson, in the English alphabetical order of States members of the Committee, for the remainder of the term of office.

Rule 16. Duties of the Chairperson

16.1 In addition to exercising the powers which are conferred upon him/her elsewhere by the present Rules, the Chairperson shall open and close each plenary meeting of the Committee. 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 and the maintenance of order. He/She shall not vote, but he/she may instruct another member of his delegation to vote on his behalf. He/She shall exercise all other functions given to him by the Committee.

16.2 A Vice-Chairperson acting as Chairperson shall have the same powers and duties as the Chairperson.

16.3 The Chairperson and Vice-Chairperson, or Vice-Chairpersons, of a subsidiary body of the Committee shall have the same duties with regard to the bodies over which they are called upon to preside as the Chairperson and the Vice-Chairpersons of the Committee.

VI. CONDUCT OF BUSINESS

Rule 17. Quorum

Convention
Article 13.8

17.1 At plenary meetings, a quorum shall consist of a majority of the States members of the Committee.

17.2 At meetings of subsidiary bodies, a quorum shall consist of a majority of the States which are members of the bodies concerned.

17.3 Neither the Committee nor its subsidiary bodies shall decide on any matter unless a quorum is present.

Rule 18. Public meetings

Meetings shall be held in public unless decided otherwise by the Committee or by the body concerned.

Rule 19. Private meetings

When in exceptional circumstances, the Committee decides to hold a private meeting, it shall determine the persons who, in addition to the representatives of States members, shall be present.

Rule 20. Consultative bodies

Convention
Article 10.3

20.1 The Committee may create such consultative bodies as it deems necessary for the performance of its functions.

20.2 The composition and the terms of reference of such consultative bodies shall be defined by the Committee at the time of their creation. The Committee shall also determine the extent to which the present Rules will apply to any such consultative body.

20.3 Each consultative body shall elect its Chairperson and, if necessary, its Rapporteur.

20.4 In appointing consultative bodies, due regard shall be given to the need to ensure an equitable representation of the different regions and cultures of the world.

Rule 21. Subsidiary bodies

21.1 The Committee may establish such subsidiary bodies as it deems necessary for the conduct of its work, within the limits of the technical facilities available.

21.2 Each of these bodies shall itself elect its Chairperson and, if necessary, its Rapporteur.

21.3 In appointing subsidiary bodies, due regard shall be given to the need to ensure an equitable representation of the different regions and cultures of the world.

Rule 22. Order and time-limit of speeches

22.1 The presiding officer shall call upon speakers in the order in which they signify their wish to speak.

22.2 The presiding officer may limit the time allowed to each speaker if the circumstances make this desirable.

22.3 The representatives of organizations, individuals and observers referred to in Rules 6, 7 and 8 may address the meeting with the prior consent of the Chairperson.

Rule 23. Points of order

23.1 During a discussion, any State member may raise a point of order; such point of order shall be immediately decided upon by the presiding officer.

23.2 An appeal may be made against the ruling of the presiding officer. Such appeal shall be put to the vote immediately and the presiding officers ruling shall stand unless overruled.

Rule 24. Suspension or adjournment of the meeting

During the discussion of any matter, any State member of the Committee may move the suspension or adjournment of the meeting. Such motions shall not be debated but shall be immediately put to the vote.

Rule 25. Adjournment of debate

During the discussion of any matter, any State member of the Committee may move the adjournment of the debate on the item under discussion. On moving the adjournment the State member shall indicate whether he moves the adjournment *sine die* or to a particular time which he shall specify. In addition to the proposer of the motion, one speaker may speak in favor of, and one against, the motion.

Rule 26. Closure of debate

A State member of the Committee may at any time move the closure of the debate, whether or not any other speaker has signified his/her wish to take part in the discussion. If application is made for permission to speak against the closure, it may be accorded to not more than two speakers. The Chairperson shall then put to the vote the motion for closure and, if the Committee is in favor of the motion, he/she shall declare the closure of the debate.

Rule 27. Order of procedural motions

Subject to Rule 23 the following motions shall have precedence in the following order over all other proposals or motions before the meeting:

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

Rule 28. Working languages

28.1 The working languages of the Committee shall be English and French.

28.2 Speeches made at a meeting of the Committee in one of the working languages shall be interpreted into the other language.

28.3 Speakers may, however, speak in any other language, provided they make their own arrangements for interpretation of their speeches into one of the working languages.

28.4 The documents of the Committee shall be issued in English and French.

Rule 29. Voting

29.1 Each State member of the Committee shall have one vote in the Committee and in any subsidiary body on which it is represented.

Convention
Article 13.8

29.2 Decisions of the Committee on matters covered by the provisions of the Convention shall be taken by a majority of two-thirds of its members present and voting.

29.3 Except where otherwise specified in the present Rules, all other decisions of the Committee shall be taken by a majority of the States members present and voting.

29.4 Decisions as to whether a particular matter is covered by the provisions of the Convention and decisions on any other matters not covered by the present Rules shall be taken by a majority of the States members present and voting.

29.5 For the purpose of the present Rules, the expression "States members present and voting" shall mean States members casting an affirmative or negative vote. States members abstaining from voting shall be regarded as not voting.

29.6 Voting shall normally be by a show of hands.

29.7 When the result of a vote by a show of hands is in doubt, the presiding officer may take a second vote by a roll-call. A vote by a roll-call shall also be taken if it is requested by not less than two States members before the voting takes place.

29.8 A decision shall be voted on by secret ballot whenever two or more States members shall so request or if the Chairperson so decides.

Rule 30. Voting on amendments

30.1 When an amendment to a proposal is moved, the amendment shall be voted on first. When two or more amendments to a proposal are moved, the Committee shall first vote on the amendment deemed by the presiding officer to be 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.

30.2 If one or more amendments are adopted, the amended proposal shall then be voted upon as a whole.

30.3 A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

Rule 31. Voting on proposals

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

Rule 32. Withdrawal of proposals

A proposal may be withdrawn by its proposer at any time before voting on it has begun, provided that the proposal has not been amended. A proposal withdrawn may be reintroduced by any State member of the Committee.

Rule 33. Decisions and Records

33.1 The Committee shall adopt such decisions and recommendations as it may deem appropriate.

33.2 Following the closure of each session, the Secretariat shall prepare a summary record thereof which it shall transmit to the States members of the Committee, to all States Parties to the Convention and to the International Centre for the study of the Preservation and the Restoration of Cultural Property, the International Council of Monuments and Sites and the

International Union for Conservation of Nature and Natural Resources, as well as to all other organizations invited to the session.

VII. SECRETARIAT OF THE COMMITTEE

Rule 34 The Secretariat

Convention
Article 14.1

34.1 The Committee shall be assisted by a Secretariat appointed by the Director-General.

34.2 The Director-General, utilizing to the fullest extent possible the services of the International Centre for the Study of the Preservation and the Restoration of Cultural Property, the International Council of Monuments and Sites and the International Union for Conservation of Nature and Natural Resources, in their respective areas of competence and capability, shall prepare the Committee's documentation and shall have the responsibility for the implementation of its decisions.

34.3 The Director-General or his/her representative shall participate in the work of the Committee, the consultative and subsidiary bodies without the right to vote. He/She may at any time make either oral or written statements on any question under consideration.

34.4 The Director-General of UNESCO shall appoint an official of the Secretariat of UNESCO to act as Secretary to the Committee, and other officials who shall together constitute the Secretariat of the Committee.

34.5 The Secretariat shall receive, translate and distribute all official documents of the Committee and shall arrange for the interpretation of the discussions, as provided in Rule 28.

34.6 The Secretariat shall perform all other duties necessary for the proper conduct of the work of the Committee.

VIII. REPORTS

Convention
Article 29.3

Rule 35. Reports to the General Conference

35.1 The Committee shall submit a report on its activities at each of the ordinary sessions of the General Conference of UNESCO.

35.2 The Committee may authorize its Chairperson to submit such a report on its behalf.

35.3 Copies of this report shall be sent to all States Parties to the Convention.

**IX. ADOPTION, AMENDMENT AND SUSPENSION
OF THE RULES OF PROCEDURE**

Rule 36. Adoption

Convention The Committee shall adopt its Rules of Procedure by a decision taken in
Articles 10.1 & plenary meeting by a two-thirds majority of the States members present and
13.8 voting.

Rule 37. Amendment

The Committee may amend these Rules of Procedure except when they reproduce provisions of the Convention by a decision taken in plenary meeting by a two-thirds majority of the States members present and voting, provided the proposal has been included in the agenda of the session in accordance with Rules 9 and 10.

The Committee may suspend the application of any of these Rules, except when they reproduce provisions of the Convention, by a decision taken in plenary meeting by a two-thirds majority of the States members present and voting.