

ANNEX 5

Caspian Environment Programme Steering Committee Rules of Procedure (Adopted at 1999 Baku Steering Committee Meeting)

Rule 1. Definitions

For the purposes of these Rules:

- a) “Steering Committee” means the Steering Committee of the Caspian Environment Programme;
- b) “Programme Coordination Unit” means the Programme Coordination Unit of the Caspian Environment Programme;
- c) “Chairperson” means the Chairperson nominated in accordance with Rule 6
- d) “Meeting” means any meeting of the Steering Committee;
- e) “Caspian riparian States” means Azerbaijan, Islamic Republic of Iran, Kazakhstan, Russian Federation and Turkmenistan.

Rule 2. Composition

1. The Steering Committee shall be composed of representatives of the Caspian riparian States and of the United Nations Development Programme, United Nations Environment Programme, The World Bank, and European Union TACIS.
2. The Steering Committee may decide that other organizations become Members of the Steering Committee.

Rule 3. Meetings

1. The Steering Committee shall hold an ordinary meeting at least once a year, upon convocation by the Chairperson.
2. At each ordinary meeting, the Steering Committee shall decide upon dates and venues of the next ordinary meeting.
3. An extraordinary meeting may be convened at any time at the request by any Member of the Steering Committee submitted to the Secretariat, subject to concurrence of the majority of the Steering Committee. The requests for an extraordinary meeting shall be circulated by the Secretariat to all Members with a deadline for reply. The requesting member shall be informed by the Secretariat about the replies it receives.
4. The ordinary meetings shall be held in each Caspian riparian State in turn in alphabetic order of the Caspian Riparian States in the English language.
5. The meetings shall be held in private unless the Steering Committee decides otherwise.

Rule 4. Agenda

1. The Secretariat shall in consultation with the Chairperson prepare the provisional agenda for each meeting.
2. The provisional agenda for each ordinary meeting shall include:
 - a) items the inclusion of which was decided at a previous meeting;
 - b) items proposed by any member;
 - c) items proposed by the Chairperson.
3. The provisional agenda for an extraordinary meeting shall consist only of those items proposed for consideration in the request for the holding of the extraordinary meeting.
4. The provisional agenda together with supporting documents shall be circulated in all working languages by the Secretariat to the members at least four weeks before the opening of the meeting.

Rule 5: Representation

The Caspian riparian states shall be normally represented at ministerial level or by senior officials designated by their respective governments.

Rule 6: Chairmanship

1. The chairmanship of the Steering Committee shall be given to each Caspian riparian State, in turn, in alphabetical order, of the Caspian riparian States, in the English language.
2. The Caspian riparian State chairing the Steering Committee shall nominate the Chairperson and a Vice-Chairperson. If the Chairperson finds it necessary to be absent during any meeting or any part thereof and/or is unable to perform his/her functions, the Vice-Chairperson shall take his/her place.
3. The Chairperson shall serve for a period of one year.
4. In addition to exercising the powers and duties conferred upon him/her elsewhere in these rules the powers and duties of the Chairperson shall be:
 - a) to convene the ordinary and extraordinary meetings;
 - b) to declare the opening and closing of each meeting;
 - c) to preside at all meetings;
 - d) to ensure observance of these Rules and to decide all questions of order raised at the meetings;
 - e) to make such decisions and to give such directions to the Secretariat as will ensure, especially in the interval between the meetings, that the business of the Steering Committee is carried out efficiently and in accordance with its decisions.

Rule 7: Secretariat

1. The Programme Coordination Unit shall serve as the Secretariat of the Steering Committee
2. In addition to exercising the powers and duties conferred upon it elsewhere by the Rules, the Secretariat shall:
 - a) issue the invitations to the meetings;
 - b) prepare the provisional agenda for the meetings in accordance with Rule 4;

- c) make all necessary arrangements, including secretarial assistance, for the meetings of the Steering Committee and its subsidiary bodies;
- d) prepare reports of the meetings; and
- e) perform such other functions and tasks entrusted to it by the Steering Committee.

Rule 8: Conduct of business

1. A majority of the members shall constitute quorum.
2. Proposals shall normally be introduced in writing and submitted to the Secretariat, which shall circulate them to the members.
3. The decisions of any meeting shall be taken by consensus.
4. Between meetings, any proposal for a decision falling within the competence of the Steering Committee shall be circulated in writing by the Secretariat to all members with a specified deadline for reply.
5. A written decision shall be taken by consensus subject that all members reply.

Rule 9: Subsidiary bodies

1. The Steering Committee may establish any subsidiary body if it deems it necessary.
2. The Rules of Procedure of any such Subsidiary body shall be, mutatis mutandis, those of the Steering Committee.

Rule 10: Languages

The working languages of the Steering Committee shall be English and Russian.

Rule 11: Participation of Observers

1. The Steering Committee may invite observers to participate in its meetings.
2. The observers may participate, without the right to participate in decision-making, in the deliberations of the Steering Committee and its subsidiary bodies, if any, upon the invitation of the Chairperson, as the case may be, on question within their competence or scope of activities.
3. Observers may, upon invitation of the Chairperson, submit written statements that shall be circulated by the Secretariat to the members of the Steering Committee or of the subsidiary body concerned.

Rule 12: Amendments and Suspension

Any of these rules may be amended or suspended by the Steering Committee in accordance with Rule 8.