

FOURTH MEETING OF SIGNATORY STATES TO THE MEMORANDUM OF UNDERSTANDING ON THE CONSERVATION AND MANAGEMENT OF DUGONGS (*DUGONG DUGON*) AND THEIR HABITATS THROUGHOUT THEIR RANGE

(Riyadh, 6-7 May 2024)

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RULES OF PROCEDURE FOR MEETINGS OF SIGNATORY STATES TO THE DUGONG MOU

(Prepared by Secretariat of the Dugong MOU)

Summary: This document contains a revision of the Rules of Procedure for Meetings of Signatory States to the Dugong MOU that addresses editorial inconsistencies.

The Meeting is invited to adopt the proposed revision of the Rules of Procedure for application to the present and all future Meetings of Signatory States, until such time new amendments or rules are adopted.

1. The Third Meeting of Signatory States to the Dugong MOU (MOS3, Abu Dhabi, March 2017) adopted Rules of Procedure for Meetings of Signatory States to the Dugong MOU (see Annex 1 to document [CMS/Dugong/MOS3/Report*](#)).
2. In Annex 1 to the present document, the Secretariat proposes a revision to those Rules to address editorial inconsistencies. Specifically, the proposed revision aims to install:
 - a) Consistent reference to “Signatory States” and “Meeting of Signatory States”, as per the terminology employed in the MOU Text;
 - b) Consistent use of the term “delegate” to refer to representatives of Signatories and Observers;
 - c) Consistent capitalization of words throughout the text (i.e., the words “Meeting”, “Rules”, “Secretariat”);
 - d) Consistent defining of the terminology employed (i.e., adding “hereinafter referred to as” to explain “MOU”, “Meeting”, “Secretariat”);
 - e) Reordering of enumerated textual elements to match the order employed in other parts of the text (i.e., “agencies and bodies” in Rule 4, paragraphs 4 and 5);
 - f) Consistent italicising of Latin words (i.e., “inter alia”, in Rule 10, paragraph 2);
 - g) Other minor editorial amendments.

Action requested

3. The Meeting is invited to adopt the Rules of Procedure as amended in Annex 1, so that they apply to the present and all future Meetings of Signatory States until such time new amendments or rules are adopted.

ANNEX 1
Proposed Revision
of the Rules of Procedure for Meetings of Signatory States to the Dugong MOU
 (proposed amendments are marked as follows: underline = addition, ~~strikethrough~~ = deletion)

RULES OF PROCEDURE
FOR MEETINGS OF SIGNATORY STATES ~~MEETINGS OF~~ TO THE DUGONG MOU
 (as ~~amended by and~~ adopted at by MOS34)

Rule 1 – Purpose

1. These Rules of Procedure shall apply to the Meetings of Signatory States ~~Meetings~~ to the Memorandum of Understanding on the Conservation and Management of Dugongs (*Dugong dugong*) and their Habitats throughout their Range, (hereinafter referred to as the “MOU”).
2. Insofar as they are applicable, these Rules shall apply *mutatis mutandis*⁴ to any other meeting held in the framework of the MOU that does not have its own terms of reference or rules of procedure.

Rule 2 – Meetings of Signatory States ~~Meetings~~

1. Meetings of Signatory States ~~Meetings~~ (hereinafter referred to as “Meeting(s)”) shall take place once every three years, unless the ~~m~~MMeeting decides otherwise to address specific, emerging issues.
2. Unless there is an offer from a Signatory State, ~~the Signatory State~~ Meetings shall take place at the seat of the Dugong MOU Secretariat (hereinafter referred to as “Secretariat”) or another United Nations duty station, taking into consideration cost-effectiveness.
3. The Secretariat shall notify the venue and the dates of each ~~Signatory State~~ Meeting at least six months before the ~~m~~MMeeting is due to commence. The notification shall include a deadline for submission of proposals to be discussed at the ~~m~~MMeeting.
4. Documents for ~~Signatory State~~ Meetings shall be made available at least thirty days before the start of the ~~m~~MMeeting.

Rule 3 – Signatories ~~States~~

1. Each Signatory State ~~to the MOU, hereinafter referred to as a “Signatory”~~, shall be entitled to be represented at the ~~m~~MMeeting by a delegation consisting of a Head of Delegation and such Alternative Representative(s) and Advisers as the Signatory State may deem necessary.
2. The ~~Representative~~ Head of Delegation of a Signatory State shall exercise the voting rights of that Signatory State. In their absence, an Alternative Representative of that Signatory State shall act in their place over the full range of their functions.
3. Logistical and other limitations may require that no more than three delegates of any Signatory State be present at the ~~m~~MMeeting. The Secretariat shall notify Signatories ~~States~~ of any such limitations, including available funding, in advance of the ~~m~~MMeeting.

⁴ ~~changing [only] those things which need to be changed~~

Rule 4 – Observers

1. The United Nations, its Specialized Agencies, and any ~~State not a~~ non-Signatory States to the MOU may be represented at the ~~m~~Meeting by Observers who shall have the right to participate in the Meeting but not to vote.
2. Co-operating Partners that have signed the MOU shall have the right to participate in the Meeting but not to vote.
3. Any agency or body technically qualified in the conservation and management of dugongs and their habitats, and which has informed the Secretariat of its desire to be represented at the ~~m~~Meeting by Observers, shall be permitted to be represented unless at least one-third of the ~~Signatories~~ States present object. Once admitted, these Observers shall have the right to participate in the Meeting discussions but not to vote.
4. ~~Bodies and a~~ Agencies or bodies desiring to be represented at the ~~m~~Meeting by Observers shall submit the names of their ~~representatives~~ delegates to the Secretariat prior to the opening of the ~~m~~Meeting.
5. Logistical and other limitations may require that no more than two Observers from any non-Signatory State, agency or body ~~or agency~~ be present at the ~~m~~Meeting. The Secretariat shall notify Observers of any such limitations in advance of the ~~m~~Meeting.

Rule 5 – Credentials

1. The Head of Delegation, and any Alternative Representative(s) ~~or other members and Advisers~~ of the delegation of a Signatory State shall have been granted permission by, or on behalf of, an appropriate authority, being the Minister of the focal Ministry for the MOU or a higher body, enabling the delegation to fully represent the Signatory State at the ~~m~~Meeting and ~~to~~ vote.
2. The credentials shall include: the full title and date of the ~~m~~Meeting; a full list of ~~representatives~~ delegates authorized to represent the Signatory State and to transact all such matters with an indication of who is the Head of Delegation; a full signature of the appropriate authority as indicated above and printed on official letterhead, preferably with a seal, clearly indicating that the credentials have been issued by the appropriate authority. Prior to the Meeting, the Secretariat shall provide a credentials template as an example.
3. The credentials shall be submitted in their original form to the Secretariat within 24 hours of the start of the ~~m~~Meeting. If credentials are presented in a language other than the working language of the MOU they shall be accompanied by an official translation into English.
4. The ~~s~~Secretariat, in consultation with the Chair or the Vice-Chair ~~(see Rule 7 below)~~, shall examine the credentials submitted and report to the ~~Signatory State~~ Meeting thereon for final approval. Pending a decision on their credentials, delegates may participate provisionally at in the ~~m~~Meeting.

Rule 6 – Secretariat

The Dugong MOU Secretariat shall service and act as secretariat for the ~~m~~Meeting.

Rule 7 – Officers

~~At its first plenary session, the~~ Meeting shall appoint a Chair and a Vice-Chair for the Meeting at each of its sessions.

Rule 8 – Seating

Delegations shall be seated in accordance with standard United Nations practice, which uses the alphabetical order of the full official names of the Signatories States in the English language.

Rule 9 – Quorum

No ~~Signatory State Meeting~~ shall take place in the absence of a quorum. A quorum for initiation of ~~a Signatory State Meetings~~ and their plenary sessions ~~to the Signatory State Meeting~~ shall consist of one third of the Signatories States respectively.

Rule 10 – Speakers

1. The Chair shall call upon speakers in the order in which they indicate their desire to speak, with precedence given to Signatories States, followed by non-Signatory Range States, and Co-operating Partners and other Observers, in that order. A Representative delegate of a Signatory State or an Observer may speak only if called upon by the Chair, who may call a speaker to order if the remarks are not relevant to the subject under discussion.

2. The Chair may, in the course of discussion at the ~~the~~ Meeting, propose to the ~~the~~ Meeting *inter alia*:

- (a) Time limits for speakers;
- (b) Limitations on the number of times ~~members~~ delegates of a Signatory States's ~~delegation~~ or Observers may speak on any subject;
- (c) The closure of the list of speakers;
- (d) The adjournment or ~~the~~ closure of the debate on ~~the~~ a particular subject under discussion;
- (e) The suspension or adjournment of the ~~the~~ Meeting.

3. The Chair, in the exercise of the functions of that office, remains under the authority of the ~~Signatory State Meeting~~.

Rule 11 – Procedural Motions

During the discussion of any matter, a delegate ~~representing of~~ of a Signatory State may make a point of order. The point of order shall be immediately decided by the Chair. A delegate ~~representing of~~ of a Signatory State may appeal against any ruling of the Chair. The appeal shall immediately be put to a vote, and the Chair's ruling shall stand unless a majority of the Signatories States present and voting decides otherwise.

Rule 12 – Voting

1. The Signatories States shall make every effort to reach agreement on all matters of substance by consensus. If all efforts to reach consensus have been exhausted and no agreement reached, subject to paragraph 4 below, the decision shall, as a last resort, be taken by a two-thirds majority

vote of the ~~Signatory~~ States present. Votes on procedural matters shall be decided by a simple majority of votes cast.

2. Without prejudice to the provisions of Rule 3, paragraph 2, each ~~Representative~~ delegate duly accredited according to Rule 5 shall have one vote.

3. The ~~m~~Meeting shall vote by a show of hands. The Chair may in an exceptional case request a roll-call vote. The roll-call vote shall be taken in the seating order of the delegations.

4. Decisions on financial matters and ~~on~~ amendments to the MOU shall be taken by consensus.

Rule 13 – Committees and Working Groups

1. The ~~Signatory State~~ Meeting may establish such Committees and Working Groups as may be necessary to enable it to carry out its functions.

2. Unless otherwise decided, each Committee and Working Group shall elect its own officers. As a general rule, sessions of Committees and Working Groups shall be open to ~~Signatories~~ States and Observers, unless the Chair of the Committee or Working Group, on request of a Signatory State, determines otherwise.

Rule 14 – Language

1. English, the working language of the MOU, shall be the working language of the ~~m~~Meeting.

2. A delegate may speak in a language other than the working language. They shall be responsible for providing interpretation into the working language. Any document submitted to the Secretariat in any language other than the working language shall be accompanied by an appropriate translation into English.

Rule 15 – Records

Summary records of the ~~Signatory State~~ Meeting in English shall be circulated.

Rule 16 – Amendments to the MOU

1. The MOU (including the Annex thereto) may be amended at any session of the ~~Signatory State~~ Meeting.

2. Proposals for amendment may only be made by Signatory States.

3. The process and timing for submission of proposals for amendment is as follows:

(a) The text of any proposed amendment, with supporting rationale included, and if appropriate, supporting scientific evidence, shall be provided to the Secretariat at least 150 days before the ~~Signatory State~~ Meeting at which it is to be considered.;

(b) The Secretariat shall, within 14 days of receipt, communicate the proposal to all ~~Signatories~~ States, and, in the case of technical amendments, to the Dugong Technical Advisory Group (DTAG).;

(c) Comments on the proposed amendment may be provided to the Secretariat up to 60 days before the ~~Signatory State~~ Meeting.;

(d) The Secretariat shall communicate any comments received to the ~~Signatories~~ States

as soon as possible after receipt.

Rule 17 – Procedure

These Rules of Procedure shall enter into effect immediately after their adoption. Amendments to these Rules shall be adopted by consensus by the ~~Signatory State~~ Meeting.

Rule 18 – Authority

In the event of a conflict between any provision of these ~~r~~Rules and any clause of the MOU, the MOU shall prevail.