

# **[DRAFT] RULES OF PROCEDURE FOR MEETINGS OF THE CTI-CFF SEASCAPES WORKING GROUP**

## **PURPOSE**

These rules of procedure shall apply to Meetings held by the Seascapes Working Group of the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security.

## **DEFINITIONS**

For the purposes of these rules:

- a) "Chair" means the Chairperson of the Seascapes Working Group;
- b) "Consensus" means that every CTI-CFF Party will be asked for their opinion and given the fair chance to make a formal objection at the time the decision is taken.
- c) "Co-Chair" means the Co-Chairperson of the Seascapes Working Group;
- d) "CTI and CTI-CFF" means the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security;
- e) "Goal 1 of the CTI-CFF" means Goal 1 of the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security Regional Plan of Action – 'Priority Seascapes Designated and Effectively Managed'
- f) "Meeting" means any meeting of the Seascapes Working Group
- g) "Member" means a representative from a signatory country of the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security
- h) "Observer" means any participant as defined in Rule 5
- i) "Parties" means the countries of the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security;
- j) "Partners" means participant as defined in Rule 4
- k) "RS" means the Regional Secretariat of the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security
- l) "SWG" means Seascapes Working Group

**RULE 1**  
**Functions and Powers**

1. The functions and powers of the SWG shall include:
  - a. Maintain the vision of Goal 1 of the CTI-CFF and promote regional priorities in each country, regionally and at international forums,
  - b. At its discretion, consider, endorse or not endorse proposals, recommendations, plans, programs, projects and activities of the SWG;
  - c. Approving rules, regulations, procedures, and meeting scheduling for the effective functioning of the SWG;
  - d. Provide advice and recommendation to RS, Council of Ministers and Council of Senior Officials on any matters related to Goal 1.
  - e. Monitor and evaluate the progress towards achieving Goal 1 through consideration and adoption of the annual report of the Regional Secretariat.
2. The functions and powers of the SWG may include the provision of recommendations to the RS and NCCs on implementation of decisions made by the Council of Ministers or the Council of Senior Officials through the SWG or other bodies established.
3. The SWG may create bodies as necessary to achieve specific tasks mandated by CSO and/or COM. Such bodies may include committees, breakout groups, teams and sub-working groups, which may meet to provide recommendation to the SWG. The SWG as appropriate shall specify membership of bodies.

**RULE 2**  
**Membership and Composition**

1. The members of SWG shall consist of representatives of each of the CTI-CFF Parties.
2. Each Party will be entitled to nominate one representatives to the SWG.
3. The composition of the SWG shall include a Chair, a Co-Chair, and one representative from each Party, seascape focal point. Alternate representation may be nominated by a Party in the absence of the seascapes focal point.

**RULE 3**  
**Roles of Chair and Co-Chair of SWG**

1. The Chair of the SWG shall rotate, in alphabetical order, based on the name of the CTI-CFF Party, every two years. The designated Party will confirm its nominated Chair representative and their alternate to the RS within 30 days of the appointment.
2. The Co-Chair of the SWG shall rotate, in alphabetical order, based on the name of the CTI-CFF Party, every two years. The designated Party will confirm its nominated Co-Chair representative and their alternate to the RS within 30 days of the appointment.
3. The powers and duties of the Chair of the SWG shall be:
  - a. To declare the opening and closing of each meeting;
  - b. To preside at meetings;
  - c. To rule on points of order, subject to the right of any representative to request that any ruling of the Chair shall be submitted to the meeting for decision by vote;
  - d. To call for and announce the results of votes, or to determine if there is consensus;
  - e. To determine after consultation with the SWG members, the draft provisional agenda and the provisional agenda for each annual and special meeting;
  - f. To sign a report of the proceedings of each meeting; and
  - g. Act on behalf of the SWG in any other matter which is the responsibility of the SWG.
  - h. Decide on matters of substance and voting methods at each SWG
  - i.
4. Whenever the Chair of the SWG is unable to act, the Co-Chair shall exercise the powers and duties prescribed for the Chair.
5. If the office of the Chair is vacated, the CTI-CFF Party of the outgoing Chair will nominate a candidate to act in the office of Chair for the balance of the outgoing Chair's two-year term.
6. The Chair, or Co-Chair when acting as Chair, shall not vote and another representative of his or her delegation shall exercise this function.

**RULE 4**  
**CTI Partners**

1. A CTI Partner is any State, inter-governmental organization or non-governmental organization who:
  - a. Was invited to be a CTI Partner at the initiation of the CTI-CFF; or
  - b. Meets the criteria and goes through the established process to become a CTI Partner.

**RULE 5**  
**Observers**

1. The following may attend the SWG Meetings as observers:
  - a. States, non-governmental organizations, international organizations, private sector, and economic entities who are CTI Partners as defined in Rule 5.
2. Upon the invitation of the Chair of the SWG, the following may participate as observers in the SWG Meeting:
  - a. States other than CTI Partners who are not Parties;
  - b. States who are applying to become Parties;
  - c. The United Nations or any of its agencies;
  - d. Inter-governmental organizations, including regional organizations; and
  - e. Non-governmental organizations, the private sector, and other economic entities concerned with matters relevant to the activities of the CTI-CFF.
3. Observers may participate subject to the provisions of these rules in the deliberations of the SWG but shall not be entitled to make/vote for decisions. Written statements submitted by such observers shall be distributed by the Regional Secretariat, as approved by the Chair, to the representatives at the SWG Meetings as appropriate.
4. An organization intending to participate as an observer pursuant to paragraph 2 of this rule shall notify the RS and the Chair in writing at least sixty (60) days in advance of the session. The Chair through the RS shall notify the SWG representatives of such request at least thirty (30) days prior to the opening of the Meeting at which the request is to be considered. Organizations that have made such notification to the RS and the Chair shall be invited to participate in the session as observers. However, this request can be denied if the majority of SWG parties objects in writing at least twenty days (20) before the opening of the session. Such observer status shall remain in effect for future sessions unless the SWG decides otherwise.
5. Observers referred may sit at meetings of the SWG upon the confirmation of the Chair and subject to the approval of the SWG may make oral statements during the SWG meeting.

**RULE 6**  
**Meetings**

1. The SWG shall meet annually in the pre-Senior Officials Meeting, or at such other intervals as may be resolved by SWG.
2. The Chair of the SWG may convene the SWG in plenary or inter-sessional if such a meeting is required.

3. Each Party will be entitled to nominate one representatives to the SWG and such alternate representatives and advisers as may be required by each Party delegation
4. SWG meetings shall be comprised of Parties, Partners and Observers.
5. Each CTI-CFF Party ~~Partner and any Observer~~ shall notify the SWG Chair in advance of any meeting of the name of its representatives. Notification to the Chair copied to the RS, shall be in appropriate letter of confirmation and/or completion of appropriate Registration forms.
6. The SWG may, if it so chooses, permit Members to participate in a particular meeting, by telephone, closed-circuit television, or any other means of electronic communication, and a Member who so participates is to be regarded as being present at the meeting.
7. SWG sessions may be held in public or closed. The Chair and Co-Chair will confirm which sessions may be open or closed for Partners and Observers.
8. The location of SWG meetings will be determined through consultations with the Parties and Chair.

**Rule 7**  
**Conduct of Meetings**

1. SWG meeting will be conducted in accordance with the venue and table layout protocols set by the RS for conducting CTI-CFF Regional meetings.
2. No representative may address the SWG Meeting without having previously obtained the permission of the Chair. The Chair shall call upon speakers in the order in which they signify their desire to speak. The RS representative may be accorded precedence for the purpose of explaining the work of the Secretariat. The Chair may call a speaker to order if the speaker's remarks are not relevant to the subject under discussion.
3. Any speaker must address the Chair before taking the floor for any statements and interventions.

**RULE 8**  
**Agenda**

1. The provisional agenda for a SWG Meeting shall be developed in consultation with the RS, Chair and Co-Chair of the SWG.
2. The provisional agenda of a SWG Meeting shall include:

- a. Items of which have been requested by the CTI-CFF Parties Meeting at a previous session;
- b. Items proposed by any CTI-CFF Party at least thirty (30) days prior to the SWG Meeting;
- c. Matters requiring consideration, confirmation and approval;
- d. Requests for the inclusion of observers under Rule 5
- e. Proposals from CTI Partners as endorsed by the Regional Secretariat, Chair and Co-Chair; and
- f. Items which the RS, Chair and Co-chair deems it necessary to put before the SWG.

**RULE 9**  
**Quorum**

The Chair may declare a SWG Meeting open and permit the discussion and substantial work of the meetings to proceed when at least two-third of the Parties' representatives are present.

**RULE 10**  
**Decision Making**

1. As a general rule, decision-making in the SWG shall be by consensus.
2. Decisions of the SWG on matters of substance shall be taken by consensus. The question of whether a matter is one of substance shall be decided by the Chair in consultation with the RS and Co-Chair.
3. Decisions other than those of substance shall be taken by the majority of the CTI-CFF Parties present and voting.
4. Each CTI-CFF Party shall have one (1) vote in the SWG.
5. The SWG shall vote by show of hands or by secret ballot vote. The Chair may decide on the appropriate mode for voting. Any CTI Party may also request a secret ballot vote.

**RULE 11**  
**Points of Order**

During the discussion of any matter, a member of the SWG may rise to a point of order, and the point of order shall be immediately decided by the Chair in accordance with these Rules of Procedure. A member of the SWG may appeal against the ruling of the Chair. In such a case, the appeal shall be immediately put to the vote, and the Chair's ruling shall stand unless overruled

by a majority of the members of the SWG present and voting. A representative rising to a point of order may not speak on the substance of the matter under discussion.

**RULE 12**  
**Procedural Motions**

1. Subject to Rule 12, a representative of the SWG may at any time make any of the following procedural motions. Such motions shall have precedence in the following order over all other proposals or motions before the meeting:
  - a. To suggest a new Agenda item
  - b. To suspend the meeting;
  - c. To adjourn the meeting;
  - d. To adjourn the debate on the item under discussion;
  - e. To close the debate on the item under discussion.
2. Any motion calling for a decision on the competence of the SWG to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.

**RULE 13**  
**Language**

The official language of usage, written and verbal, of and by the SWG shall be English.

**RULE 14**  
**Amendments and Additional Provisions**

1. These Rules of Procedure may be amended by the SWG.
2. Additional provisions and amendments to these rules of procedures shall be officially submitted by a Party/Parties in writing to the Chair.
3. The Chair shall circulate the submissions to the Parties not later than sixty (60) days before the next SWG Meeting.

**RULE 15**  
**Dispute Resolution**

**RULE 16**  
**Secretariat of Seascapes Working Group**