



# Economic and Social Council

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## Economic Commission for Europe

Committee on Housing and Land Management

Seventy-fifth session

Geneva, 8-9 October 2014

Item 8 of the provisional agenda

Draft Rules of procedure for the Committee

### Draft Rules of procedure of the Committee on Housing and Land Management

Note by the secretariat

#### *Summary*

This document contains the draft rules of procedure for the Committee on Housing and Land Management. They have been prepared in accordance with the Guidelines on Procedures and Practices for ECE bodies adopted by the Economic Commission for Europe (E/2013/37-E/ECE/1464, annex III, appendix III). These are submitted for discussion and possible approval to the seventy-fifth session of the Committee.

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## **I. Introduction**

1. The draft rules of procedure in this document have been prepared in accordance with the Guidelines on Procedures and Practices for ECE bodies adopted by the Economic Commission for Europe (E/2013/37-E/ECE/1464, annex III, appendix III).<sup>1</sup> In any area not covered in this document, the Rules of Procedure of the Economic Commission for Europe, and where applicable, the Rules of Procedure of the Economic and Social Council will be used, as taken into account by the Guidelines on Procedure and Practices for ECE bodies, *mutatis mutandis*.

2. The draft rules of procedure have been prepared following a request by the Committee on Housing and Land Management at its seventy-fourth session (ECE/HBP/173).<sup>2</sup>

## **II. Organization of the Committee sessions**

3. Regular sessions of the Committee shall be held annually, on dates fixed by the Committee at previous meetings. Changes in previously agreed dates of sessions due to unforeseen circumstances can be made by the Bureau in consultation with the secretariat.

4. The provisional agenda for the upcoming session shall be drafted by the Bureau in consultation with the secretariat and shall be circulated to member States well in advance of the meeting.

5. The agenda of the sessions shall cover, *inter alia*, a review of programme implementation, including a review of capacity-building activities, policy-relevant documents developed in the context of the Committee's programme of work and deliberations on future activities.

6. The Bureau shall choose important substantive issues within the mandate of the Committee to be addressed during the substantive segment of the sessions.

7. The Committee shall agree on its programme of work.

## **III. Representation and credentials**

8. The Terms of Reference and Rules of Procedure of the Economic Commission for Europe (E/ECE/778/Rev.5)<sup>3</sup> and the Guidelines on Procedures and Practices for ECE Bodies adopted by the Economic Commission for Europe (E/2013/37-E/ECE/1464, annex III, appendix III) shall be applied.

9. Representatives of the business and academic communities can participate in the sessions of the Committee at the invitation of the secretariat and as observers without a right to vote.

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<sup>1</sup> Outcome of the review of the 2005 reform of ECE (E/2013/37-E/ECE/1464, annex III) available at <http://www.unece.org/fileadmin/DAM/env/documents/2013/ece/e.ece.1464.e.ECE2005ReformOutcomes.pdf>

<sup>2</sup> Report of the Committee on Housing and Land Management on its seventy-fourth session (ECE/HBP/173)

<sup>3</sup> Terms of Reference and Rules of Procedure of the Economic Commission for Europe – Fifth edition (E/ECE/778/Rev.5)

10. The list of delegates in the Committee's sessions shall be communicated by the secretariat to the Permanent Representations of member States five working days prior to the starting date of the session.

#### **IV. Officers**

11. The Committee Bureau shall elect one Chairperson, two Vice-Chairpersons and as many additional Bureau members as the Committee deems appropriate.

12. The term of office of a Bureau member shall be two years. Bureau members, including the Chairperson, can be re-elected for two additional terms. Efforts shall be made to ensure continuity within the Bureau, as appropriate. The terms of office of elected officials will begin at the end of the session in which they are elected. This will allow the current officers to preside over the session that they have planned.

13. Candidates for the Bureau of the Committee and other subsidiary bodies shall be nominated by member States based on the person's expertise, professionalism, and expected support from the membership.

14. The elections for the Bureau will take place in accordance with the Guidelines on Procedures and Practices for ECE bodies adopted by the Economic Commission for Europe (E/2013/37-E/ECE/1464, annex III, appendix III).

15. If the Chairperson is absent from any meeting or part thereof, a Vice-Chairperson shall perform the functions of the Chairperson. If no Vice-Chairperson is present, the Committee shall elect an interim Chairperson for that meeting or that part of the meeting.

16. If the Chairperson can no longer perform the functions of the office, the Bureau of the Committee shall designate one of the Vice-Chairpersons as interim Chairperson to perform those functions, pending the election of a new Chairperson. The interim Chairperson shall have the same powers and duties as the Chairperson.

17. The Chairperson and Vice-Chairpersons serve collectively in the interest of all member States and not as official representatives of their Governments.

#### **V. Functions of the Bureau**

18. The key functions of the Bureau are those detailed in the Guidelines on Procedures and Practices for ECE bodies adopted by the Economic Commission for Europe (E/2013/37-E/ECE/1464, annex III, appendix III).

#### **VI. Procedures for the adoption of decisions and reports**

19. The Committee shall, whenever possible, take decisions on the basis of consensus. If voting is used, the Chapter on Voting in the Rules of Procedure of the UNECE shall apply.

20. The preparation and circulation of draft conclusions, recommendations or decisions, and their formal adoption at the end of the meeting, will take place in accordance with the Guidelines on Procedures and Practices for ECE Bodies adopted by the Economic Commission for Europe (E/2013/37-E/ECE/1464, annex III, appendix III).

21. A draft report of the meeting, which reflects in a concise and factual manner the discussion and the views expressed by participants, shall be circulated before the end of the meeting for comments and adoption by member States at the end of the meeting.

22. If the draft report cannot be circulated at or adopted during the meeting for technical reasons, the Committee will distribute it to all Geneva Permanent Representations for subsequent approval no later than ten days after the conclusion of the meeting.

## **VII. Subsidiary bodies**

23. The Committee may establish Teams of Specialists or other subsidiary bodies, in accordance with the existing Guidelines for the establishment and functioning of Teams of Specialists within UNECE (ECE/EX/2/Rev.1), to fulfil particular objectives in accordance with the terms of reference created for them, subject to approval by the Executive Committee (EXCOM).

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