



Rules of Procedure of the UNECE Committee on Sustainable Energy¹

As endorsed by the Committee at its 29th Session, 25-27 November 2020

I. Introduction

1. This document contains the rules of procedure for the Committee on Sustainable Energy. The rules of procedure were 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 III²). They clarify amongst other issues the relationship between the Committee on Sustainable Energy and its subsidiary bodies and the role of the respective Bureaux and the nomination process.
2. The objective of having rules of procedure is to streamline the work of the Committee and its subsidiary bodies, to provide a basis for accelerated delivery of the sustainable energy subprogramme, and to solidify ECE's reputation as a credible, relevant, and responsive partner.
3. These rules of procedure were endorsed by the Committee at its twenty-ninth session. The Committee requested the Bureaux and the Groups of Experts reporting to the Committee to apply them henceforth.

II. Organization of Committee sessions

4. Official 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 and subject to the availability of services in Geneva (e.g. meeting rooms, interpretation, document services etc.).
5. Committee sessions can be held outside Geneva if a host-country is identified, a host-country agreement signed and all meeting-related costs including interpretation, staff travel, and security are covered for the secretariat.
6. The provisional agenda for the annual sessions shall be drafted by the Bureau in consultation with the secretariat and shall be circulated to member States well in advance of the meeting.
7. The agenda of the sessions shall cover, *inter alia*, a review of programme performance and planning, including capacity-building and technical advisory activities, policy-relevant documents developed in the context of the Committee's programme of work and deliberations on future activities.
8. The Bureau shall choose important substantive issues within the mandate of the Committee to be addressed during the substantive segment of the sessions.
9. The Committee shall agree on its annual programme of work to be submitted to EXCOM for approval.

¹ The Rules of Procedure were endorsed by the Committee on Sustainable Energy at its twenty-ninth session, 25-27 November, as contained in Annex I to the report of the meeting, ECE/ENERGY/133

² <https://www.unece.org/fileadmin/DAM/env/documents/2013/ece/e.ece.1464.e.ECE2005ReformOutcomes.pdf>

III. Representation and credentials

10. The terms of reference and rules of procedure of the Economic Commission for Europe (E/ECE/778/Rev.5³) and the Guidelines on procedures and practices for ECE bodies adopted by the Economic Commission for Europe¹ shall apply.

11. Representatives of the business and academic communities and other stakeholders are encouraged to participate in the sessions of the Committee at the invitation of the secretariat.

IV. Officers

12. The Committee shall elect one Chair and as many Vice-Chairs as it deems appropriate. The Chairs of the subsidiary bodies are Vice-Chairs of the Committee *ex officio* and have the same status as elected Vice-Chairs.⁴

13. The term of office of a Bureau member shall be two years. Bureau members, including the Chair, can be re-elected for additional terms. Efforts shall be made to ensure both turnover and continuity within the Bureau. Not all officers need to be elected at the same time. The terms of office of elected officials will begin at the end of the session in which they are elected to allow Bureaux to preside over the sessions they have planned.

14. Candidates for the Bureau of the Committee shall be nominated by ECE member States based on the person's expertise, professionalism, and expected support from both the Committee and the person's institution(s). The expectation is that the Vice Chairs will lead one or more activities of the Sustainable Energy Subprogramme, thereby furthering implementation of the work plan or outreach of a subsidiary body. Candidates should be supported financially by the nominating country or institution, should attend the annual Committee session, and should participate in regular meetings of the Bureau. There is an expectation that Bureau members will participate in Bureau calls and meetings on a regular basis.

15. Candidates for the Bureaux of the subsidiary bodies shall be nominated by ECE member States where possible. The Bureaux of the subsidiary bodies can nominate additional Vice-Chairs from the expert community based on their expertise, professionalism, and support as appropriate.

16. Elections to Bureaux will take place in accordance with the Guidelines on procedures and practices for ECE bodies adopted by the Economic Commission for Europe.¹

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

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

19. The Chair and Vice-Chairs serve collectively in the interest of all member States and not as official representatives of their Governments.

20. The Bureau may invite observers to meetings or calls of the Bureau as appropriate.

³ <https://undocs.org/E/ECE/778/Rev.5>

⁴ The Committee determined the role of the Chairs of the subsidiary bodies from 2014 [ECE/ENERGY/119, para. 13; ECE/ENERGY/99, para. 12].

V. Functions of the Bureau

21. The key functions of the Bureau are detailed in the Guidelines on procedures and practices or ECE bodies adopted by the Economic Commission for Europe.¹ The Bureau must approve programmes of work and draft agendas for Committee Sessions prior to their submission to member States.

22. At the beginning of its term, the new Bureau shall decide on frequency and means of its interactions (calls, in-person meetings etc.), supported by the secretariat. It is expected that meetings of the Bureau will be convened at least 6 times throughout each year, notably in advance of the deadline for document submission and for final preparations for the Committee meeting. Additional Bureau meetings may be convened as the need arises.

23. Documentation for Bureau meetings will be determined by the Bureau members in each case. As a rule, the secretariat should make all proposals for resolutions with the associated documents (including bureau syntheses) available to all Bureau members at least two weeks prior to a meeting. The Secretariat shall prepare minutes of the meetings in consultation with the Chair within 14 days, to be approved in the subsequent bureau meeting.

24. Announcements for Bureau meetings should be issued by the secretariat not less than six weeks in advance.

VI. Procedures for the adoption of decisions and reports

25. The Committee shall, whenever possible, take decisions on the basis of consensus.

26. 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 Europe¹.

27. A draft report of the meeting that reflects in a concise and factual manner the discussion and 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.

28. If a draft report cannot be circulated at or adopted during the meeting for technical reasons, the Bureau of the Committee will be tasked with taking the necessary steps for subsequent approval no later than ten days after the conclusion of the meeting. Under such circumstances, the Bureau will be authorised to circulate the draft report to the Committee members through the Permanent Missions in Geneva, under a silence procedure of at least 72 hours and in accordance with Rule 44 of the Terms of Reference and Rules of Procedure of UNECE as contained in E/ECE/778/Rev.5². If the silence is not broken, the reports shall be considered approved.

VII. Subsidiary bodies

29. 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 ECE,⁵ to fulfil particular objectives in accordance with the terms of reference created for them, subject to approval by EXCOM.

30. Subsidiary bodies report to the Committee on an annual basis. The Committee approves the mandates and workplans of the subsidiary bodies every two years when in session.

⁵ ECE/EX/2/Rev.1

31. Subsidiary bodies play lead roles in the implementation of the mandate and programme of work of the Committee. Subsidiary bodies are invited to make recommendations on the effectiveness and efficiency of current approaches and whether the current structure and work plans adequately support them in the implementation of their respective work plans.
