

RULES OF PROCEDURE OF THE UNITED NATIONS ENVIRONMENT ASSEMBLY OF THE UNITED NATIONS ENVIRONMENT PROGRAMME

I. SESSIONS

Regular sessions

Rule 1

The United Nations Environment Assembly shall normally hold one regular session every two years.

Date of opening of regular sessions

Rule 2

1. Each regular session of the United Nations Environment Assembly shall be held, subject to the provisions of rule 3, at a date fixed by the United Nations Environment Assembly at its previous session in such a way, if practicable, as to enable the Economic and Social Council and the General Assembly to consider the report of the United Nations Environment Assembly in the same year.

2. When the date for the session of the United Nations Environment Assembly in a given year is being set, the dates of meetings of other relevant bodies, including the High-level Political Forum on Sustainable Development, should be taken into account.

Rule 3

Five members of the United Nations Environment Assembly or the Executive Director of the United Nations Environment Programme may request an alteration of the date of a regular session. In either case, the Executive Director shall forthwith communicate the request to the other members of the United Nations Environment Assembly, together with appropriate observations, including financial implications, if any. If within twenty-one days of the inquiry a majority of the members of the United Nations Environment Assembly explicitly concurs in the request, the Executive Director shall convene the United Nations Environment Assembly accordingly.

Place of regular sessions

Rule 4

Regular sessions shall be held at the headquarters of the United Nations Environment Programme, unless otherwise decided by the United Nations Environment Assembly at a previous session.

Special sessions

Rule 5

1. Special sessions shall be held pursuant to a decision taken by the United Nations Environment Assembly at a regular session, or at the request of:
 - (a) A majority of the members of the United Nations Environment Assembly;
 - (b) The General Assembly;
 - (c) The Economic and Social Council.
2. Special sessions may also be requested by:
 - (a) Five States Members of the United Nations or members of the specialized agencies or of the International Atomic Energy Agency, whether or not they are members of the United Nations Environment Assembly;
 - (b) The President of the United Nations Environment Assembly with the concurrence of the other members of the Bureau of the United Nations Environment Assembly and in consultation with the Executive Director.
3. In such cases, the Executive Director shall immediately inform all members of the United Nations Environment Assembly of the request, as well as of the approximate costs and relevant administrative considerations, and shall inquire whether they concur in it. If within twenty-one days of the inquiry a majority of the members of the United Nations Environment Assembly explicitly concurs in the request, the Executive Director shall convene a special session of the United Nations Environment Assembly.

Date of opening of special sessions

Rule 6

Special sessions of the United Nations Environment Assembly shall normally be convened within forty-two days of the receipt by the Executive Director of a request for such a session, at a date and place fixed by the President of the United Nations Environment Assembly in consultation with the Secretary-General of the United Nations, taking into account such observations as may have been made in the request for a special session.

Notification of date of opening

Rule 7

The Executive Director shall communicate the date of the first meeting of each session to all States Members of the United Nations or members of the specialized agencies or of the International Atomic Energy Agency, the Chairpersons of subsidiary organs of the United Nations Environment Assembly, as appropriate, the President of the General Assembly when the Assembly is in session, the President of the Economic and Social Council, the specialized agencies, the International Atomic Energy Agency, the appropriate United Nations bodies, the intergovernmental organizations referred to in rule 69 below and the non-governmental organizations and other relevant stakeholders referred to in rule 70 below. Such notification shall be sent:

- (a) In the case of a regular session, at least forty-two days in advance;
- (b) In the case of a special session, at least fourteen days in advance of the date fixed in accordance with rule 6 above.

Adjournment of session

Rule 8

The United Nations Environment Assembly may decide at any session to adjourn temporarily and resume its meetings at a later date.

II. AGENDA

Drawing up of the provisional agenda for a regular session

Rule 9

1. The Executive Director shall submit to the United Nations Environment Assembly at each regular session the provisional agenda for the following regular session. The provisional agenda shall include all items proposed by:

- (a) The United Nations Environment Assembly;
- (b) A State Member of the United Nations or member of a specialized agency or of the International Atomic Energy Agency;
- (c) The General Assembly;
- (d) The Economic and Social Council;
- (e) The Executive Director.

2. Items proposed under (b) above shall be accompanied by an explanatory memorandum and, if possible, by basic documents which shall be submitted to the Executive Director at least forty-nine days prior to the opening of the session.

3. In drawing up the provisional agenda, the Executive Director shall take account of suggestions made by the Environment Coordination Board, a specialized agency, the International Atomic Energy Agency, an appropriate United Nations body, or an intergovernmental organization referred to in rule 69 below. The Executive Director shall also consider suggestions from the international non-governmental organizations referred to in rule 70 below.

Communication of the provisional agenda

Rule 10

After the United Nations Environment Assembly has considered the provisional agenda for the following session, the provisional agenda, incorporating any amendments made by the United Nations Environment Assembly, shall be communicated by the Executive Director to all States Members of the United Nations or members of the specialized agencies and of the International Atomic Energy Agency, the Chairpersons of subsidiary organs of the United Nations Environment Assembly as appropriate, the President of the General Assembly when the Assembly is in session, the President of the Economic and Social Council, the appropriate United Nations bodies, the specialized agencies, the International Atomic Energy Agency, the intergovernmental organizations referred to in rule 69 below and the international non-governmental organizations referred to in rule 70 below.

Supplementary items

Rule 11

The inclusion of supplementary items in the provisional agenda considered by the United Nations Environment Assembly may be proposed by any authority entitled to propose items under paragraph 1 of rule 9. The request for inclusion of a supplementary item shall be supported by a statement from the authority proposing it, except in the case of the General Assembly, regarding the urgency of the consideration of the item. The Executive Director shall communicate to the United Nations Environment Assembly any requests for the inclusion of supplementary items received before the commencement of the regular session, together with such observations as the Executive Director may wish to make.

Adoption of the agenda

Rule 12

1. At the beginning of each regular session, subject to the provisions of rule 15 and after the election of officers when required under rule 18, the United Nations Environment Assembly shall adopt its agenda for the session on the basis of the provisional agenda and any supplementary items proposed in accordance with rule 11.

2. A State Member of the United Nations or member of a specialized agency or the International Atomic Energy Agency which has requested the inclusion of an item in the agenda under rule 9 or 11

above shall be entitled to be heard by the United Nations Environment Assembly on the inclusion of the item in the agenda for the session.

3. The United Nations Environment Assembly shall normally include in its agenda for the session only items for which adequate documentation has been circulated to members at least forty-two days before the beginning of the regular session of the United Nations Environment Assembly.

Allocation of items

Rule 13

The United Nations Environment Assembly may allocate items among the plenary meetings of the United Nations Environment Assembly and sessional committees and working parties, if any, set up in accordance with rule 61, and may refer items without preliminary debate in the United Nations Environment Assembly to:

- (a) One or more of its subsidiary organs, if any, set up in accordance with rule 63, for examination and report at a subsequent session of the United Nations Environment Assembly;
- (b) The Executive Director, for study and report at a subsequent session of the United Nations Environment Assembly; or
- (c) The proposer of the item, for further information or documentation.

Provisional agenda for a special session

Rule 14

The provisional agenda for a special session shall consist only of those items proposed for consideration in the request for the holding of the session. It shall be transmitted to the authorities mentioned in rule 10 at the same time as the notice convening the United Nations Environment Assembly.

Revision of the agenda

Rule 15

During a regular session, the United Nations Environment Assembly may revise the agenda for the session by adding, deleting, deferring or amending items. Only items which the United Nations Environment Assembly considers to be urgent and important shall be added to its agenda during the session.

III. REPRESENTATION AND CREDENTIALS

Rule 16

Each member of the United Nations Environment Assembly shall be represented by an accredited representative, who may be accompanied by such alternate representatives and advisers as may be required.

Rule 17

1. The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Executive Director before the first meeting which the representatives are to attend.
2. The Bureau of the United Nations Environment Assembly shall examine the credentials and submit its report to the United Nations Environment Assembly. This rule shall not, however, prevent a member from changing its representative, alternate representatives, or advisers subsequently, subject to proper submission and examination of credentials, where needed.

IV. UNITED NATIONS ENVIRONMENT ASSEMBLY BUREAU

Elections

Rule 18

1. At the commencement of the first meeting of a regular session, the United Nations Environment Assembly shall elect a President, eight Vice-Presidents and a Rapporteur from among its members. These officers shall constitute the Bureau of the United Nations Environment Assembly. The Bureau shall assist the President in the general conduct of business of the United Nations Environment Assembly. The Chairpersons of such sessional committees or working parties as may be established under rule 61 below shall be invited to participate in meetings of the Bureau.
2. In electing its officers, the United Nations Environment Assembly shall ensure that each of the five regions is represented by two members in the Bureau of the United Nations Environment Assembly.
3. The Offices of President and Rapporteur of the United Nations Environment Assembly shall normally be subject to rotation among the five groups of States referred to in section I, paragraph 1, of General Assembly resolution 2997 (XXVII).

Rule 19

Replacement of a Bureau member

1. During a session of the United Nations Environment Assembly, if a Bureau member, except the President, is unable to permanently carry out any of her or his functions, the Assembly may elect an alternate upon appointment by a member State or by the regional group to which that member belongs.
2. During the intersessional period, if a Bureau member resigns or is unable to exercise her or his functions, the member State or the regional group to which that member belongs shall nominate a replacement for the remainder of the term. The Executive Director shall immediately upon receipt of the nomination inform all members of the United Nations Environment Assembly of the nomination in writing. If within one month no objections are received in writing, the nominee is elected. If a member State objects, the nominee is elected if a majority of member States responding support the nominee.

Terms of office

Rule 20

The President, the Vice-Presidents and the Rapporteur shall hold office until their successors are elected. Subject to the provisions of rule 18, they shall be eligible for re-election. None of them may hold office after the expiration of the term of office of the member of which the officer concerned is a representative.

Acting President

Rule 21

If the President cannot preside at a meeting or any part thereof, the President shall appoint a Vice-President to take her or his place.

Replacement of the President

Rule 22

If the President ceases to be a representative of a member of the United Nations Environment Assembly or is unable to perform the President's functions, or if the State of which the President is a representative ceases to be a member of the United Nations Environment Assembly, the Bureau shall designate one of the Vice-Presidents as Acting President.

Powers of the Acting President

Rule 23

A Vice-President acting as President shall have the same powers and duties as the President.

Voting rights of the President

Rule 24

In the case of a member of the United Nations Environment Assembly, which is for the time being represented by the President, an alternate representative shall, at the discretion of the President, be permitted to participate in the proceedings and to vote in the United Nations Environment Assembly. In such a case the President shall not exercise the right to vote.

V. SECRETARIAT

Duties of the Executive Director

Rule 25

The Executive Director shall act in that capacity in all meetings of the United Nations Environment Assembly and of its subsidiary organs, if any. The Executive Director may designate any officer of the secretariat to act as the representative of the Executive Director.

Rule 26

The Executive Director shall direct the staff required by the United Nations Environment Assembly and any subsidiary organs which may be established by it.

Rule 27

The Executive Director shall be responsible for performing those functions in relation to the United Nations Environment Assembly which the Executive Director is required to undertake by General Assembly resolution 2997 (XXVII).

Rule 28

The Executive Director, or the Executive Director's representative, may, subject to rule 33, make oral as well as written statements to the United Nations Environment Assembly and its subsidiary organs, if any, concerning any question under consideration.

Rule 29

The Executive Director shall be responsible for all the necessary arrangements for meetings of the United Nations Environment Assembly and of its subsidiary organs, including the preparation and distribution of documents at least forty-two days in advance of the sessions of the United Nations Environment Assembly and its subsidiary organs, if any.

Duties of the Secretariat

Rule 30

The secretariat shall interpret speeches made at meetings; shall receive, translate and circulate the documents of the United Nations Environment Assembly and its subsidiary organs; and shall publish and circulate the resolutions, reports and relevant documentation of the United Nations Environment Assembly. It shall have the custody of the documents in the archives of the United Nations Environment Assembly and generally perform all other work which the United Nations Environment Assembly may require.

Estimates of expenditures

Rule 31

1. Before any proposal which involves expenditure from United Nations funds, including the resources of the Fund of the United Nations Environment Programme established by General Assembly resolution 2997 (XXVII), is approved by the United Nations Environment Assembly or by any of its subsidiary organs, the Executive Director shall circulate to all members of the United Nations Environment Assembly or of the subsidiary organ concerned, as early as possible, a report from the Secretary-General of the United Nations, in terms of Financial Regulations 2.10 and 2.11, on the estimated costs involved as well as on administrative and budgetary implications with reference to existing authorizations and appropriations in accordance with the provisions of section II, paragraph 3, and section III of General Assembly resolution 2997 (XXVII).

2. The United Nations Environment Assembly shall take into account the estimates referred to in paragraph 1 before adopting any proposal involving expenditure from United Nations funds including the resources of the Fund of the United Nations Environment Programme. If the proposal is adopted, the United Nations Environment Assembly shall indicate, whenever appropriate, the priority or degree of urgency which it attaches to the projects and, as the case may be, which current projects may be deferred, modified, or eliminated to ensure that the work of the United Nations Environment Programme will be carried on most effectively.

3. The Executive Director shall submit to the United Nations Environment Assembly in each odd-numbered year, for the following biennium, the estimates of expenditure of the United Nations Environment Programme borne by the regular budget of the United Nations. The Executive Director shall also submit to the United Nations Environment Assembly estimates of expenditures borne by the Fund of the United Nations Environment Programme, in accordance with the General Procedures formulated by the United Nations Environment Assembly under section III, paragraph 7, of General Assembly resolution 2997 (XXVII), and the Financial Rules of the said Fund.

VI. CONDUCT OF BUSINESS

Quorum

Rule 32

The President may declare a meeting open and permit the debate to proceed when at least one third of the members of the United Nations Environment Assembly are present. The presence of a majority of the members of the United Nations Environment Assembly shall be required for any decision to be taken.

Powers of the President

Rule 33

In addition to exercising the powers conferred upon the President elsewhere by these rules, the President shall declare the opening and closing of each meeting of the United Nations Environment Assembly, shall direct the discussion, ensure observance of these rules, accord the right to speak, put questions to the vote and announce decisions. The President shall rule on points of order and, subject to these rules, shall have control of the proceedings of the United Nations Environment Assembly and over the maintenance of order at its meetings. The President may propose to the United Nations Environment Assembly the limitation of time to be allowed to speakers, the limitation of the number of times each representative may speak on any question, the closure of the list of speakers or the closure of the debate. The President may also propose the suspension or the adjournment of the meeting or of the debate on the question under discussion.

Rule 34

The President, in the exercise of her or his functions, remains under the authority of the United Nations Environment Assembly.

Speeches

Rule 35

No person may address the United Nations Environment Assembly without having previously obtained the permission of the President. Subject to rules 36 and 37, the President shall call upon speakers in the order in which they signify their desire to speak. The President may call a speaker to order if remarks of the speaker are not relevant to the subject under discussion.

Precedence

Rule 36

The Chairperson, Vice-Chairperson or Rapporteur of a sessional committee or working party, or a designated representative of any subsidiary organ, may be accorded precedence in speaking for the purpose of explaining the conclusion arrived at by the sessional committee, working party or subsidiary organ concerned and for the purpose of replying to questions.

Points of order

Rule 37

1. During the discussion of any matter, a representative may at any time rise to a point of order, and the point of order shall be immediately decided by the President in accordance with the rules of procedure. A representative may appeal against the ruling of the President. The appeal shall be immediately put to the vote, and the ruling of the President shall stand unless overruled by a majority vote of the members present and voting.
2. A representative rising to a point of order may not speak on the substance of the matter under discussion.

Time limit on speeches

Rule 38

The United Nations Environment Assembly may limit the time allowed to each speaker and the number of times each person may speak on any question, except on procedural questions, when the President shall limit each intervention to a maximum of five minutes. When debate is limited and a speaker has spoken her or his allotted time, the President shall call the speaker to order without delay.

Closing of list of speakers

Rule 39

During the course of a debate the President may announce the list of speakers and, with the consent of the United Nations Environment Assembly, declare the list closed. The President may, however, accord the right of reply to any representative if, in the opinion of the President, a speech delivered after the President has declared the list closed renders this justified. When the debate on an item is concluded because there are no other speakers, the President, with the consent of the United Nations Environment Assembly, shall declare the debate closed.

Adjournment of debate

Rule 40

During the discussion of any matter, a representative may move the adjournment of the debate on the question under discussion. In addition to the proposer of the motion, one representative may speak in favour of and one against the motion, after which the motion shall be immediately put to the vote.

Closure of debate

Rule 41

A representative may at any time move the closure of the debate on the question under discussion, whether or not any other representative has signified a wish to speak of that representative. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the United Nations Environment Assembly is in favour of the closure, the President shall declare the closure of the debate.

Suspension or adjournment of the meeting

预览已结束，完整报告链接和二维码如下：

https://www.yunbaogao.cn/report/index/report?reportId=5_10545

