
Global Green Growth Institute

Eighth Session of the Council and Fourth Session of the Assembly (Joint Session)
18-19 November 2015, Seoul

Decision on the Rules of Procedure of the Council

The Council,

Recalling Articles 2 and 4 of the Agreement on the Establishment of the Global Green Growth Institute (GGGI), regarding the objectives and activities of the GGGI;

Recalling Article 8(8) of the Agreement on the Establishment of the GGGI, regarding the authority of the Council to establish its rules of procedure;

Recalling Rule 24 of the current Rules of Procedure of the Council adopted at the inaugural session of the Council on 23 October 2012;

Recalling Article 13 of the Agreement on the Establishment of the GGGI, regarding disclosure and transparency of the work of GGGI, and the supporting Council Decision on the Disclosure Policy [C/5/DC/3] adopted at the Fifth Session of the Council on 19-20 June 2014;

Approves the Rules of Procedure of the Council, as attached in Annex 1, which *supersedes and replaces in its entirety*

1. the Rules of Procedure of the Council [[C/1/1](#)] adopted at the Inaugural Session of the Council on 23 October 2012;
2. the Decision on the Process for Decision by Written Procedure [[C/3/DC/9](#)] adopted at the Third Session of the Council on 8-9 June 2013; and
3. the Criteria for Expert and Non-state Actor Members of the Council contained in Council Decision on Expert and Non-state Actors of the Council [[C/5/DC/4](#)] adopted at the Fifth Session of the Council on 19-20 June 2014.

Consistent with GGGI's Disclosure Policy, this document will be disclosed in the public domain upon approval.

Rules of Procedure of the Council

PART I. DEFINITIONS

Rule 1

For the purpose of these Rules:

- (a) “GGGI” means the international body known as the Global Green Growth Institute established under the Agreement.
- (b) “Agreement” means the Agreement on the Establishment of the Global Green Growth Institute, signed on 20 June 2012 in Rio de Janeiro, Brazil.
- (c) “Assembly” means the Assembly as established by Article 6 and described by Article 7 of the Agreement.
- (d) “Council” means the Council established by Article 6 and described by Article 8 of the Agreement.
- (e) “Members of the Council” – means the seventeen (17) members in accordance with Article 8(2) of the Agreement.
- (f) “Contributing Member” means a Member of the GGGI that has provided a qualifying financial contribution in accordance with Article 3(a) of the Agreement.
- (g) “Participating Member” means a member of the GGGI that is not a Contributing Member.
- (h) “Regional integration organization” means an organization constituted by sovereign states of a given region, to which its member states have transferred competence in respect of matters governed by the Agreement in accordance with the footnote to Article 5(1) of the Agreement.
- (i) “Experts” means individuals who can contribute substantially to the objectives of the GGGI.
- (j) “Non-State Actors” means international and intergovernmental organizations, private companies, research institutes and non-governmental organizations who can contribute substantially to the objectives of the GGGI.
- (k) “Members present and voting” means members present at the meeting at which voting takes place and casting an affirmative or negative vote in accordance with Article 3(c) of the Agreement.
- (l) “Observer” means a non-state entity or prospective member granted Observer status by the Assembly in accordance with Article 7(4) of the Agreement.
- (m) “Chair” means the Chair of the Council as elected in accordance with Article 8(9) of the Agreement.

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(n) “Director-General” means the Director-General appointed by the Assembly in accordance with Article 10 of the Agreement.

(o) “Secretariat” means the Secretariat established by Article 6 and described by Article 10 of the Agreement.

PART II. FUNCTIONS

Rule 2

The functions of the Council include:

(a) Nominating a Director-General for appointment by the Assembly, in accordance with Article 8(5)(a) of the Agreement.

(b) Appointing five (5) experts/non-state actors to the Council who can contribute substantially to the objectives of the GGGI, in accordance with Article 8(2)(c) of the Agreement.

(c) Approving the GGGI's strategy, and review the results, monitoring and evaluation framework, in accordance with Article 8(5)(b) of the Agreement.

(d) Approving the work program and budget, in accordance with Article 8(5)(c) of the Agreement.

(e) Approving audited financial statements, in accordance with Article 8(5)(d) of the Agreement.

(f) Approving the admission of new members to the Advisory Committee, in accordance with Article 8(5)(e) of the Agreement.

(g) Approving the criteria for country program selection, which shall be consistent with the objectives of the GGGI and based, inter alia, on objective criteria, in accordance with Article 8(5)(f) of the Agreement.

(h) Approving the Council Sub-Committees' membership, in accordance with Article 8(2)(g) of the Agreement.

(i) Approving staff regulations in accordance with Article 10(7) of the Agreement and approving other regulations of GGGI in accordance with the executive authority conferred under Article 8(1) of the Agreement.

(j) Appointing an external auditor, in accordance with Article 12(3) of the Agreement.

(k) Adopting its rules of procedures, in accordance with Article 8(8) of the Agreement.

(l) Performing other functions delegated by the Assembly or conferred in the Establishment Agreement, in accordance with Article 8(5)(h) of the Agreement.

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PART III. COMPOSITION

Rule 3

Composition of the Council

The Council shall comprise no more than seventeen (17) members, as follows: five (5) from Contributing Members, five (5) from Participating Members, five (5) Experts or Non-State Actors, the host country, which shall have a permanent seat on the Council, and the Director-General, in accordance with Article 8(2) of the Agreement.

Rule 4

Responsibilities of members

Prospective members of the Council shall:

- (a) Be bound by the Rules of Procedure of the Council.
- (b) Subject to their responsibilities on the Council, not disclose any confidential or proprietary information coming to their knowledge by reason of their duties for the Council. The duty of a member not to disclose confidential information constitutes an obligation in respect of that member, and shall remain an ongoing obligation after the expiration or termination of that member's term on the Council.

Rule 5

Nomination of non-state actors and experts

- (a) Prospective Experts and Non-State Actors members of the Council may be nominated by a member of the Council, including the Director-General, and shall be appointed by the Council in accordance with Article 8.2(c) of the Agreement.
- (b) Experts or Non-State Actors are in principle eligible to serve up to two (2) consecutive terms, unless otherwise decided by the Council.

Rule 6

Criteria for nomination of expert and non-state actor members

Any candidate selected to serve as an expert or non-state actor shall:

- (a) Be supportive of the objectives presented in Article 2 of the Agreement.
- (b) Be in a position at the time of selection that is consistent with the term "expert or non-state actor" (i.e., not hold a government position or be a representative of any state).
- (c) Be a recognized authority in a field of direct relevance to the accomplishment of the objectives of GGGI, and originate from one of five categories,
 - (i) the business sector;
 - (ii) cities/regions;
 - (iii) the science community;
 - (iv) finance/investor community; and

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(v) the environment community

(d) Have the capacity to present a viewpoint that enhances the breadth and depth of debate in the Council in executing its responsibilities as articulated in the Agreement.

(e) Be willing and able to serve on the Council and participate in sessions of the Council and Sub-Committee meetings or other meetings of governance organs as may be necessary.

Rule 7

Vacancies

(a) If a Contributing Member or a Participating Member of the Council resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, the Chair of the Council, bearing in mind the proximity of the next session of the Assembly, may nominate another member as candidate for consideration by the Assembly through written procedure, pursuant to Rule 17 of the Rules of Procedure of the Assembly, with due regard to the balanced representation among Contributing Members and Participating Members.

(b) If an Expert or a Non-State Actor serving as a member of the Council resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, the Chair of the Council may, in consultation with the other members of the Council and with the Secretariat, appoint a replacement through written procedure, pursuant to Rule 17 of the Rules of Procedure of the Assembly.

(c) Appointment pursuant to this Rule shall count as one (1) term, regardless of the actual time in position of any appointed alternate.

Rule 8

Removal

If a Contributing Member of the Council fails to fulfil its financial commitments to the GGGI, the Chair of the Council may put forward a motion to the Assembly calling for the removal from the Council of such member without prejudice to the ability of such member to stand in future elections to serve as a member of the Council, pursuant to Rule 49 of the Rules of Procedure of the Assembly.

PART IV. BUREAU

Rule 9

Responsibilities of the Chair

(a) The Chair shall preside over the sessions of the Council as provided for under this rule.

(b) In addition to exercising the functions conferred upon the Chair elsewhere by these Rules, the Chair shall declare the opening and closing of meetings, preside at meetings, ensure the observance of these Rules, accord the right to speak, put questions to the vote if necessary, and announce decisions. The Chair shall rule on points of order and, subject to these Rules, shall have control of the proceedings and over the maintenance of order at the session.

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(c) The Chair may propose to the Council a limitation on the time to be allowed to speakers and on the number of times each member may speak on a question, the adjournment or closure of the debate and the suspension or adjournment of a session.

Rule 10

Acting Chair

(a) The Chair, if absent from a session or any part thereof, or whenever he or she deems that for the proper fulfillment of the responsibilities of the Chair he or she should not preside over the Council during the consideration of a particular question, shall designate one of the Vice-Chairs at his or her discretion to act as Chair with the same powers and duties.

(b) If both Vice-Chairs in addition to the Chair are unable to serve in their respective capacities, the Council shall elect a member from among its members present to serve as Chair for that session.

(c) If the Chair or a Vice-Chair ceases to be able to carry out his or her functions, or ceases to be a member, a new Chair or Vice-Chair shall be elected for the remainder of the term.

Rule 11

Election of the Chair and Vice-Chairs

(a) The Council shall elect a Chair and two Vice-Chairs with terms of two (2) years in accordance with Article 8(9) of the Agreement.

(b) The Chair and the Vice-Chairs shall be elected by the members of the Council, with due regard to the balanced representation among the Contributing Members, Participating Members, and Experts and Non-State Actors.

(c) The Chair and Vice-Chair shall remain in office until their successors are elected.

Rule 12

Vacancies of the Chairs and Vice-Chairs

(a) Any vacancy in the position of the Chair, one or both of Vice-Chairs shall be filled in the same manner in which the original holder of that position was appointed.

(b) Any individuals appointed to fill such a position shall serve for the unexpired term of his or her predecessor.

Rule 13

Removal of the Chairs and Vice-Chairs

(a) If the Chair or Vice-Chairs are unable to attend two or more consecutive Sessions of the Assembly, the Assembly shall elect a new Chair or Vice-Chair for the remainder of the term of the predecessor.

(b) Election pursuant to this Rule shall count as one (1) term.

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PART V. SUB-COMMITTEES

Rule 14

Establishment of sub-committees

The Council may establish sub-committees, panels or working groups as it deems necessary for the performance of its functions.

Rule 15

Terms of reference of sub-committees

(a) In establishing a sub-committee, the Council shall also agree on their terms of reference, number of members, and tenure.

(b) The Terms of Reference of Sub-committees, shall be reviewed annually, or as otherwise outlined in their terms of reference, by the Council to determine whether they should be continued or their terms of reference modified.

Rule 16

Representation on sub-committees

(a) At least one (1) Contributing Member, one (1) Participating Member, and one (1) Expert or Non-State Actor Member of the Council shall be represented on each sub-committee, unless the Council decides otherwise.

(b) If a sub-committee that primarily focuses on audit and finance matters is established, it shall be chaired by a Contributing Member, in accordance with Article 8(12) of the Agreement.

PART VI. DELIBERATIONS AND DECISION MAKING

Rule 17

Deliberations and decisions

(a) Deliberations and decisions related to the Council's functions outlined in Rule 2 may be taken in ordinary and extraordinary sessions or by written procedure.

(b) The Council shall make every effort to reach decisions by consensus, in accordance with Article 8(7) of the Agreement.

(c) If all efforts at consensus have been exhausted, and no consensus reached, on the request by the Chair, decisions shall as a last resort be adopted by a simple majority of the members present and voting, except as otherwise provided in these Rules.

Rule 18

Ordinary and extraordinary sessions

(a) At the last session of the Council of each calendar year, the Chair shall propose the schedule of ordinary sessions for the following year.

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(b) To the extent possible, ordinary sessions of the Council shall be held in conjunction with sessions of the Assembly.

(c) An extraordinary meeting of the Council shall be convened upon the initiative of one-third of its members.

(d) The adoption of decisions shall require a majority of Contributing Members present and voting, as well as a majority of Participating Members present and voting.

Rule 19

Written procedure

(a) As may be desirable in fulfillment of its functions outlined in Rule 2 of these Rules of Procedure, the Council may take decisions by unanimous written consent in lieu of a meeting by means of mail, e-mail, facsimile or other methods of written communication.

(b) In communicating information regarding a decision by Written Procedure in accordance with Rule 19(a) above, the Secretariat shall transmit the draft decision and all necessary background materials to each Council member's designated focal point(s) with an invitation to approve the decision within a prescribed period, on a lapse-of-time basis.

(c) The Secretariat shall provide members of the Council a minimum period of fifteen (15) working days (the "lapse-of-time period") to provide comment on or otherwise object to the proposed decision.

(d) If no comments on or objections to the proposal are received by 5:00 p.m. (KST) on the last day of the lapse-of-time period, the decision will be considered adopted by the Council and will enter into effect as of the last day of the lapse-of-time period.

(e) If objection to the proposal is received, the Secretariat shall facilitate discussion(s) between the members of the Council via email, teleconference or other means of communication.

Rule 20

Disclosure of deliberations and decisions

Decisions and documents received, reviewed and adopted by the Council shall be open and made available to the public, in accordance with Article 13(a) of the Agreement and the GGGI Disclosure Policy.

PART VII. NOTIFICATION OF SESSIONS AND PROVISIONAL AGENDA

Rule 21

Notification of ordinary sessions

(a) The Secretariat shall, on behalf of the Chair, shall notify all Members of the Council and Observers of the date of each session of the Council, the opening date and expected duration thereof, at least ninety (90) calendar days prior to the date of such meeting.

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(b) If changes to the schedule are required, the Secretariat shall, in consultations with all members, give notice of any changes in the dates of the scheduled session.

Rule 22

Notification of extraordinary sessions

The Director-General, on behalf and under the authority of the Chair, shall notify all Members of the Assembly and Observers of each extraordinary session, of the opening date, place and expected duration thereof, at least thirty (30) calendar days in advance of the extraordinary session.

Rule 23

Place of sessions

Sessions of the Council shall be held at the headquarters of the GGGI, unless the Council decides otherwise.

Rule 24

Provisional agenda for ordinary sessions

(a) The Chair, assisted by the Secretariat, shall draft the provisional agenda of each ordinary session of the Council and distribute a copy of such provisional agenda to all those invited not later than sixty (60) calendar days in advance of the session.

(b) The provisional agenda for each ordinary session should generally include:

- (i) Items linked to the functions of the Council, as outlined in Rule 2 of these Rules of Procedure;
- (ii) Items decided to be included in the agenda at a previous session of the Council;
- (iii) Items proposed by Members of the Council; and
- (iv) Items proposed by the Director-General

Rule 25

Supplementary items for ordinary sessions

Any Members of the Council or the Director-General may, not later than thirty (30) calendar days before the date set for the opening of any ordinary session, request the inclusion of supplementary items in the agenda. With the approval of the Chair, such items shall be placed on a supplementary list, which shall be communicated to Members not later than twenty-one (21) days before the opening of the session.

Rule 26

Additional items for ordinary sessions

Any items of an important and urgent character, proposed by a Member or the Council, which have not been placed on the provisional agenda pursuant to Rule 24 of these Rules or on the supplementary items pursuant to Rule 25 of these Rules, shall be referred to the President at the opening of the session.

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Rule 27

Provisional agenda of extraordinary sessions

The provisional agenda for all extraordinary sessions of the Council shall consist only of those items proposed for consideration in the decision or the request for holding the extraordinary session and shall be prepared by the Chair, assisted by the Secretariat, and shall be sent by him or her to all Members of the Council together with the notification of the extraordinary session.

Rule 28

Additional items for extraordinary sessions

Any items of an important and urgent character, proposed by a Member of the Council, which have not been placed on the provisional agenda for an extraordinary session pursuant to Rule 27 of these Rules shall be referred to the Chair, which shall report promptly thereon to the council.

Rule 29

Explanatory memoranda

Each item proposed for inclusion in the agenda shall be accompanied by such supporting documents as may be necessary to support the Chair's decision to include the item on the agenda and the Council's subsequent consideration of the issue.

Rule 30

Supporting documents

All draft decisions as well as other documents relating to the provisional agenda of the session shall be sent no later than thirty (30) calendar days before the date set for the opening of any ordinary session by the Chair, assisted by the Secretariat, to each Member of the Council.

PART VII. CONDUCT OF SESSIONS

Rule 31

Delegation at sessions

(a) Each Contributing Member and Participating Member of the Council shall designate one representative, who may be accompanied by an alternate representative and advisers, as may be required. The representative and all such alternates and advisers shall constitute the Member's delegation to the Council.

(b) Members of the Council shall submit the names of their accredited representatives, alternates and advisers to the Secretariat at least seven (7) calendar days before the session such persons are to attend.

(c) Non-State Actor or Expert members of the Council may also be accompanied by advisers, and shall submit the names of their advisers to the Secretariat at least seven (7) calendar days before the session such advisers are to attend.

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Rule 32

Quorum for sessions

The Chair shall declare a session open and permit decision of the Council when delegations of at least a simple majority of the members, in accordance with Article 3(c) of the Agreement.

Rule 33

Approval of the agenda

The Council, at the beginning of each session, shall adopt the agenda and if applicable, additional items for the session

Rule 34

Statements by the Secretariat

The Director-General, or a member of the Secretariat designated by the Director-General as a representative, may at any time make either oral or written statements to the Members Council concerning any matters under consideration by it.

Rule 35

Interventions by members

(a) The Chair will accord the right for members to speak in the order in which they intervene, followed by observers.

(b) The Chair may limit the time to be allowed to each speaker and the number of times each representative may speak on any item.

Rule 36

Points of Order

(a) During the discussion of any matter, a Member of the Council may at any time raise a point of order which shall be decided immediately by the Chair in accordance with these Rules.

(b) A Member may appeal against the ruling of the Chair. The appeal shall be put to a vote immediately and the ruling of the President shall stand, unless overruled by a majority of the members present and voting.

(c) A Member may not, in raising a point of order, speak on the substance of the matter under discussion.

Rule 37

Decisions on competence

Any motion calling for a decision on the competence of the Council to discuss any matter or to adopt a proposal or an amendment to a proposal submitted to it shall be put to the vote before the matter is discussed or a vote taken on the proposal or amendment in question.

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Rule 38

Proposals and amendments

Proposals and amendments to proposals shall normally be prepared in writing by Members and submitted to the Secretariat, which shall circulate copies to Members. Following the distribution of copies, Members shall be given reasonable time before proposals are discussed or considered for decision.

Rule 39

Withdrawal of proposals or motions

A proposal or motion may be withdrawn by its proposing Member at any time before voting on the proposal or motion has begun, provided that the proposal or motion has not been amended. A proposal or motion withdrawn may be reintroduced by any other Member.

Rule 40

Reconsideration

When a proposal has been adopted or rejected, it may not be reconsidered at the same session, unless the Assembly so decides. Permission to speak on a motion to reconsider shall be accorded only to the Member proposing the motions, and one other supporter, after which it shall be put immediately to a vote.

PART VIII. VOTING

Rule 41

- (a) The Council shall make every effort to reach decisions by consensus. If all efforts at consensus have been exhausted, and no consensus reached, on the request by the Chair, decisions shall as a last resort be adopted by a voting.
- (b) Should a decision be put to a vote, each member of the Council shall have one vote, with the exception of the Director-General, in accordance with Article 8(2)(e) of the Agreement;
- (c) The adoption of decisions shall require a majority of Contributing Members present and voting, as well as a majority of Participating Members present and voting.

Rule 42

Method of voting

- (a) Voting, except for elections, shall normally be by show of hands.
- (b) All elections shall be held by secret ballot, unless otherwise decided by the Assembly.
- (c) If a Member requests, a roll-call shall be taken in the English alphabetical order of the names of the Members participating in the session, beginning with the Member whose name is drawn by lot by the President, unless the Council decides otherwise.

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(d) However, if at any time a Member of the Council requests a secret ballot that shall be the method of voting on the issue in question.

Rule 43

Record of voting

(a) The vote of each Member participating in a roll-call vote shall be recorded in the relevant documents of the session.

(b) The Secretariat shall be responsible for recording the votes of each session.

Rule 44

Control of voting procedure

(a) After the Chair has announced the beginning of voting, no Member shall interrupt the voting except on a point of order in connection with the actual conduct of the voting.

(b) The Chair may permit Members to explain their votes, and may limit the time allowed for such explanations.

(c) The Chair shall not permit a Member who puts forward a proposal or an amendment to a proposal to explain his or her vote on his or her own proposal or amendment, except if it has been amended.

Rule 45

Reconsideration of vote

(a) If a vote is equally divided in voting other than elections, the Chair will give additional time within the session, for reconsideration of the issue before the proposal is once again put to vote.

(b) In case the vote is still equally divided, the proposal voted upon shall be considered as not adopted.

PART IX. LANGUAGES

Rule 46

Working language

(a) The working language of the Council shall be English.

(b) Any representative may make an intervention in a language other than English provided that, if he or she does so, he or she shall himself or herself provide for simultaneous interpretation into English.

Rule 47

Language of documents

English shall be the language of the official documents issued by the GGGI.

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PART X. THE SECRETARIAT

Rule 48

- (a) The Director-General, or an official of the Secretariat appointed by the Director-General, shall serve as secretary to the Council and any sub-committees of the Council.
- (b) The Secretariat shall be responsible for all the necessary arrangements for the sessions of the Council, including:
- (i) The receipt and distribution of all documents to Members of the Council;
 - (ii) The preparation of a summary of the proceedings of the Council and its circulation to all Members of the Council;
 - (iii) The maintenance of documents of the Council in the archives of the GGGI;
 - (iv) The publication of documents of the Council in accordance with the GGGI Disclosure Policy
 - (v) The performance of all other duties and responsibilities designated by the Chair of the Council.

PART XI. AMENDMENT AND SUSPENSION OF THE RULES OF PROCEDURE

Rule 49

Amendment to the Rules of Procedure

- (a) Amendment shall be made by consensus of the Members of the Council.
- (b) If all efforts at consensus have been exhausted, and no consensus reached, on the request by the Chair of the Council, amendment to the Rules of Procedure are adopted by a majority of Members of Council, as well as a majority of both Contributing Members and Participating Members present and voting.

Rule 50

Suspension of the Rules of Procedure

Any of these Rules may be suspended, subject to the provisions of the Agreement, by a decision taken by a two-thirds majority of the Members of the Council present and voting.

/End

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