Global Green Growth Institute

RULES OF PROCEDURE OF THE ASSEMBLY

Global Green Growth Institute

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RULES OF PROCEDURE OF THE ASSEMBLY

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 as defined below.

(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 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) Advisory Committee – means the Advisory Committee established by Article 6 and described by Article 9 of the Agreement.

(f) Member – means a Participating Member or Contributing Member.

(g) Contributing Member – means a Member of the GGGI that has provided a qualifying financial contribution in accordance with Article 3 a of the Agreement.

(h) Participating Member – means a Member of the GGGI that is not a Contributing Member.

(i) Members present and voting – means Members present at which voting takes place and casting an affirmative or negative vote.

(j) Experts – means experts who can contribute substantially to the objectives of the GGGI.

(k) Non-State Actors – means non-state actors who can contribute substantially to the objectives of the GGGI.

(l) Observer – means a non-state entity granted Observer status by the Assembly in accordance with Article 7.4 of the Agreement.

(m) President – means the President of the Assembly as elected in accordance with Rule 22 of these Rules.

(n) Secretariat – means the Secretariat established by Article 6 and described by Article 10 of the Agreement.

(o) Director-General – means the Director-General appointed by the Assembly in accordance with Article 10 of the Agreement.

II. SESSIONS

A. Notification

Rule 2. Notification of Sessions

The Director-General, on behalf and under the authority of the President, shall notify all Members of the Assembly, at least 90 days in advance of each ordinary session, of the opening date and expected duration thereof.

Rule 3. Notification of Extraordinary Sessions

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

B. General

Rule 4. Convening of Sessions

The Assembly shall meet once every two years in ordinary sessions, or as otherwise decided by the Assembly. An extraordinary session of the Assembly shall be convened upon the initiative of one-third of its Members.

Rule 5. Place of Sessions

Sessions of the Assembly shall take place at the headquarters of the GGGI, unless the Assembly decides otherwise.

Rule 6. Written Procedure

As may be required in extraordinary circumstances for the fulfillment of its powers and functions, the Assembly may act by means of proxy letter, e-mail or such other method of communication.

The participation of the Members of the Assembly may be facilitated and the votes of the Members of the Assembly may be recorded, subject to procedures determined by the Assembly in a separate decision whereby the provisions of the Agreement as well as other relevant provisions of these Rules shall be fully respected.

III. AGENDA

A. Ordinary Sessions

Rule 7. Provisional Agenda

The President, assisted by the Secretariat, shall draft the provisional agenda of each ordinary session of the Assembly and distribute a copy of such provisional agenda to all those invited to the meeting not later than 30 days in advance of the session.

Rule 8. Contents of the Provisional Agenda

The provisional agenda for each ordinary session should generally include:

(a) all items the inclusion of which has been decided by the Assembly at a previous session;

(b) items proposed by Members of the Assembly;

(c) all items proposed by the Council, including those which were brought to the attention of the Council by the Director-General;

(d) election of the members to the Council in accordance with Article 8.2 of the Agreement;

(e) appointment of the Director-General nominated by the Council, if necessary;

(f) the draft report of the implementation of the GGGI's activities in accordance with Article 7.5 of the Agreement, submitted to the Council, and such other reports as the Council deems necessary or which the Assembly may request;

(g) the draft work program, organizational chart and budget of the GGGI, approved by the Council;

(h) the external auditor's report, the annual audit of the GGGI and reports of any other audit activity that may have been conducted during the reporting period;

(i) the opening date, venue and anticipated duration of the next ordinary session of the Assembly; and

(j) other items required by the Agreement.

Rule 9. Supplementary Items

Any Members of the Assembly, the Council, or the Director-General in agreement with the Council, may, not later than 30 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 President, such items shall be placed on a supplementary list, which shall be communicated to Members at least 21 days before the opening of the session.

Rule 10. Approval of the Agenda

The Assembly, at the beginning of each session, shall adopt the agenda and if applicable, the supplementary items for the session.

Rule 11. Additional Items for Provisional Agenda of 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 8 of these Rules or on the supplementary items pursuant to Rule 9 of these Rules, shall be referred to the President, who shall report promptly thereon to the Assembly. Such items may be placed on the agenda in accordance with Rule 42 of these Rules.

B. Extraordinary Sessions

Rule 12. Provisional Agenda of Extraordinary Sessions

The provisional agenda for all extraordinary sessions of the Assembly 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 President, assisted by the Secretariat, and shall be sent by him or her to all Members of the Assembly together with the notification of the extraordinary session.

Rule 13. Additional Items for Provisional Agenda of Extraordinary 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 for an extraordinary session pursuant to Rule 12 of these Rules shall be referred to the President, which shall report promptly thereon to the Assembly. Such items may be placed on the agenda in accordance with Rule 42 of these Rules.

C. General

Rule 14. Explanatory Memoranda

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

Rule 15. Circulation of Supporting Documents

All draft reports, decisions, program and budget of the GGGI and other documents relating to the provisional agenda of the session shall be sent together with the provisional agenda by the President, assisted by the Secretariat, to each Member of the Assembly. All supporting documents shall at the same time be made available on the GGGI's website or other means for the purpose of transparency and accessibility, with the exception of those documents that are decided to be confidential by the Assembly or the Council.

IV. REPRESENTATION

Rule 16. Composition of Delegation

Each Member of the Assembly shall be represented at the Assembly by one representative, who may be accompanied by alternates and advisers as may be required by the delegation. The representative and all such alternates and advisers shall constitute the Member's delegation to the Assembly.

Rule 17. Alternates

Each representative may designate an alternate in his or her delegation to act in his or her place during the Assembly.

Rule 18. Representation of Other Subsidiary Organs of the Assembly

Each representative may designate any member in his or her delegation to act for his or her delegation on any subsidiary organ of the Assembly on which his or her delegation is represented.

Rule 19. Submission of Credentials

The credentials of each representative and the names of the persons constituting the Member's delegation shall be submitted to the Secretariat at least 7 days in advance of the session which the delegation will attend. The credentials shall be issued by the competent authority of the Member.

Rule 20. Participation of Observers

Non-state entities to whom Observer status may be granted by the Assembly under Article 7.4 of the Agreement shall inform the President, who shall place such request for Observer status on the agenda of the Assembly for its consideration.

Rule 21. Notification to Observers

The Secretariat, in coordination with the President, shall notify those entitled to be Observers pursuant to the Rule 20 above of the date and venue of any session.

V. BUREAU

Rule 22. Election of President and Vice-Presidents

At the commencement of the first meeting of each ordinary session, the Assembly shall elect a President and two Vice-Presidents with terms of two years. One Vice-President shall be elected from among the Contributing Members. The other Vice-President shall be elected from among the Participating Members. The President and Vice-Presidents shall serve in their capacity at any

extraordinary sessions and remain in office until their successors are elected at the next ordinary session.

Rule 23. Acting President

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

Rule 24. Vacancies

Any vacancy in the position of the President or the Vice-Presidents shall be filled in the same manner in which the original holder of that position was appointed. Any individuals appointed to fill such a position shall serve for the unexpired term of his or her predecessor.

Rule 25. Rapporteur

At the beginning of each Assembly session, the President shall propose a Member to act as Rapporteur. With the assistance of the Secretariat, the Rapporteur will be responsible for the recording and transcription of the proceedings of the meeting, the preparation, review of the record, and such other related duties and responsibilities as may be assigned by the President.

VI. COUNCIL, ADVISORY COMMITTEE, AND SECRETARIAT

Rule 26. Representation of the Council

The Council shall be represented by its Chair. Each of the five Experts or Non-State Actors of the Council may also be present at the Assembly during his or her membership term.

Rule 27. Representation of the Advisory Committee

The Advisory Committee shall be represented by its Chair without the right to vote at all sessions of the Assembly.

Rule 28. Role of the Director-General

The Director-General shall participate without the right to vote at all sessions of the Assembly and other subsidiary organs, or he or she may designate a member of the Secretariat to represent him or her at any such sessions. The Director-General or his or her representative may make oral or written statements to such sessions. The Director-General may be accompanied by staff of the Secretariat at his or her discretion.

Rule 29. Duties of the Secretariat

The Director-General shall provide the staff required by the Assembly, the Council, the Advisory Committee and any other subsidiary organs and shall be responsible for all the necessary arrangements for the sessions of the Assembly, the Council and any other subsidiary organs. These arrangements shall include:

(a) the receipt, reproduction and distribution of documents of the Assembly, the Council, the Advisory Committee, and any other subsidiary organs;
(b) the maintenance of documents of the Assembly in the archives of the GGGI;
(c) the publication of reports of the sessions of the Assembly;
(d) the distribution of all documents of the Assembly to the Members of the GGGI; and
(e) the performance of all other work which the Assembly, the Council, the Advisory Committee, or any other subsidiary organs may require.

VII. SUBSIDIARY ORGANS OF THE ASSEMBLY

Rule 30. Establishment of Subsidiary Organs

The Assembly may, in accordance with Article 6.2 of the Agreement, establish subsidiary organs as it deems necessary for the performance of its functions, in accordance with Article 7.5 a – g of the Agreement. Subsidiary organs created by the Assembly may include experts nominated by Members and the Council, as well as independent experts, if appropriate.

VIII. CONDUCT OF BUSINESS AT SESSIONS OF THE ASSEMBLY

Rule 31. Quorum

The President may declare a meeting open and permit discussion to proceed when representatives of at least a simple majority of the Members of the Assembly are present, in accordance with Article 3 c of the Agreement.

Rule 32. Public Disclosure of Activities of the Assembly

Pursuant to Article 13 a of the Agreement, the discussions, decisions and documents received, reviewed and adopted by the Assembly shall be open and made available to the public, unless otherwise decided by the Assembly.

Rule 33. Functions of the President during Assembly Sessions

In addition to exercising the powers which are conferred upon him or her by these Rules, the President shall declare the opening and closing of each session of the Assembly, direct its discussions, ensure observance of these Rules, accord the right to speak, put questions and announce decisions. The President shall rule on points of order and, subject to these Rules, shall have control of the proceedings of the Assembly and over the maintenance of order at its sessions. The President may propose to the Assembly the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak on any question, limitation on whether Observers may speak on any question, the closure of the list of speakers or the closure of the debate. He or she may propose the suspension or adjournment of the session or the adjournment of the debate on the item under discussion. The President, in the exercise of his or her functions, shall remain under the authority of the Assembly.

Rule 34. Points of Order

During the discussion of any matter, a Member may at any time raise a point of order which shall be decided immediately by the President in accordance with these Rules. A Member may appeal against the ruling of the President. 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. A Member may not, in raising a point of order, speak on the substance of the matter under discussion.

Rule 35. Decisions on Competence

Any motion calling for a decision on the competence of the Assembly 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.

Rule 36. 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 37. 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 38. 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.

Rule 39. Participation of Observers

A Member may nominate an Observer to speak on a subject in the Assembly. If no other Member objects, the Observer may speak only on the subject at hand. If any other Member objects, the motion will be put to a vote immediately and the Observer may speak, unless overruled by a simple majority of Members.

IX. VOTING AND ELECTIONS

Rule 40. Member Voting

Each Member shall have one vote, in accordance with Article 7.6 of the Agreement.

Rule 41. Regional Integration Organizations

Members that are regional integration organizations shall, in matters for which they are responsible in accordance with Articles 5.4 and 5.5 of the Agreement, exercise their right to vote with a number of votes equal to the number of their member states that are parties of the Agreement, in accordance with Article 7.7 of the Agreement.

Rule 42. Adoption of Decisions

The Assembly 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 President, 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. 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 43. Questions on Subject Matter

If a question arises as to whether a matter is one of a procedural or substantive nature, the President shall rule on the question. An appeal against this ruling 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.

Rule 44. Order of Voting

If two or more proposals relate to the same question, the Members shall vote on the proposals in the order in which they have been submitted, unless the Assembly decides otherwise. The Assembly, after each vote on a proposal, may decide whether to vote on the next proposal.

Rule 45. Separation of Proposals

Any Member may request that any part of a proposal or of an amendment to a proposal be voted on separately. The President shall allow the request, unless a Member objects. If an objection is made to the request for division, the President shall permit two Members to speak, one in favor of and the other against the request, after which the request for division shall be put immediately to a vote.

Rule 46. Voting on Separated Proposals

If the request referred to in Rule 45 above is allowed or adopted, those parts of a proposal, or of an amendment to a proposal, which have been approved shall then be put to a vote as a whole. If all the operative parts of a proposal or amendment have been rejected, the proposal or amendment shall be considered to have been rejected as a whole.

Rule 47. Proposal Amendments

A motion is considered to be an amendment to a proposal if it merely adds to, deletes from, or revises parts of that proposal. An amendment shall be voted on before the proposal to which it relates is put to the vote, and if the amendment is adopted, the amended proposal shall then be put to a vote.

Rule 48. Order of Amendments

If two or more amendments are moved to a proposal, the Assembly shall first vote on the amendment furthest removed in substance from the original proposal, then on the amendment next furthest removed there from, and so on, until all amendments have been put to the vote. The President shall determine the order of voting on the amendments under this rule.

Rule 49. Method of Voting

Voting, except for elections, shall normally be by show of hands. 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 Assembly decides otherwise. However, if at any time a Member of the Assembly requests a secret ballot, that shall be the method of voting on the issue in question.

Rule 50. Record of Voting

The vote of each Member participating in a roll-call vote shall be recorded in the relevant documents of the session**.** The Rapporteur shall be responsible for recording the votes of each session.

Rule 51. Control of Voting Procedure

After the President 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. The President may permit Members to explain their votes, and may limit the time allowed for such explanations. The President 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 52. Reconsideration of Vote

If a vote is equally divided in voting other than elections, the President will give additional time within the session, for reconsideration of the issue before the proposal is once again put to vote. In case the vote is still equally divided, the proposal voted upon shall be considered as not adopted.

Rule 53. Election by Ballot

All elections shall be held by secret ballot, unless otherwise decided by the Assembly.

Rule 54. Election of Council Members

(a) Pursuant to Article 7.5 a of the Agreement, and in accordance with Rule 42 of these Rules, members of the Council shall be elected for a period of two years and be eligible in principle to serve up to two consecutive terms[1]. The members shall remain in office until their successors are elected or appointed. The President shall communicate to the Members, at the same time as putting forward the agenda, the anticipated number of seats on the Council to be filled by election at that session, based on the formula set out in Article 8.2 of the Agreement. Any adjustment in that anticipated number shall be

[1] The Assembly shall decide on a system of rotation for both Contributing Members and Participating Members as soon as practicable but not later than its second regular session.

announced by the President at the opening of such session.

(b) For the purposes of continuity of the Council membership, two from Contributing Members, two from Participating Members, and three Experts or Non-State Actors shall serve an initial term of one year, pursuant to Article 8.4 of the Agreement, on a voluntary basis. If efforts to identify these members on a voluntary basis do not succeed, and there remain seats to be filled for the initial term of one year, then the Council shall determine which members shall serve for the initial term of one year by drawing lots. The members shall remain in office until their successors are elected or appointed.

Rule 55. Presentation of the Candidates for Election

The President shall present to the Assembly candidates for election to the Council, in accordance with Article 7.5 a of the Agreement.

Rule 56. Term of Office

The term of office of each Member shall begin at the close of the regular session at which it is elected and shall end at the close of the second regular session following that election. The term of office of Members elected at the first session of the Assembly shall begin immediately after their election.

Rule 57. Elections to Fill One Elective Place

If, when one person is to be elected, no candidate obtains in the first ballot a majority of the votes cast by the members present and voting, a second ballot restricted to the two candidates obtaining the largest number of votes shall be taken. If in the second ballot the votes are equally divided, the President shall decide between the candidates by drawing lots. In the case of a tie in the first ballot among three or more candidates obtaining the largest number of votes, a second ballot shall be held. If a tie results among more than two candidates, the President shall decide between the candidates by drawing lots.

Rule 58. Elections to Fill Two or More Elective Places

When two or more elective places are to be filled at one time under the same conditions, those candidates obtaining in the first ballot the majority required shall be elected. If the number of candidates obtaining the majority required is less than the number of elective places to be filled, there shall be no more than two ballots in respect of each elective place remaining to be filled. If in the first ballot for an unfilled elective place no candidate obtains the majority required, a second ballot shall be taken which shall be restricted to the two candidates who obtained the largest number of votes in the first ballot for that elective place. If in the second ballot for that elective place the votes are equally divided, the President shall decide between the candidates by drawing lots.

X. LANGUAGES

Rule 59. Language

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

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

Rule 60. Language of Documents

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

XI. RECORDS

Rule 61. Reports

(a) Reports of sessions of the Assembly shall be issued by the Secretariat within 30 days of the session and shall contain the text of all recommendations and decisions of the Assembly at the session.

(b) Reports of meetings of the Council, Advisory Committee, and any other subsidiary organs of the Assembly shall also be issued by the Secretariat within 30 days of the respective meetings, unless the Assembly decides otherwise.

XII. AMENDMENTS AND SUSPENSION

Rule 62. Amendment to the Rules of Procedure

Amendment to the Rules of Procedure shall be made by consensus of the Members of the Assembly. If all efforts at consensus have been exhausted, and no consensus reached, on the request by the President of the Assembly, amendments to these Rules are adopted by a majority of Contributing Members present and voting, and a majority of Participating Members present and voting.

Rule 63. Suspension of Rules

Any of these Rules may be suspended by a decision of the Assembly taken by a two-thirds majority of the Members present and voting.