



PEACE, PROSPERITY AND  
REGIONAL INTEGRATION



# Rules and Procedures for the Steering Committee (SC) for Inter-regional Platform for the Management of Desert Locust and Other Trans-Boundary Pests

## RULE 1: COMPOSITION

1. The Steering Committee of the Inter-regional Platform for the Management of Desert Locusts and Other Trans-Boundary Pests shall be composed of the following **VOTING**

### **MEMBERS:**

- One representative from each of the participating IGAD Member States (7).
- One representative from the IGAD Secretariat
- One representative from Desert Locust Control Organization for Eastern Africa (DLCO-EA)

2. The following representatives from the development and technical Partners shall be **OBSERVERS** at the Platform Steering Committee (PSC);

- One representative from the World Bank
- One representative from Food and Agriculture Organisation of the United Nations (FAO)
- One representative from French Development Agency (AFD)
- One representative from Centre for Agriculture and Bioscience International (CABI)
- One representative from International Centre of Insect Physiology and Ecology (ICIPE)
- One representative from Commission for Controlling the Desert Locust in the Central Region (CRC)
- One representative from the UK Foreign, Commonwealth & Development Office (FCDO)

- One representative from United States Agency for International Development (USAID)
  - One representative from European Union (EU)
  - One representative from the Gates Foundation
  - One representative from African Development Bank (AfDB)
  - One representative from African Union Commission (AUC)
  - One representative from the Private sector
3. The following representatives from IGAD and DLCO-EA shall participate as **NON-VOTING PARTICIPANTS**;
- IGAD specialised institutions and divisions. The Desert Locust and Transboundary Pest Response Coordination Unit (DLRCU) under the IGAD Food security, nutrition and Resilience Analysis Hub (IFRAH) will act as the Platform Secretariat.
  - DLCO-EA specialised units namely; Air-Unit Operations, Information and Forecasting, and Operational Research.
4. In case a VOTING MEMBER, OBSERVER or NON-VOTING PARTICIPANT is unable to attend a PSC meeting, the name of the alternative representative shall be submitted to the Secretariat by the relevant institution not later than one week before the meeting. Participation of advisers, who are not staff of the Secretariat or representatives from technical collaboration institutions, will be subject to prior agreement of the PSC.
5. Technical collaboration institutions and any organization dealing with desert locusts and other transboundary pests may be invited by the co-chairs or recommended by the PSC as INVITEES in recognition of the need to engage international and regional institutions on the subject for sharing experiences.

## RULE 2: REPORTING AND PLANNING FOR PSC MEETINGS

1. The co-Chairs will report to the PSC on the progress of the implementation of Platform activities and prepare all PSC documents.
2. The Secretariat will assist the co-Chairs in reporting and planning.

### RULE 3: CHAIRMANSHIP

1. The PSC will be co-Chaired by IGAD and DLCO-EA.

### RULE 4: MEETINGS

1. The PSC will meet at least twice a year, in a manner and form (physical, virtual or hybrid) and at a location determined by the IGAD ES, DLCO-EA Director and the PSC to be appropriate. This place shall be communicated in the invitation letter and other accompanying documents sent out to PSC members.
2. To be valid and authorised to make decisions, the quorum for PSC meetings (physical, virtual or hybrid) shall be by a simple majority of all VOTING MEMBERS.
3. Unless otherwise specified, notification of the PSC meeting shall be sent at least one month in advance. Meetings of the PSC shall not be held in public unless the PSC decides otherwise.
4. The PSC may meet in an extraordinary session at the request of either the co-chairs or one-third of the VOTING MEMBERS. The request shall be addressed to the PSC Secretariat and shall state the agenda items proposed for discussion. The meeting shall not be held later than one month after notification of the request to the Secretariat.
5. Notices convening ordinary meetings shall be sent out by the Secretariat to all VOTING MEMBERS, OBSERVERS, NON-VOTING PARTICIPANTS and INVITEES at least 1 month prior to the scheduled meeting.

### RULE 5: FUNCTIONS OF THE OBSERVERS

1. OBSERVERS shall attend all PSC meetings, except in cases where confidential matters are being discussed, in application to Rule 4 point 5. OBSERVERS may provide technical advice to the PSC at the request of the Secretariat.

### RULE 6: FUNCTIONS OF THE NON-VOTING PARTICIPANTS

1. NON-VOTING PARTICIPANTS may provide technical advice to the PSC at the request of the Secretariat.
2. The Secretariat shall act as a rapporteur during PSC meetings.

3. Representatives of technical collaboration institutions dealing with desert locusts and other transboundary pests may attend PSC meetings upon invitation from the Secretariat or on the explicit invitation of the co-chairs of the PSC.

## RULE 7: AGENDA

1. The PSC agenda will be developed by the Secretariat under the direction of the co-chairs of the Platform and with input from the working groups and other PSC members.
2. Items for inclusion on the agenda shall be submitted to the Secretariat with all relevant documentations at least 14 days prior to the PSC session.
3. In particular, the draft agenda shall include, matters from the previous meeting, items decided on by the PSC and any other item requested for by a MEMBER, either during a previous meeting or in a communication addressed to the Secretariat not later than two months before the meeting.
4. Urgent matters may, however be brought before the Secretariat and/or the co-Chairs for consideration before the opening of the meeting.
5. The Secretariat shall distribute the agenda to VOTING MEMBERS, OBSERVERS and NON-VOTING PARTICIPANTS together with the notice of convening the meeting and any relevant documents.
6. The draft agenda shall be discussed and adopted by the PSC, after necessary modifications, if any, immediately after the opening of the meeting.

## RULE 8: ROLES OF THE CO-CHAIRS AND CONDUCT OF BUSINESS

The co-Chairs shall:

1. Subject to the provision of these Rules, convene and guide the proceedings of PSC meetings. In particular, they shall declare the opening and closing of each meeting, lead the discussions, ensure observance of these rules, put proposals to the vote and announce decisions. Co-Chairs may propose adjournment or closure of the debates or adjournment or suspension of a meeting.
2. Submit to a vote, matters under discussion and announce the results of the vote taken. They shall ascertain, before each vote, that a quorum of simple majority of VOTING MEMBERS is present.

3. Authorise members to take the floor during PSC meetings, choose the list of speakers or limit the time given to each speaker or the number of speeches by each representative on a given question. Subject to the provisions of Rule 8, the co-Chairs shall call upon the speakers in the order in which they have asked to speak.
4. Call to order a speaker whose remarks have no bearing on the subject being discussed.
5. Submit for approval the records of the sessions to PSC members and the General Assembly.

## RULE 9: PROCEDURAL MOTIONS

1. During a PSC meeting, any VOTING MEMBER may move a point of order. The co-Chairs shall give an immediate ruling on this motion. Any VOTING MEMBER may appeal against the co-Chairs' ruling, in which case the appeal shall be debated and put to the vote. Unless the appeal is upheld by a majority of VOTING MEMBERS present, the co-Chairs' ruling shall stand.

## RULE 10: VOTING

1. The PSC's vote shall be by a simple majority of the VOTING MEMBERS participating at the meeting, with the understanding that the quorum required for having a valid PSC has been reached.
2. VOTING MEMBERS shall normally vote by a show of hands, except if a VOTING MEMBER requests a roll-call, which shall then be taken in the English alphabetical order of the names of the VOTING MEMBERS' institutions, beginning with the VOTING MEMBER that requested the roll-call. The vote or abstention of each MEMBER shall be recorded in the minutes.
3. Upon demand of at least two VOTING MEMBERS present at the PSC meeting, voting shall be by secret ballot. Voting by secret ballot shall take precedence over vote by roll-call if both have been requested. In all voting by secret ballot, the Secretariat shall count the votes. The number of votes for and against and the number of abstentions shall be included in the minutes.
4. A vote by correspondence may be called by the co-Chairs at the request of a VOTING MEMBER, or the Secretariat with regard to urgent PSC decisions. Voting by correspondence shall be conducted by the Secretariat. Vote by correspondence

should reach the Secretariat within 30 days of the date on which the invitation to vote have been submitted by the Secretariat. Votes reaching the Secretariat after this date will not be considered. The quorum for voting by correspondence shall be the same as that required for a meeting of the PSC. If the number of replies received by the Secretariat during the 30 days' period specified above does not reach the required quorum, the proposal shall be considered to be rejected. It may, however, be resubmitted at the next meeting of the PSC.

5. Each VOTING MEMBER can designate a deputy authorised to vote in a vote by correspondence. The names of these persons shall be communicated to the Secretariat. A statement certifying the results of the voting by correspondence shall be established by the Secretariat. The voting slips shall be retained by the Secretariat until the end of the subsequent meeting of the PSC, unless the PSC at this meeting decides otherwise. The results of a vote by correspondence shall be communicated to all MEMBERS, in the form of the numbers of votes cast for and against and the number of abstentions. A list showing the votes of individual MEMBERS shall be sent to all MEMBERS.

## RULE 11: PROPOSALS AND AMENDMENTS

1. Any proposal in its final form shall be put to the vote if a VOTING MEMBER makes such a request to the PSC meeting. In such a case, the co-Chairs shall not put the proposal to the meeting until the VOTING MEMBER/S who made the request is/are in possession of the text of the proposal.
2. Whenever an amendment to a proposal is moved, the amendment shall be put to the vote first. If two or more amendments are moved, the PSC shall vote first on the one which the co-Chairs rules to be in substance farthest from the original proposal. Where adoption of one amendment necessarily implies rejection of another amendment, the latter shall not be put to the vote.
3. Any VOTING MEMBER may request that parts of an amendment be put to the vote separately. If this request meets with objection, the motion to split the amendment shall be put to the vote.

4. If a VOTING MEMBER so requests, the PSC shall then vote on the final amended proposal.
5. Where two or more proposals are moved on the same issue, these proposals shall, unless the PSC decides otherwise, be put to the vote in the order in which they were moved. After each vote the PSC may decide whether or not to vote on the next proposal.
6. Once a proposal has been accepted or rejected by the PSC, it shall not be permissible to request re-examination during the same meeting, except with the consent of the same majority as was necessary for the original decision. After such a period, re-examination may be proposed by any VOTING MEMBER or the co-Chairs.

## RULE 12: WORKING LANGUAGES

1. The working languages of the Platform will be English and French.

## RULE 13: MINUTES AND LIST OF RECOMMENDATIONS AND DECISIONS

1. The Secretariat shall rapporteur all General Assembly, PSC and technical meetings.
2. After each meeting of the PSC, the Secretariat shall prepare a list of decisions and summary minutes detailing the discussions and recording the conclusions reached.
3. The list of recommendations and decisions shall be disseminated to VOTING MEMBERS, OBSERVERS and NON-VOTING PARTICIPANTS immediately after the meeting. The draft minutes shall be shared, within two weeks, after the end of the meeting.
4. Proposals for amendments to the draft minutes shall be sent to the Secretariat in writing within fifteen (15) days after the date of their communication. Any disagreement on the subject of these corrections will be settled by the co-Chairs after consultation with the PSC member concerned.
5. Those parts of the minutes to which no objection has been made within fifteen (15) days of their dispatch shall be held to be adopted. Where objections have been received, the relevant parts of the minutes shall be held to be adopted, in their amended form if appropriate, once the co-Chairs have decided on the text. The text of any amendment shall be distributed to all PSC members.

## RULE 14: ENTRY INTO FORCE AND AMENDMENT

1. The present Rules and Procedure enter into force by Decision of the 1<sup>st</sup> PSC meeting.
2. The present Rules and Procedure may be amended by a decision of the PSC.

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