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**INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION**



# **IOC MANUAL**

**Part I - Constitutional and other formal texts**

Revised edition  
March 1989

**Unesco**

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## **PREFACE**

The purpose of this Manual is to provide the Member States, organizations, institutions and persons collaborating with the Intergovernmental Oceanographic Commission (IOC) with a reference document giving details of the constitution and structure of the Commission, as well as other relevant information.

The present edition of the IOC Manual contains much more detail about the Commission than the previous edition, dated December 1985. It is divided into three major Parts.

Part I, as previously, contains all the more or less permanent, formal "constitutional" texts governing the Commission's activities: the Statutes, the Rules of Procedure, Agreements (with other organizations) etc.

Part II contains the basic information on the subsidiary bodies of the Commission, including their Terms of Reference, the names and addresses of their Chairmen, Vice-Chairmen, their membership and their subsidiary groups (without identification of Chairmen or membership).

Part III contains the current elective and nominative lists of Member States, Executive Council Members, Officers, Collaborating Organizations, Secretariat Staff, etc.

Part I being of a quasi-permanent nature is updated only as and when necessary, whereas Parts II and III, being of a more temporary nature, are updated for each Ordinary Session of the IOC Assembly, normally every two years. For this reason, Part I is published separately from Parts II and III which are printed as a second volume of the Manual. Nevertheless, the complete Table of Contents of the whole Manual is included in the first volume (Part I) for ease of reference.

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- 1.1 Committee on Ocean Processes and Climate (OPC)
  - 1.1.1 Group of Experts on the Global Sea-Level Observing System (GLOSS)
- 1.2 Joint SCOR-IOC Committee on Climatic Changes and the Ocean (CCCCO)
  - 1.2.1 Modelling and Theory Panel
  - 1.2.2 Tropical Atlantic Ocean Climate Studies Panel
  - 1.2.3 Tropical Pacific Ocean Climate Studies Panel
  - 1.2.4 Indian Ocean Climate Studies Panel
  - 1.2.5 JGOFS-CCCCO Carbon Dioxide Advisory Panel
  - 1.2.6 Palaeoclimatology Panel
  - 1.2.7 JSC-CCCCO TOGA Scientific Steering Group
    - 1.2.7.1 TOGA Numerical Experimentation Group
  - 1.2.8 JSC-CCCCO WOCE Scientific Steering Group
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    - 1.2.8.2 Core Project 1 Working Group
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    - 1.2.8.9 Hydrographic Programme Planning Committee
    - 1.2.8.10 Surface Velocity Planning Committee
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    - 1.2.8.12 Voluntary Observing Ship Programme Committee
    - 1.2.8.13 Sea Level Measurement Planning Committee
    - 1.2.8.14 Data Management Committee
  - 1.2.9 Ocean Observing System Development Programme Group
  - 1.2.10 JSC-CCCCO Working Group on Air-Sea Fluxes
- 1.3 Joint WMO-IOC Intergovernmental TOGA Board (ITB)

**2. OCEAN SCIENCE IN RELATION TO LIVING RESOURCES (OSLR)**

- 2.1 IOC-FAO Guiding Group of Experts on Ocean Science in Relation to Living Resources (OSLR)

**3. OCEAN SCIENCE IN RELATION TO NON-LIVING RESOURCES (OSNLR)**

- 3.1 IOC-UN/OALOS Guiding Group of Experts on Ocean Science in Relation to Non-living Resources (OSNLR)
- 3.2 CCOP-IOC Joint Working Group on Post-IDOE Studies of South-East Asian Tectonics and Resources (SEATAR) \*\*
- 3.3 CCOP/SOPAC-IOC Joint Working Group on South Pacific Tectonics and Resources (STAR) \*\*

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\* Will be published separately, as Document IOC/INF-785 Add.

\*\* De facto Task Team

**4. OCEAN MAPPING (OM)**

**4.1 Consultative Group on Ocean Mapping (CGOM)**

- 4.1.1 Central Editorial Board for the Geological/Geophysical Atlases of the Atlantic and Pacific Oceans (GAPA) \*
- 4.1.2 Editorial Board for the International Bathymetric Chart of the Mediterranean and Overlay Sheets (IBCM) \*
- 4.1.3 Editorial Board for the International Bathymetric Chart of the Caribbean Sea and Part of the Pacific Ocean off Central America (IBCCA) \*
- 4.1.4 Editorial Board for the Central Eastern Atlantic (IBCEA)
- 4.1.5 Editorial Board for the Western Indian Ocean (IBCWIO)

**4.2 Joint IOC-IHO Guiding Committee for the General Bathymetric Chart of the Oceans (GEBCO)**

- 4.2.1 Sub-Committee on Geographical Names and Nomenclature of Ocean Bottom Features
- 4.2.2 Sub-Committee on Digital Bathymetry
- 4.2.3 Sub-Committee on Technical Problems Relating to the Convention on the Law of the Sea

**5. MARINE POLLUTION RESEARCH AND MONITORING (MPRM)**

**5.1 Committee for the Global Investigation of Pollution in the Marine Environment (GIPME)**

- 5.1.1 IOC-UNEP Group of Experts on Methods, Standards and Intercalibration (GEMSI)
- 5.1.2 IOC-IMO-UNEP Group of Experts on Effects of Pollutants (GEEP)
- 5.1.3 IOC-IAEA-UNEP Group of Experts on Standards and Reference Materials (GESREM)

**6. GLOBAL OCEAN SERVICES SYSTEM**

**6.1 Joint IOC-WMO Working Committee for the Integrated Global Ocean Services System (IGOSS)**

- 6.1.1 IGOSS Group of Experts on Operations and Technical Applications
- 6.1.2 IGOSS Group of Experts on Scientific Matters

**7. OCEAN OBSERVING SYSTEMS**

- 7.1 International Co-ordination Group for the Tsunami Warning System in the Pacific (ITSU)
- 7.2 Drifting Buoy Co-operation Panel (DBCP)

**8. OCEANOGRAPHIC DATA AND INFORMATION EXCHANGE**

**8.1 Committee on International Oceanographic Data and Information Exchange (IODE)**

- 8.1.1 Task Team on Remotely Sensed Oceanographic Data
- 8.1.2 Task Team on Development of IODE Data Centre Services
- 8.1.3 Task Team on Exchange of Marine Geological and Geophysical Data

\* De facto Group of Experts

- 8.1.4 Task Team on Marine Biological Data
- 8.1.5 Task Team on Oceanographic Data Quality Control
- 8.1.6 Group of Experts on Responsible National Oceanographic Data Centres (RNODCs) and Climate Data Services
- 8.1.7 Group of Experts on Technical Aspects of Data Exchange
- 8.1.8 Group of Experts on Marine Information Management (MIM)

## **B. REGIONAL SUBSIDIARY BODIES**

- 1. SUB-COMMISSION FOR THE CARIBBEAN AND ADJACENT REGIONS (IOCARIBE)**
  - 1.1 IOCARIBE Group of Experts on Recruitment in Tropical Coastal Demersal Communities in the Caribbean and Adjacent Regions
  - 1.2 IOCARIBE Group of Experts on Marine Pollution Research and Monitoring in the Caribbean
  - 1.3 IOCARIBE Group of Experts on Physical Oceanography and Climate
- 2. REGIONAL COMMITTEE FOR THE SOUTHERN OCEAN (IOCSOC)**
- 3. REGIONAL COMMITTEE FOR THE WESTERN PACIFIC (WESTPAC)**
  - 3.1 Task Team on the Implementation of IGOSS in the Western Pacific
  - 3.2 Task Team on Marine Pollution Research and Monitoring in the Western Pacific
  - 3.3 Task Team on Ocean Science in Relation to Living Resources in the Western Pacific
  - 3.4 Group of Experts on Marine Geology and Geophysics in the Western Pacific
- 4. REGIONAL COMMITTEE FOR THE CO-OPERATIVE INVESTIGATION IN THE NORTH AND CENTRAL WESTERN INDIAN OCEAN (IOCINCWIO)**
  - 4.1 Expert Steering Group for a Regional Project on Oceanographic Conditions in Relation to Living Resources in Western Indian Ocean Coastal Waters
- 5. REGIONAL COMMITTEE FOR THE CENTRAL INDIAN OCEAN (IOCINDIO)**
  - 5.1 Project Steering Group on Coastal Water Dynamics
  - 5.2 Project Steering Group on Oceanography and Pelagic Resources of the Northern Indian Ocean
  - 5.3 Project Steering Group on Red Tides in the Central Indian Ocean
  - 5.4 Project Steering Group on a Geological Survey of the Continental Shelf and on Riverine Sediment Inputs to the Indus Cone
  - 5.5 Project Steering Group on Monitoring and Assessment of Levels of Marine Pollutants in the Central Indian Ocean
- 6. REGIONAL COMMITTEE FOR THE CENTRAL EASTERN ATLANTIC (IOCEA)**
  - 6.1 Task Team on the IOCEA Regional Component of GLOSS
  - 6.2 Group of Experts on Ocean Science in Relation to Living Resources in the Central Eastern Atlantic
  - 6.3 Group of Experts on Ocean Science in Relation to Non-Living Resources in the Central Eastern Atlantic
- 7. JOINT IOC-WMO-CPPS WORKING GROUP ON THE INVESTIGATIONS OF EL NINO**



**C. OTHER SUBSIDIARY BODIES**

1. **COMMITTEE FOR TRAINING, EDUCATION AND MUTUAL ASSISTANCE  
IN THE MARINE SCIENCES (TEMA)**

**P A R T I I I \***

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3. **ACTION ADDRESSEES OF THE COMMISSION**
4. **REPRESENTATIVES ON THE EXECUTIVE COUNCIL**
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\* Will be published separately, as Document IOC/INF-785 Add.

# **P A R T   I**

## **CONSTITUTIONAL AND OTHER FORMAL TEXTS**

# 1. STATUTES OF THE COMMISSION

## Article 1

1. (a) The Intergovernmental Oceanographic Commission, hereafter called the Commission, is established as a body with functional autonomy within the United Nations Educational, Scientific and Cultural Organization.
- (b) It guides the conception and follows the implementation of its programme as approved by the General Conference in the framework of the latter's adopted budget.
2. The purpose of the Commission is to promote marine scientific investigations and related ocean services, with a view to learning more about the nature and resources of the oceans through the concerted action of its members.
3. The Commission shall seek to collaborate with all international organizations concerned with the work of the Commission and especially closely with those organizations of the United Nations system which are prepared to contribute to the Commission's Secretariat, to sustain the work of the Commission through the relevant parts of the programmes of such organizations, and to use the Commission for advice and review in the area of marine science.

## Article 2

The functions of the Commission shall be to:

1. (a) define those problems the solution of which requires international co-operation in the field of scientific investigation of the oceans and review the results of such investigations;
- (b) develop, recommend and co-ordinate international programmes for scientific investigation of the oceans and related ocean services which call for concerted action by its members;
- (c) develop, recommend and co-ordinate with interested international organizations, international programmes for scientific investigation of the oceans and related ocean services which call for concerted action with interested organizations;
- (d) make recommendations to international organizations concerning activities of such organizations which relate to the Commission's programme;
- (e) promote and make recommendations for the exchange of oceanographic data and the publication and dissemination of results of scientific investigation of the oceans;
- (f) promote and co-ordinate the development and transfer of marine science and its technology, particularly to developing countries;
- (g) make recommendations to strengthen education and training in marine science and its technology, and promote relevant projects in these fields as components of each of its programmes;
- (h) develop and make recommendations for assistance programmes in marine science and its technology;
- (i) make recommendations and provide technical guidance as to the formulation and execution of the marine science programmes of the United Nations Educational, Scientific and Cultural Organization;
- (j) promote scientific investigation of the oceans and application of the results thereof for the benefit of all mankind, and assist, on request, Member States wishing to co-operate to these ends. Activities undertaken under this subparagraph shall be subject, in accordance with international law, to the regime for marine scientific research in zones under national jurisdiction;

- (k) promote, plan and co-ordinate observing and monitoring systems on the properties and quality of the marine environment, as well as the preparation and dissemination of processed oceanographic data and information, and of assessment studies;
  - (l) promote, recommend and co-ordinate, with international organizations, as appropriate, the development of standards, reference materials and nomenclature for use in marine science and related ocean services;
  - (m) undertake, as appropriate, any other action compatible with its purpose and functions concerning the scientific investigation of the ocean and its interfaces.
2. The Commission, in carrying out its functions, shall take into account the special needs and interests of developing countries, including in particular the need to further the capabilities of these countries in marine science and technology.
  3. Nothing in this Article shall imply the adoption of a position by the Commission regarding the nature or extent of the jurisdiction of coastal States in general or of any coastal State in particular.

#### Article 3

1. The Commission shall give due attention to supporting the objectives of the international organizations with which it collaborates. On the other hand, the Commission may request these organizations to take its requirements into account in planning and executing their own programmes.
2. The Commission may act also as a joint specialized mechanism of the organizations of the United Nations system that have agreed to use the Commission for discharging certain of their responsibilities in the fields of marine science and ocean services, and have agreed accordingly to sustain the work of the Commission.

#### Article 4

1. Membership of the Commission shall be open to any Member State of any one of the organizations of the United Nations system.
2. States covered by the terms of paragraph 1 above shall acquire membership of the Commission by notifying the Director-General of the United Nations Educational, Scientific and Cultural Organization, either directly or through the executive head of any organization of the United Nations system. Membership will take effect from the date of receipt by the Director-General of the United Nations Educational, Scientific and Cultural Organization of such notification.
3. Any Member State of the Commission may withdraw from it by giving notice of its intention to do so to the Director-General of the United Nations Educational, Scientific and Cultural Organization. The date of such notice shall be that of its receipt by the Director-General. The notice shall take effect on the first day of the next ordinary session of the Assembly following the date of notice of withdrawal if the notice is given more than one year before the first day of said session; if the notice of withdrawal is given less than one year before the first day of the said session, it shall take effect one year after the date of notice of withdrawal.
4. A Member State of the Commission which practises apartheid may be suspended from exercise of the rights and privileges entailed by membership of the Commission by decision of the General Conference. Exercise of those rights and privileges may be restored by decision of the General Conference.
5. The Director-General of the United Nations Educational, Scientific and Cultural Organization shall inform the Chairman of the Commission, the executive heads of the organizations of the United Nations system and Member States of the Commission of all notifications received by him under the present Article.

#### Article 5

1. The Commission shall consist of an Assembly, an Executive Council, a Secretariat and such subsidiary bodies as it may establish.

2. The Assembly shall be the principal organ of the Commission and, without prejudice to the provisions of paragraph 3 of this Article, shall make all decisions necessary to accomplish the purpose of the Commission.
3. The Executive Council shall exercise the responsibilities delegated to it by the Assembly and act on its behalf in the implementation of decisions of the Assembly; for these purposes the Executive Council shall provide guidance to the Secretariat of the Commission. It shall convene as is laid down in the Rules of Procedure. It shall, in any case, convene when five of its members or the Chairman so request.
4. During the course of each ordinary session, the Assembly, taking into account the principles of geographical distribution, shall elect:
  - (a) a Chairman and four Vice-Chairmen who shall be the officers of the Commission, its Assembly and its Executive Council;
  - (b) a number of Member States to the Executive Council, which number shall not exceed one quarter of the Member States of the Commission; each Member State so elected shall designate its representative on the Executive Council.
5. The Chairman, the four Vice-Chairmen and the representatives of the Member States so elected shall constitute the Executive Council.
  - (a) Each member of the Executive Council shall represent his State.
  - (b) Each member of the Executive Council shall have one vote.
  - (c) Members of the Executive Council may be accompanied by alternates and advisers.
  - (d) The Executive Council may not include among its members more than one national of a Member State.
6. The term of office of the members of the Executive Council shall commence at the end of the session of the Assembly during which they have been elected and expire at the end of the next ordinary session of the Assembly.

#### Article 6

The Commission may create, for the examination and execution of specific projects, committees or other subsidiary bodies composed of Member States interested in such projects, or of individual experts. Committees or other bodies composed of Member States or individual experts may also be established or convened by the Commission jointly with other organizations.

#### Article 7

1. The Assembly shall be convened in ordinary session every two years. Extraordinary sessions may be convened under conditions specified in the Rules of Procedure.
2. Each Member State shall have one vote and may send such representatives, alternates and advisers as it deems necessary to sessions of the Assembly.
3. The Assembly shall determine the Commission's Rules of Procedure.

#### Article 8

Subject to provisions in the Rules of Procedure regarding closed meetings, participation in the meetings of the Assembly, of the Executive Council and subsidiary bodies, without the right to vote, is open to:

- (a) representatives of Member States of organizations in the United Nations system which are not members of the Commission;
- (b) representatives of the organizations in the United Nations system;
- (c) representatives of such other intergovernmental and non-governmental organizations as may be invited subject to conditions to be determined in the Rules of Procedure.

#### Article 9

1. With due regard to the applicable Staff Regulations and Rules of the United Nations Educational, Scientific and Cultural Organization, the Secretariat of the Commission shall consist of a Secretary and such other staff as may be necessary, provided by the United Nations Educational, Scientific and Cultural Organization, as well as such personnel as may be provided, at their expense, by the United Nations, the Food and Agriculture Organization of the United Nations, the World Meteorological Organization and the International Maritime Organization and other organizations of the United Nations system.
2. The Secretary of the Commission shall be appointed by the Director-General of the United Nations Educational, Scientific and Cultural Organization following consultation with the Executive Council of the Commission.

#### Article 10

1. The programmes sponsored and co-ordinated by the Commission and recommended to its Member States for their concerted action shall be carried out with the aid of the resources of participating Member States, in accordance with the obligations that each State is willing to assume.
2. The expenditure of the Commission shall be financed from funds appropriated for this purpose by the General Conference of the United Nations Educational, Scientific and Cultural Organization, from contributions by Member States of the Commission that are not Member States of the United Nations Educational, Scientific and Cultural Organization, as well as from such additional resources as may be made available by other organizations of the United Nations system and by Member States, and from other sources.
3. Voluntary contributions may be accepted and established as trust funds in accordance with the financial regulations of the United Nations Educational, Scientific and Cultural Organization and administered by the Director-General of that Organization. Such contributions shall be allocated by the Commission for its programmes.

#### Article 11

The Commission may decide upon the mechanism through which it may obtain scientific advice.

#### Article 12

The Commission shall prepare regular reports on its activities, which shall be submitted to the General Conference of the United Nations Educational, Scientific and Cultural Organization. These reports shall also be addressed to the Member States of the Commission as well as to the organizations within the United Nations system covered by paragraph 3 of Article 1.

#### Article 13

The General Conference of the United Nations Educational, Scientific and Cultural Organization may amend these Statutes following a recommendation of, or after consultation with, the Commission. Unless otherwise provided by the General Conference, an amendment to these Statutes shall enter into force on the date of its adoption by the General Conference.

(The Statutes of the Commission were revised during 1969-1970, accepted by the Commission at its sixth session by the adoption of resolution VI-3, and brought into force immediately following the closure of the seventh session of the Commission, by the sixteenth session of the General Conference of Unesco through adoption of resolution 2.343 (13 November 1970). New proposed amendments to these Statutes were adopted by the IOC Assembly at its Fourteenth Session, in March 1987, and approved unanimously by the General Conference of Unesco, at its 24th Session. The amended Statutes came into force on 18 November 1987.)

## **2. RULES OF PROCEDURE**

### **I - MEMBERSHIP OF THE COMMISSION**

#### **Rule 1**

The Intergovernmental Oceanographic Commission (hereinafter called "the Commission") is composed of States which have given notification in accordance with the procedure laid down in the Statutes of the Commission.

### **II - THE ASSEMBLY**

#### **Rule 2**

Each Member State of the Commission shall notify the Secretariat of the Commission of the names of its designated representatives, alternates and advisers for each session of the Assembly.

#### **Rule 3**

The Assembly shall meet in extraordinary session, if it so decides or if summoned by the Executive Council, or at the request of at least one-third of the Member States of the Commission which have submitted their requests to the Secretary at least four months in advance of the date proposed.

#### **Rule 4**

On the proposal of the Executive Council, the Assembly shall fix the place of the next ordinary session of the Assembly. The Executive Council shall fix the place of extraordinary sessions of the Assembly, taking into account any views which may have been expressed by the Assembly.

#### **Rule 5**

Any Member State of the Commission or any organization of the United Nations system specified in Article 1.3 of the Statutes may invite the Assembly to hold an ordinary or extraordinary session in the territory of such Member State or at the headquarters of such organization, as the case may be. The Secretary shall inform the Executive Council of all such invitations.

#### **Rule 6**

The opening date of a session shall be fixed by the Secretary under instructions from the Executive Council and taking into account any preference which the Assembly may have expressed previously.

#### **Rule 7**

The Secretary shall notify Member States of the Commission, and the States, organizations and bodies invited to participate in a session of the Assembly, not less than five months in advance, of the date and place of an ordinary session and, if possible, not less than three months in advance, of the date and place of an extraordinary session.

### **III - AGENDA OF THE ASSEMBLY**

#### **Rule 8**

1. The provisional agenda of an ordinary session of the Assembly shall include:
  - (a) items whose inclusion has been decided by the Assembly itself;
  - (b) items proposed by any Member State of the Commission;
  - (c) items proposed by the Executive Council;

- (d) items proposed by the Executive Head of any organization of the United Nations system on behalf of that organization, in particular the organizations referred to in Article 1 of the Statutes;
  - (e) items proposed by the Secretary of the Commission;
  - (f) items proposed by other organizations and bodies invited to participate in the work of the Commission.
2. The provisional agenda of an extraordinary session shall include only the items for whose consideration the extraordinary session was convened.
  3. The provisional agenda of a session of the Assembly shall be prepared by the Secretary in accordance with relevant decisions of the Executive Council.
  4. The provisional agenda of a session shall be circulated at the same time as the notice of the date and place of the session.

#### Rule 9

Any Member State, body, organization or person eligible to propose agenda items for an ordinary session may, at least two months before the date fixed for the opening of the session, request the inclusion of supplementary items on the provisional agenda. The Secretary shall, upon receipt, circulate the requests for inclusion of supplementary items on the provisional agenda.

#### Rule 10

1. At the beginning of each session the Assembly shall adopt the agenda for that session.
2. After the adoption of the agenda, the Assembly may modify the order of items on such agenda or add or delete items. A two-thirds majority of the members present and voting shall be required for the addition or deletion of any items on the adopted agenda.
3. Proposals for new items to be added to the agenda shall be referred to the Steering Committee of the Assembly for its report before the vote is taken. The discussion of any item so added to the agenda shall, at the request of any Member State of the Commission, be deferred for a period not exceeding three days after its inclusion in the agenda.

#### Rule 11

1. If possible, documentation required for consideration of the various items on the provisional agenda of a session of the Assembly shall be sent not less than two months before the opening of an ordinary session and not less than one month before the opening of an extraordinary session.
2. Any Member State, body, organization or person requesting the inclusion of a supplementary item on the provisional agenda shall at the same time submit to the Secretary documentation for the consideration of the item. The Secretary shall circulate such documentation as soon as possible, but not less than twenty days prior to the opening date of the session, together with any additional documentation he may consider necessary.

### **IV - ORGANIZATION OF THE ASSEMBLY**

#### Rule 12

1. During the course of a session, the Assembly shall establish such committees and such other subsidiary bodies as may be required for the transaction of its business.
2. The committees of the Assembly shall include a Steering Committee and a Nominations Committee. The Steering Committee shall be composed of the members of the Executive Council. The members of the Nominations Committee shall be appointed by the Steering Committee.



**V - OFFICERS****Rule 13**

1. The four Vice-Chairmen shall be elected successively as first, second, third and fourth Vice-Chairman. The four Vice-Chairmen shall be equal except as provided under Rules 14 and 16.
2. The four Vice-Chairmen may each be entrusted with specific responsibilities by the Executive Council.

**Rule 14**

If the Chairman is unable to act at any session of the Assembly or of the Executive Council, or during any part of such session, the first Vice-Chairman shall act as Chairman. If he is unable to act, one of the other Vice-Chairmen, in the order designated in Rule 13, shall act as Chairman. If neither the Chairman nor any of the Vice-Chairmen are able to act as Chairman, the Secretary shall act as Chairman until the Assembly or the Executive Council, as the case may be, designate an Acting Chairman, but no other business shall be conducted by the Assembly or the Executive Council until it has so designated its Acting Chairman. An Acting Chairman shall have the same powers and duties as the Chairman.

**Rule 15**

The Chairman or a Vice-Chairman acting as Chairman shall participate in the sessions of the Assembly in that capacity and shall not at the same time exercise the rights of a representative of a Member State. In such a case, the State concerned may designate another representative who shall be entitled to represent such Member State in the sessions of the Assembly and to exercise the right to vote.

**Rule 16**

If the Chairman ceases to represent a Member State of the Commission or is so incapacitated that he can no longer hold office, the first Vice-Chairman shall become Chairman for the unexpired portion of the term of office. If the first Vice-Chairman also ceases to represent a Member State of the Commission or is so incapacitated that he can no longer hold office, one of the other Vice-Chairmen, in the order designated in Rule 13, shall become Chairman for the unexpired portion of the term of office.

**Rule 17**

The Chairman and each Vice-Chairman shall be eligible for re-election in their capacity as Chairman or Vice-Chairman, but only once for successive terms.

**VI - THE EXECUTIVE COUNCIL****Rule 18**

1. The Executive Council shall consist of the Chairman, the four Vice-Chairmen and a number of representatives of Member States of the Commission elected by the Assembly in accordance with Article 5 of the Statutes of the Commission. State Members of the Executive Council shall be eligible for re-election.
2. Each State Member of the Executive Council shall designate and may replace its representative on the Executive Council by informing the Secretary.
3. If the Chairman or a Vice-Chairman is unable to attend any session of the Executive Council, the State of which he is a national shall be entitled to designate a representative who shall represent that State for that session but who shall not act as Chairman or Vice-Chairman.

Rule 19

1. The Executive Council can hold ordinary and extraordinary sessions.
2. The Executive Council shall hold two ordinary sessions during the interval between ordinary sessions of the Assembly at times and places to be determined by the Council. One such session shall be held immediately prior to the opening date of the next ordinary session of the Assembly.
3. Extraordinary sessions shall be convened by decision of the Executive Council itself, or at the request of five of its members or of the Chairman. The place and date of extraordinary sessions shall be determined by the Chairman, unless these have been decided by the Executive Council.

Rule 20

The Secretary shall notify the members of the Executive Council, and the States, organizations and bodies invited to participate in a session of the Executive Council, not less than two months in advance of the opening date of the session.

Rule 21

1. The provisional agenda of an ordinary session of the Executive Council shall include:
  - (a) items whose inclusion has been referred to the Executive Council by the Assembly;
  - (b) items proposed by any Member State of the Commission;
  - (c) items whose inclusion has been decided by the Executive Council itself;
  - (d) items proposed by the Executive Head of any organization of the United Nations system on behalf of that organization, in particular the organizations referred to in Article 1 of the Statutes;
  - (e) items proposed by the Secretary of the Commission;
  - (f) items proposed by other organizations and bodies invited to participate in the work of the Commission.
1. The provisional agenda of an extraordinary session of the Executive Council shall include only the items for whose consideration the extraordinary session was convened.
2. The provisional agenda of a session of the Executive Council shall be prepared by the Secretary.
3. The provisional agenda of a session shall be circulated at the same time as the notice of the date and place of the session, together, to the fullest extent possible, with the documentation required for consideration of the various items on the provisional agenda.

Rule 22

1. At the beginning of each session the Executive Council shall adopt the agenda of that session.
2. After the adoption of the agenda, the Executive Council may modify the order of items on such agenda or add or delete items. A two-thirds majority of the members present and voting shall be required for the addition or deletion of any item on the adopted agenda.
3. The discussion of any new item so added to the agenda shall, at the request of any member of the Executive Council, be deferred for a period not exceeding two days after its inclusion in the agenda.

Rule 23

1. The Executive Council may consult Member States of the Commission by correspondence on substantial matters prior to taking action and may establish a reasonable time-limit for replies.

2. Upon his own initiative or at the request of any member of the Executive Council, the Chairman of the Commission may consult the members of the Executive Council by correspondence on a proposed action by the Executive Council and may establish a reasonable time-limit for replies.

## **VII - COMMITTEES, SUBSIDIARY AND OTHER BODIES**

### **Rule 24**

1. The Assembly or the Executive Council shall determine the composition and terms of reference of committees, subsidiary or other bodies set up by them. At each of its ordinary sessions the Assembly shall review their composition and terms of reference with a view to making such changes as may be necessary. The Assembly or the Executive Council shall take into account the need for broad geographical participation and appropriate expertise in such bodies.
2. These bodies shall meet in accordance with the relevant decisions of the Assembly or the Executive Council.

### **Rule 25**

1. Member States of the Commission who are members of a committee, subsidiary or other body, as well as other States, organizations and bodies invited to participate, shall inform the Secretary as soon as possible of the names of their representatives. Whenever possible, the designation of representatives shall be made for the duration of the committee, subsidiary or other body. The Secretary shall also be informed in due course of any change made in such representation.
2. Unless he has been designated by the Assembly or the Executive Council or, in the case of joint bodies, otherwise agreed upon, the Chairman of each committee, subsidiary or other body shall be elected by the body concerned.
3. The Assembly, the Executive Council, or any committee, subsidiary or other body may designate rapporteurs whose precise functions shall be defined in each specific case.
4. Whenever feasible, committees, subsidiary or other bodies shall carry out their work by correspondence.

## **VIII - REPRESENTATION**

### **Rule 26**

When the Assembly proceeds to elect persons for, and when Member States of the Commission designate their delegations to or their representatives in the different organs, committees, subsidiary and other bodies of the Commission, the specialized scientific and technical character of the purposes and functions of the Commission should be taken into account.

## **IX - SECRETARIAT**

### **Rule 27**

The Secretary shall direct the personnel of the Secretariat provided in accordance with Article 9 of the Statutes of the Commission, as well as such other personnel as may be made available in accordance with applicable regulations, rules and procedures.

### **Rule 28**

In carrying out his functions the Secretary shall at with the guidance provided by the Executive Council in accordance with the Statutes.

Rule 29

The Secretary shall ensure the convening and servicing of all sessions of the Assembly, of the Executive Council and of committees and other subsidiary bodies of the Commission. He shall also ensure that appropriate arrangements are concluded for the convening and servicing of committees or other bodies established or convened by the Commission jointly with other organizations. The Secretary or his representative shall act as the secretary at each session of the Assembly, of the Executive Council, and of committees, subsidiary and other bodies of the Commission and shall participate appropriately in any body established or convened jointly.

Rule 30

The Secretary or his representative may make oral as well as written statements to the Assembly, the Executive Council and any committee, subsidiary or other body concerning any question under consideration.

Rule 31

The Secretary shall ensure the application of decisions of the Assembly and of the Executive Council, and appropriate action on instructions to him contained therein, by, inter alia:

- (i) notifying all concerned of such decisions;
- (ii) preparing and distributing the necessary reports and documents and providing the requisite information, on the actions, requirements, budget, expenditures and financial and other resources of the Commission;
- (iii) taking steps for the necessary co-ordination of various actions of the Commission;
- (iv) maintaining working relations with Member States of the Commission and with international organizations and bodies concerned with the work of the Commission;
- (v) arranging for appropriate representation of the Commission at meetings of other organizations and bodies whose work is of interest to the Commission.

Rule 32

The Secretary or his representative may participate in such inter-secretariat bodies as may be established and which may be concerned wholly or in part with the work of the Commission.

**X - LANGUAGES**

Rule 33

1. The official language of the Commission shall be English, French, Russian and Spanish.
2. English, French, Russian and Spanish shall be the working languages for documentation and interpretation at sessions of the Assembly and the Executive Council of the Commission.
3. Documentation needed for the work of any committees, subsidiary or other bodies, shall be provided in the appropriate working languages according to the needs of the Member States of the Commission represented on such committees, or bodies, or of the individual experts which are members of them.
4. Interpretation needed for conducting meetings of committees, subsidiary or other bodies, shall be provided in the appropriate working languages according to the needs of the representatives of Member States of the Commission or of the individual expert members participating at such meetings.

Rule 34

Any speaker may speak in a language other than the working languages currently in use for a particular session of the Assembly or of the Executive Council or any committee, subsidiary or other body on the condition that he provides for interpretation into one or another of the said working languages.

**XI - PUBLIC AND PRIVATE MEETINGS**

Rule 35

1. All meetings of the Assembly shall be open to the public unless the Assembly decides otherwise.
2. All meetings of the Executive Council and of committees, subsidiary or other bodies shall be closed to the public unless the Assembly or the Executive Council decides otherwise.

**XII - PARTICIPATION WITHOUT VOTE**

Rule 36

1. Representatives of Member States of the Commission which are not members of the Executive Council or of a committee, subsidiary or other body, may participate, without the right to vote, in the sessions of such Executive Council, committee, subsidiary or other body.
2. Representatives of intergovernmental organizations not within the United Nations system and of non-governmental organizations, invited in accordance with Rule 53, may participate, without the right to vote, in the sessions of the Assembly and appropriate sessions of the Executive Council or of any committee, subsidiary or other body and may make oral or written statements on matters within their respective competence.
3. The retiring Chairman may participate as ex officio Past Chairman, without the right to vote, in sessions of the Executive Council until the next ordinary session of the Assembly following his term of office. On these occasions he shall not represent the Member State of which he is a national.

**XIII - CONDUCT OF BUSINESS**

Rule 37

1. A simple majority of the Member States of the Commission shall constitute a quorum in the Assembly.
2. A simple majority of the members of the Executive Council and of committees and subsidiary or other bodies shall constitute a quorum.

Rule 38

1. The Chairman shall declare the opening and closing of each session, direct the discussions, ensure observance of these Rules of Procedure, accord the right to speak, put questions to the vote and announce decisions. He shall rule on points of order and, subject to these Rules, shall control the proceedings and the maintenance of order.
2. The Chairman shall strive to obtain acceptance by all members of a proposal.

Rule 39

The Chairman shall call upon speakers in the order in which they have expressed the desire to speak.

Rule 40

During the discussion on any matter, a Member State of the Commission participating in an Assembly, or a member of the Executive Council, committee, subsidiary or other body, as the case may be, may at any time raise a point of order, and the point of order shall be forthwith decided by the Chairman. Any such member may appeal against the ruling of the Chairman which can only be overruled by a majority of the members present and voting. Such member may not, in raising a point of order, speak on the substance of the matter under discussion.

Rule 41

Subject to Rule 40, the following motions shall have precedence in the following order over all other proposals or motions before the meeting:

- (a) to suspend the meeting;
- (b) to adjourn the meeting;
- (c) to adjourn the debate on the item under discussion;
- (d) to close the debate on the item under discussion.

Rule 42

Draft resolutions for consideration by the Assembly or the Executive Council shall be submitted in writing to the Secretary who shall ensure their distribution in the working languages of the Commission. Proposals for amendment of such draft resolutions may be submitted in writing or orally during the discussion.

**XIV - VOTING**

Rule 43

1. Unless otherwise provided in these Rules of Procedure, or unless the Assembly shall decide that a two-thirds majority of the members present and voting is required on a particular matter, decisions shall be made by a simple majority of the members present and voting.
2. Decisions whether a particular matter, not specified in these Rules of Procedure, shall require a two-thirds majority of the members present and voting at the Assembly, shall be made by a simple majority of the members present and voting.

Rule 44

For the purpose of these Rules, the phrase "members present and voting" means members casting an affirmative or negative vote. Members who abstain from voting are considered as not voting.

Rule 45

Voting shall normally be by show of hands, except that any member may request a roll-call. The vote and abstention of each member participating in a roll-call shall be inserted in the record.

Rule 46

1. When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, there shall first be a vote on the amendment furthest removed from the original proposal and then on the amendment next furthest therefrom, and so on, until all amendments have been put to a vote. If one or more amendments are adopted, the amended proposal shall then be voted on. If no amendment is adopted, the proposal shall be put to the vote in its original form.
2. A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

Rule 47

1. Unless, in the absence of objections, it is decided otherwise, elections shall be by secret ballot.
2. When a single elective place is to be filled and no candidate obtains in the first ballot the majority required, a second ballot shall be taken which shall be restricted to the two candidates obtaining the larger number of votes. If in the second ballot the votes are equally divided, the decision shall be taken by drawing lots.
3. When two or more places are to be filled at one time under the same conditions, those candidates obtaining a majority shall be elected who receive the greatest number of votes in the first ballot up to the number of places subject to election. If all such places are not filled there shall be additional ballots to fill the remaining places, the voting being restricted to the candidates obtaining the greatest number of votes in the previous ballot, to a number not more than twice the places remaining to be filled. If, for the last place, candidates obtain the same number of votes, the decision between them shall be taken by drawing lots.
4. For elections, a majority shall be the next integer immediately above half the number of ballot papers, excluding blank or invalid ballot papers. A ballot paper shall be invalid if it contains more names than the number of places to be filled.

Rule 48

If a vote is equally divided, in voting not concerned with elections, the proposal shall be regarded as rejected.

**XV - REPORTS**Rule 49

1. A draft Summary Report of a session of the Assembly or the Executive Council shall be submitted by the Secretary in the working languages of the Commission, before the closing dates of such sessions, and approved. If, however, a part of such draft Summary Report has not yet been approved during the session, it shall be done by correspondence as soon as possible.
2. The approved Summary Report of a session of the Assembly or of the Executive Council shall be completed in final form by the Secretariat, taking into account all comments received concerning the draft, in the working languages of the Commission and circulated promptly.
3. Each committee, subsidiary or other body shall submit to the next ordinary session of the Assembly or the Executive Council a short and concise report on its work since the last such report, containing the following elements: election of officers; adoption of the agenda; procedures taken; recommendations; draft resolutions; list of participants and annexes as needed.

Rule 50

1. The Secretary shall submit to each session of the Assembly and the Executive Council a report on the work accomplished since the previous session.
2. The Assembly shall submit its Summary Report on the Commission's activities to each ordinary session of the General Conference of Unesco.

**XVI - REPRESENTATION OF THE COMMISSION**Rule 51

Any person called upon to represent the Commission before any external authority shall act in that capacity only and not on behalf of his State.

**Rule 52**

1. The Chairman, or a Vice-Chairman designated by him to take his place, shall represent the Commission at any inter-agency body established by the organizations of the United Nations system referred to in Article 1.3 of the Statutes and concerned wholly or in part with the support and programme of the Commission, or with its resources and activities, or with furthering the common aspects of the work of the Commission and these organizations.
2. The Chairman or designated Vice-Chairman shall report on such attendance to the Executive Council.

**XVII - RELATIONS WITH INTERNATIONAL ORGANIZATIONS**

**Rule 53**

1. Intergovernmental organizations not within the United Nations system and non-governmental organizations falling in the following categories, as well as advisory bodies to the Commission, may be invited by the Secretary, in accordance with the decisions of the Assembly or the Executive Council, to participate in the work of the Commission, or, as the case may be, in the sessions of the Assembly, of the Executive Council or of committees, subsidiary or other bodies:
  - (a) intergovernmental organizations active or interested in marine science affairs whose collaboration can help advance the work and objectives of the Commission and whose members are Member States of an organization of the United Nations system;
  - (b) non-governmental organizations active or interested in marine science affairs whose collaboration can help advance the work and objectives of the Commission.
2. In accordance with the decisions of the Assembly, the Executive Council may authorize the Chairman, on behalf of the Commission, to establish effective working relationships with the organizations meeting the conditions in paragraph 1 of this Rule.

**Rule 54**

The Assembly, or the Executive Council authorized by the Assembly, may designate intergovernmental or non-governmental organizations or bodies as advisory bodies to the Commission on aspects of marine science and its technology.

**XVIII - FINANCE**

**Rule 55**

1. The Assembly or the Executive Council may accept or reject any offer of a voluntary contribution for a trust fund, the expenditure of which has been restricted or designated for specific purposes by the contributor.
2. Allocations to programmes of the Commission from voluntary contributions to a trust fund shall be made by decisions of the Assembly or by the Executive Council in accordance with all relevant decisions of the Assembly.
3. Funds so allocated shall be expended by the Secretary.



**XIX - RECOMMENDATIONS FOR AMENDMENTS OF THE STATUTES**

**Rule 56**

1. Any Member State of the Commission may communicate a proposal for the amendment of the Statutes of the Commission to the Secretary at least eight months in advance of the session of the Assembly at which it is proposed it be acted upon. The Secretary shall communicate any such proposal, on its receipt, to all Member States and to the organizations specified in Article 1 of the Statutes.
2. The Executive Council shall consider any proposal submitted and shall report thereon to the Assembly, giving its recommendation as to whether the proposal should be adopted, rejected or modified. The recommendation of the Executive Council shall be circulated at least three months prior to the session of the Assembly.
3. A majority of all Member States of the Commission shall be required for the adoption of a recommendation for the amendment of the Statutes.

**XX - RULES OF PROCEDURE: AMENDMENTS AND SUSPENSION**

**Rule 57**

These Rules may be amended only by a decision of the Assembly adopted by a majority of all Member States of the Commission.

**Rule 58**

Any of these Rules may be suspended only by a decision of the Assembly adopted by a majority of all Member States of the Commission.

### 3. ICSPRO AGREEMENT

#### INTRODUCTION

The objective of the Inter-Secretariat Committee on Scientific Programmes Relating to Oceanography is to contribute to the development of effective forms of co-operation between organizations of the United Nations system substantially concerned with oceanic programmes and thus to avoid duplication and overlapping in the planning and implementation of an expanded programme of international co-operation in marine science, as desired by the international community. The establishment of this Committee is a step forward in broadening the base of the IOC, so that the Commission can fulfil its function as an effective joint specialized mechanism which would not in any way detract from the respective present responsibilities of the organizations of the United Nations system relating to the ocean and its resources, who would use the Commission as an instrument for discharging certain of their responsibilities in the field of marine science.

#### I. COMPOSITION, PURPOSES AND FUNCTIONS OF THE COMMITTEE (terms of reference)

1. The Committee shall consist of the Executive Heads of the United Nations, FAO, Unesco, WMO, IMO and any other United Nations agencies (or their appointed representatives) who have jointly agreed to participate in the work of the Committee, and who have indicated that they are prepared, subject to the provision of paragraph 1.5 below, to contribute to the Secretariat of the Intergovernmental Oceanographic Commission, to sustain the work of the Commission through relevant parts of the programmes of their respective organizations, and to use the Commission as appropriate for advice and review in the area of marine science. Any members of the Committee who cease to fulfil the conditions set out in this paragraph shall withdraw from the Committee. The Chairman of IOC ex officio has the right to participate fully in sessions of ICSPRO.
2. The Committee will examine questions of co-ordination concerning the scientific programmes relating to oceanography of the participating organizations and will develop agreed proposals for joint action or appropriate repartition of efforts needed for the expeditious achievement of common goals. Where necessary, there should be consultations between those organizations most concerned with any programme and resulting specific proposals should be submitted to the Committee.
3. The Committee will meet to further common aspects of the work of the IOC and the participating organizations and will inform the IOC through its Chairman regarding the needs of participating organizations for various actions by the IOC.
4. Conversely, the Committee will examine the Commission's needs and request for co-operation and will recommend to the participating organizations appropriate support programmes and actions for the IOC and will co-ordinate such programmes and actions. This will include, inter alia, reaching agreements and making recommendations on the organization and joint staffing of the IOC Secretariat and on financial and administrative aspects of such support actions.
5. Any proposals and recommendations for implementation by the participating organizations will be subject to their usual administrative and constitutional processes.

#### II. PROPOSALS REGARDING OTHER QUESTIONS TO BE DECIDED WHEN ESTABLISHING THE INTER-SECRETARIAT COMMITTEE

1. Title of the Committee - Inter-Secretariat Committee on Scientific Programmes Relating to Oceanography.
2. Languages of sessions - English or French, as convenient.

3. Preparation of agenda and documentation - Any member as well as the Secretary of the Committee may propose items for the agenda of a session. The Secretary will incorporate such items in a provisional agenda to be communicated to all members by the Secretary, normally one month before each session unless all members agree to accept a shorter or longer notice.

Any member proposing an item for the agenda shall furnish the Secretary with the necessary documents for distribution to all participants as soon as possible. The Secretary shall provide similar documentation for items proposed by him. He shall also provide the Committee with all the additional information necessary for its work. Any member may submit additional documentation on any item to be considered by the Committee.

Reporting system - The Secretary shall prepare a brief summary report of each session and shall submit it to the Committee for approval at the end of the session. He shall circulate copies of the approved report to all members of the Committee as soon as possible after each session. Members of the Committee will be free to present relevant parts of the report to competent organs of their respective organizations. By common accord, relevant aspects of the work of the Committee may be brought to the attention of ACC and its appropriate bodies by members of the Committee.

5. Chairmanship and Secretary - The Chairmanship at meetings shall rotate among the participating organizations. The Secretary of the IOC shall be also the Secretary of the Committee.
6. Frequency and location of meetings - The Committee shall meet as frequently as necessary and at least once in every calendar year. The principle of rotation shall also apply to the location of meetings. The Committee should convene at the headquarters of the organization providing the Chairman. At each session the Committee shall fix the date and place of its next session or sessions.
7. Working procedures - The Committee shall reach conclusions by unopposed agreement. Where no such agreement is reached, the fact shall be stated in the report unless all members present agree otherwise.

Notice of the date of each session shall be communicated to all members by the Secretary at least two months in advance of the session unless all members agree to accept a shorter notice.

All sessions of the Committee shall be closed unless otherwise decided by prior agreement.

The Secretary shall assist the members of the Committee, as appropriate, in following up on any joint action agreed or recommended by the Committee and shall keep records, for the Committee, of all actions resulting from the Committee's work. For this purpose all members of the Committee shall furnish him with the necessary information.

**First Session of ICSPRO, 26-29 August 1969**

**4. AGREEMENTS BETWEEN THE IOC  
AND UNITED NATIONS ORGANIZATIONS AND OTHER CO-OPERATIVE BODIES**

**4.1 AIDE MEMOIRE ON JOINT ACTION BY UNESCO AND FAO IN THE FIELD OF MARINE SCIENCE AND FISHERIES**

Bearing in mind the goals of United Nations resolution 2172 and IOC resolutions V-1 and V-3 and in response to the invitation contained in IOC resolution V-3, the Directors-General of FAO and Unesco have agreed on the following:

1. That the relevant parts of the draft programmes and budgets of both organizations be exchanged, at the earliest possible dates in advance of their official distribution, for comments and suggestions by the Secretariats in order to harmonize these programmes.
2. That the suggestions formulated by the IOC Bureau and the Consultative Council concerning the short- and long-term planning of IOC activities, together with their budgetary implications for Unesco and/or FAO, be the subject of consultation between the Secretariats prior to the presentation of these suggestions to the Commission for approval so that the Secretariats of the two organizations may submit proposals in good time to their respective governing organs.
3. That a senior FAO officer, a description of whose duties is appended, be outposted in Paris as soon as practicable, in the Office of Oceanography of Unesco. FAO shall pay the officer's salary and other emoluments and expenses, including travel, and shall reimburse Unesco for necessary secretarial services to be provided to the officer. Office accommodation shall be provided by Unesco.
4. That Unesco undertake to assist in strengthening the documentation, bibliographic and related services of the FAO Department of Fisheries in order to enable them better to cover non-fishery disciplines of marine science.
5. That in addition ad hoc co-operative arrangements, including assignments of staff members to serve on a short-term basis in the Secretariat of the other organization, for the preparation of publications of common interest, the joint organization of symposia, etc., be made as appropriate in relation to such matters as marine pollution; training of marine scientists; data exchange and data service.

The Directors-General consider that the measures outlined above will contribute towards the implementation of the proposals to strengthen IOC and to broaden its base through joint support of the interested organizations of the United Nations system as generally endorsed by the ACC at its 45th session (CO-ORDINATION/R.66Q/Add. 2, Section I) in connection with United Nations General Assembly resolution 2172(XXI). They are of the opinion that, in order to facilitate further positive action in this direction, these measures should be put into effect as soon as possible.

Signed 3 May 1968

**Addeke H. Boerma**  
Director-General  
Food and Agriculture  
Organization

**Rene Mahieu**  
Director-General  
United Nations Educational,  
Scientific and Cultural  
Organization

#### **4.2. MEMORANDUM OF UNDERSTANDING BETWEEN THE INTERNATIONAL ATOMIC ENERGY AGENCY AND THE INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION ON MARINE ENVIRONMENTAL PROTECTION**

This Memorandum of Understanding between the International Atomic Energy Agency (IAEA) and the Intergovernmental Oceanographic Commission (IOC) defines areas where the IAEA and the IOC have common interests and objectives in protecting the marine environment and, in relation to these areas, identifies activities that they could jointly undertake to implement the programmes adopted by the General Conference of the IAEA and by the Executive Council or Assembly of the IOC. It thus provides a framework for continuing co-operation, and a basis for further joint programming between IAEA and IOC.

##### **I. GENERAL**

IAEA has responsibilities under various international conventions for the protection of the marine environment from the discharges of radioactivity to the sea. Through its International Laboratory of Marine Radioactivity in Monaco, the IAEA carries out studies of radioactive and, to a limited extent, non-radioactive pollutants in the sea, provides technical assistance and training and provides intercalibration and data quality control services to laboratories on a worldwide scale.

The main functions of the IOC are to promote, plan and co-ordinate through the concerted action of its Member States, international co-operative marine research and monitoring, and to provide the Member States with related ocean services, including the International Oceanographic Data Exchange System (IODE). The IOC is responsible for the co-ordination of the Long-term and Expanded Programme of Oceanic Exploration and Research (LEPOR), 'designed to assist in a better understanding of the marine environment through science' (reference United Nations General Assembly, resolution 2424(XXIII), 17 December 1968). The IOC, acting as a joint specialized mechanism, also provides for the co-ordination of the scientific programmes relating to oceanography, and for the relevant training, education and mutual assistance activities of the United Nations organizations that are members of the Inter-secretariat Committee on Scientific Programmes Relating to Oceanography (ICSPRO).

The objectives of the IAEA and IOC thus coincide in a number of areas, and in working together to achieve these shared objectives they hereby undertake to co-ordinate their programmes in order to attain results of a practical and tangible nature of direct benefit to their respective Member States.

Further activities and/or projects within the activities already identified may be proposed by the Director-General of the IAEA or the Secretary of the IOC. Joint programming and/or projects will be agreed by both of them.

##### **II. AREAS OF MUTUAL INTEREST AND CO-OPERATION**

###### **1. Marine Pollution Data Quality Control**

IOC has developed through its Programme on Global Investigation of Pollution in the Marine Environment (GIPME) a Marine Pollution Monitoring Programme (MARPOLMON) which is supported technically by the Group of Experts on Methods, Standards and Intercalibration (GEMSI) of GIPME.

IAEA is providing reference materials for intercalibration of marine analytical data for radioactivity and other pollutants which are used in studies on marine pollution on a global scale.

Where mutual interests exist or arise in these matters as they concern the marine environment, the IAEA and IOC will co-operate in the implementation of joint programmes and services so as to avoid overlap and achieve financial economies in their activities related to the control and management of marine pollution.

###### **2. Technical Assistance, Education and Training related to Marine Pollution Control**

IOC promotes and co-ordinates Training, Education and Mutual Assistance (TEMA) in the marine sciences and related aspects through all of its existing global and regional programmes.

IAEA offers training to fellows from Member States in radioecology, marine radioactivity analysis, and other aspects of the behaviour of marine pollutants where facilities permit.

Co-operative efforts in these marine environmental matters will be maintained and developed using the expertise and facilities available to IAEA and to IOC.

### 3. Marine Pollution Monitoring and Research

The GIPME programme relies upon national programmes and regional activities of IOC and is complementary to those of other United Nations organizations (e.g., UNEP, FAO). IAEA is conducting a number of regional investigations of marine radioactivity and co-operates with United Nations organizations (e.g., UNEP) in other regional studies of marine pollution.

In national and regional marine pollution studies with similar objectives, IAEA and IOC will co-operate in the development and execution of programme activities for reasons of efficiency, as well as to achieve maximum economies and harmonization of effort.

### III. ARRANGEMENTS FOR CO-OPERATION

IAEA and IOC will maintain a close working relationship in accordance with the provisions of this Memorandum of Understanding and such arrangements as may be agreed upon by the Secretary of IOC and the Director-General of IAEA. This will be achieved through regular consultations, participation in relevant meetings, visits and correspondence.

The joint activities defined in this Memorandum of Understanding will be reflected in programme and budget proposals submitted to the Board of Governors of the IAEA and the Executive Council or Assembly of IOC.

The formulation of joint programmes between IAEA and IOC will be a continuous process. The IAEA and IOC recognize the financial constraints inherent in their respective programmes and budgets and undertake to encourage, either individually or jointly, appropriate financial assistance from external sources.

### IV. FINAL PROVISIONS

This Memorandum of Understanding is without prejudice to agreements concluded by IAEA or IOC with other organizations or programmes within the United Nations system.

This Memorandum of Understanding will enter into effect upon its signature by both Parties. It may be terminated by either Party by giving to the other written notice six months prior to the proposed date of termination.

Signed by

Mario Ruivo  
Secretary  
Intergovernmental Oceanographic  
Commission  
18 May 1982

Hans Blix  
Director-General  
International Atomic  
Energy Agency  
10 May 1982

**4.3 MEMORANDUM OF UNDERSTANDING BETWEEN THE INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION AND THE INTERNATIONAL COUNCIL FOR THE EXPLORATION OF THE SEA**

It is agreed that:

1. There shall be reciprocal consultations and regular contact between the two organizations on matters of common interest in the field of marine scientific research and related aspects, particularly those involving studies in the North Atlantic Ocean and its adjacent seas, and which fall within their respective competence.
2. There shall be a regular exchange between the two organizations of information, documents and publications relating to programme and project plans and to the results of activities of mutual interest, joint or otherwise.
3. The two organizations shall invite each other to be represented at their meetings that are of common interest, to the extent that this is possible within their respective working procedures.
4. The two organizations shall, as appropriate, undertake joint activities, including when required the establishment of joint subsidiary bodies or other suitable arrangements, to study and report on matters of common interest, and including the support of those programmes that concern both organizations.

**Signed 1 June 1983**

**Warren S. Wooster**  
**President**  
**International Council for**  
**the Exploration of the Sea**

**Inocencio A. Ronquillo**  
**Chairman**  
**Intergovernmental Oceanographic**  
**Commission**

#### 4.4 MEMORANDUM OF UNDERSTANDING BETWEEN THE INTERNATIONAL HYDROGRAPHIC ORGANIZATION AND THE INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION

The Intergovernmental Oceanographic Commission (IOC) and the International Hydrographic Organization (IHO), being aware of the growing need for close co-operation in activities of common interest to both Organizations and their Member States, agree on the following:

- (a) continue to co-operate in the development of the IOC-IHO General Bathymetric Chart of the Oceans (GEBCO), in accordance with the decisions of the International Hydrographic Conference and the IOC Assembly, and, in particular, to promote the free exchange of processed data between the two Organizations both for the production of future editions of GEBCO, and for use as a base for the preparation of various kinds of geological/geophysical, physical, chemical and biological overprint/overlay sheets;
- (b) co-operate closely, on an equal basis, in any other joint subsidiary bodies that may be established by the two Organizations, with or without other co-sponsoring bodies;
- (c) take measures to strengthen and broaden their reciprocal co-operation, particularly with respect to requirements resulting from the new ocean regime, especially from the provisions of the UN Convention on the Law of the Sea, including related co-operation with the UN Secretariat for the Law of the Sea and, in due course as appropriate, with bodies that may be established within the framework of the Convention (e.g., the Commission on the Limits of the Continental Shelf);
- (d) co-operate in the formulation of proposals for, and the execution of, technical assistance projects having components which fall within the competence and the expertise of the respective Organizations, including advance exchange of relevant information and the formulation of other measures required to implement the projects (see Annex);
- (e) invite each other's representatives to attend and participate, without the right to vote, in meetings of their respective governing bodies and of those subsidiary bodies at which subjects of specific interest to both Organizations are being discussed;
- (f) on request and when appropriate, arrange joint representation of both IOC and IHO at meetings of other organizations at which subjects of common interest are to be discussed;
- (g) facilitate the rapid interchange of information and of publications, particularly on matters of common interest to both Organizations.

Signed 25 January 1984

Frank L. Fraser  
President of the Directing Committee  
International Hydrographic  
Organization

Mario Ruivo  
Secretary  
Intergovernmental Oceanographic  
Commission



**ANNEX TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE  
INTERNATIONAL HYDROGRAPHIC ORGANIZATION AND THE  
INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION  
(Paragraph (d))**

1. Upon request of IOC, IHO will assist in the field of hydrography, in technical co-operation projects undertaken or executed by IOC, as follows:

- (i) in advising countries on establishing or strengthening their hydrographic facilities;
- (ii) by supplying appropriate experts to assist countries in assessing existing facilities and requirements and give advice on measures to be taken to establish or improve hydrographic and nautical cartographic facilities including the identification of the most appropriate national infrastructure;
- (iii) in obtaining training facilities or opportunities at appropriate hydrographic training institutions for hydrographic surveying and nautical cartography;
- (iv) in the development of arrangements for co-operation and assistance between countries with well established hydrographic services and those wishing to establish or improve their hydrographic capabilities.

2. Upon request of IHO, the IOC will assist within IOC's own field of competence (ocean sciences and services, and related training and education), in technical co-operation projects undertaken or executed by IHO.

**Frank L. Fraser**  
**President of the Directing Committee**  
**International Hydrographic**  
**Organization**

**Mario Ruivo**  
**Secretary**  
**Intergovernmental Oceanographic**  
**Commission**

#### 4.5 MEMORANDUM OF UNDERSTANDING BETWEEN THE INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION AND THE COMISION PERMANENTE DEL PACIFICO SUR

The purpose of the present Memorandum of Understanding between the Intergovernmental Oceanographic Commission (IOC) and the Comisión Permanente del Pacífico Sur (CPPS) is to define the fields of application of, and the means of achieving, close collaboration between the two bodies as regards the promotion and co-ordination of oceanographic research programmes in the central south-eastern Pacific region.

1.1 The Intergovernmental Oceanographic Commission (IOC) was created in 1960 by resolution 2.31 of the General Conference of Unesco at its eleventh session, as an independent body within that Organization, to 'promote scientific investigation with a view to learning more about the nature and resources of the oceans, through the concerted action of its members'. Within the United Nations system the Commission serves as the specialized co-ordinating body in the field of the marine sciences and related activities under the agreement established by the Inter-secretariat Committee on Scientific Programmes Relating to Oceanography (ICSPRO) and signed by the United Nations, Unesco, FAO, WMO and IMO.

1.2 The Comisión Permanente del Pacífico Sur constitutes the 'appropriate maritime regional body', as acknowledged by its four Member States (Colombia, Chile, Ecuador and Peru). It was established in 1952 for the purpose of applying the principles of the Santiago Declaration of that year. Its task is to co-ordinate maritime policies in the region, including promotion and co-ordination of the marine sciences, protection of the marine environment and proper use of its resources.

2.2 IOC and CPPS shall co-operate in any international programme of interest to both bodies and concerned with marine scientific research and related activities.

3.1 There shall be constant and continuous co-operation between IOC and CPPS, with full respect for the field of competence proper to each body. The two Secretariats shall meet periodically, in principle once a year, to exchange information and decide on practical procedures for their co-operation during the ensuing period. The two bodies shall constantly consult each other on programmes and activities of common concern and on participation by third parties in those activities. Representatives of CPPS and IOC, respectively, shall participate in the sessions of the IOC Executive Council and Assembly and in the regular meetings of CPPS.

3.2 CPPS shall facilitate, as far as possible, the implementation of IOC's scientific programmes and global ocean services in the central south-eastern Pacific region, including using its good offices to ensure active participation by its Member States' research institutions and centres. CPPS shall act as a consultative body for IOC as regards oceanographic activities in the central south-eastern Pacific region.

3.3 IOC shall actively contribute to the implementation of CPPS scientific programmes by providing technical advice. To this end, IOC shall facilitate the development, co-ordination and use of national and regional oceanographic services within the range of its global systems for the exchange of oceanographic data, information and products. IOC shall also encourage the strengthening of the scientific and technical capacities of the countries of the South Pacific system in the field of the marine sciences, particularly under its Training, Education and Mutual Assistance (TEMA) programmes.

3.4 Practical measures for facilitating the implementation of this Memorandum of Understanding, particularly those relating to joint activities and programmes of interest to both bodies, shall be the subject, where necessary, of special agreements between the IOC and CPPS Secretariats.

Signed 2 April 1984

Luis Arriaga  
Secretary-General  
Comision Permanente del  
Pacífico Sur

Mario Ruivo  
Secretary  
Intergovernmental Oceanographic  
Commission

#### **4.6 MEMORANDUM OF UNDERSTANDING BETWEEN THE INTERNATIONAL COMMISSION FOR THE SCIENTIFIC EXPLORATION OF THE MEDITERRANEAN SEA AND THE INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION**

The purpose of this Memorandum between the International Commission for the Scientific Exploration of the Mediterranean Sea (ICSEM) and the Intergovernmental Oceanographic Commission (IOC) is to define the scope and the forms of co-operation between the two organizations involving the co-ordination and promotion of oceanographic research programmes in the Mediterranean.

1.1 ICSEM was established in 1919, on the initiative of Prince Albert I of Monaco, by an International Conference of States bordering the Mediterranean which was held in Madrid. Its aim is to guide and promote scientific studies carried out in the Mediterranean, especially by Member States. It helps to co-ordinate and disseminate such studies, by means in particular of Plenary Assemblies meeting every two years, the proceedings of which have been published since 1920.

1.2 IOC was established in 1960 under resolution 2.31 adopted by the General Conference of Unesco at its eleventh session as an autonomous body instituted within Unesco. 'The purpose of the Commission shall be to promote scientific investigation with a view to learning more about the nature and resources of the oceans, through the concerted action of its members'. It also acts within the United Nations system as a specialized co-ordinating body in the field of the marine sciences and associated activities, under the terms of the agreement establishing the Inter-Secretariat Committee on Scientific Programmes Relating to Oceanography (ICSPRO) which was signed by the United Nations, Unesco, FAO, WMO and IMO.

2.1 ICSEM and IOC shall co-operate, in particular, on any international programme which is of interest to both organizations and concerns marine scientific research and associated subjects; provision shall be made for the participation in such programmes of the scientific institutions of countries of the Mediterranean region which make a request to that effect (cf. 3.3).

3.1 Co-operation between ICSEM and IOC, taking the respective fields of competence of the two organizations fully into account, shall operate if possible on a permanent and continuous basis. The programmes and any substantial modifications made to them shall be the subject of consultation, at the appropriate level, between the two bodies with a view to specifying, whenever necessary, the precise nature of the co-operation desired. The two Secretariats shall meet periodically for this purpose, normally once a year, to exchange information, decide on practical procedures for their co-operation until the time of their next meeting, and agree on the corresponding activities and forms of support. Furthermore, ICSEM and IOC shall be represented by observers at sessions of the IOC Assembly and the Plenary Assemblies of ICSEM, respectively.

3.2 ICSEM shall endeavour, as far as possible, to assist in the implementation in the Mediterranean of IOC's world scientific programmes by seeking, inter alia, the active participation of the research centres of its Member States. It shall act as scientific adviser to IOC for oceanographic activities carried out in the Mediterranean.

3.3 IOC shall make an effective contribution to the implementation of ICSEM programmes by, inter alia, supplying such oceanographic services as the exchange of data, information and outputs. It shall also endeavour to increase the capability of Mediterranean countries in the marine sciences and their participation in world oceanographic programmes, either through its Training, Education and Mutual Assistance (TEMA) activities or by mobilizing finance, if necessary using extra-budgetary funds.

3.4 The practical procedures for the implementation of this Memorandum, in particular those relating to joint activities and programmes of interest to both organizations, shall be the subject of an understanding between the Secretariats of ICSEM and IOC.

**Signed 21 May 1984**

**Mario Ruivo**  
**Secretary**  
**Intergovernmental Oceanographic**  
**Commission**

**Jacques-Yves Cousteau**  
**Secretary-General**  
**International Commission for the**  
**Scientific Exploration of the**  
**Mediterranean Sea**

#### 4.7 MEMORANDUM OF UNDERSTANDING BETWEEN THE INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION (OF UNESCO) AND THE SCIENTIFIC COMMITTEE ON OCEANIC RESEARCH (OF ICSU)

The Intergovernmental Oceanographic Commission and the Scientific Committee on Oceanic Research,

Mindful of the scientific and societal importance of achieving a better understanding of variations and changes in climate and, in particular, the role of ocean-atmosphere interaction in these variations and changes,

Having established a Joint Committee on Climatic Changes and the Ocean (CCCC), hereafter referred to as the Joint Committee, as the main scientific body for the formulation of the overall scientific concepts and of the scientific programme needed to provide an understanding of the role of the oceans in climate variation and change,

Agree to formalize the Joint Committee's terms of reference and mode of operation, as follows:

##### 1. TERMS OF REFERENCE

The Joint Committee shall:

- (i) identify ocean-climate research problems requiring increased international attention, stimulate research activities thereon and recommend to IOC and SCOR how these activities should be implemented;
- (ii) establish requirements for ocean observations that are needed to improve climatic forecasts over seasonal, interannual, and decadal time scales and to gain a greater understanding of oceanic aspects of the carbon dioxide problem;
- (iii) collaborate, as appropriate, with the Joint ICSU-WMO Scientific Committee (JSC) for the World Climate Research Programme (WCRP) and with other relevant scientific bodies;
- (iv) review relevant activities of SCOR and IOC and suggest ways whereby these activities could be made more effective in meeting the requirements of the WCRP, particularly the oceanographic component;
- (v) prepare budgetary project proposals, with justification, for each Unesco biennial period, for approval by the governing/executive bodies of SCOR and IOC;
- (vi) report regularly to the governing/executive bodies of IOC and SCOR on the Joint Committee's activities and the state of implementation of agreed decisions and recommendations, for approval and action deemed appropriate;
- (vii) undertake other appropriate tasks assigned jointly by the sponsoring bodies.

##### 2. RULES OF PROCEDURE

###### 2.1 Membership

- (i) The Joint Committee shall consist of not more than 15 scientists selected by the Chairman of IOC and the President of SCOR, by mutual agreement, and appointed jointly by them. The members of the Joint Committee shall be selected for their scientific knowledge, capability and global vision, keeping in mind the desirability of ensuring an adequate participation of experts from the major oceanic regions.
- (ii) Members will normally serve one term of four years, but may be invited to serve up to two additional two-year terms. Membership will be arranged so that approximately 25% of the members complete their terms in a given year.

## 2.2 Officers

The Officers of the Joint Committee shall be:

- (i) the Chairman, elected from amongst its members by the Joint Committee itself, for one period of two years, and who may be re-elected for one further two-year term;
- (ii) the immediate Past-Chairman;
- (iii) two Vice-Chairmen, elected from amongst its members by the Joint Committee itself, for one period of two years, and who may be re-elected for one further two-year term.

### 2.2.1 The duties of the Chairman shall be:

- (i) to preside over the sessions of the Joint Committee;
- (ii) to guide and co-ordinate the work of the Joint Committee and subsidiary groups of experts between sessions of the Joint Committee;
- (iii) to carry out such specific duties as are prescribed by the governing/ executive bodies of SCOR and IOC, acting in unison;
- (iv) to submit reports to the governing/executive bodies of SCOR and IOC at their regular sessions on the activities of the Joint Committee;
- (v) to act, on behalf of the Joint Committee, on matters requiring urgent decisions;
- (vi) to provide technical guidance to the Secretary of the Joint Committee.

### 2.2.2 The duties of the Vice-Chairmen of the Joint Committee shall be:

- (i) to assist the Chairman in the discharge of his responsibilities;
- (ii) to take over from him in the event of his absence.

## 2.3 Sessions of the Joint Committee

- (i) the Joint Committee shall normally meet every two years at the Headquarters of IOC or ICSU, alternately;
- (ii) the date and place of sessions of the Joint Committee shall be decided by its Chairman, in consultation with the Secretary of IOC and the Secretary of SCOR, taking into account invitations received and costs, particularly when meetings are proposed outside Paris;
- (iii) the members of the Joint Committee and other invited participants shall be notified of the arrangements for each session at least 90 days in advance of the session;
- (iv) the Joint Committee shall approve the draft report of each session before the end of the session;
- (v) the reports of the sessions of the Joint Committee shall be submitted for appropriate action to the governing/executive bodies of IOC and SCOR;
- (vi) the report of the subsidiary bodies of the Joint Committee may be submitted to the governing/executive bodies of IOC and SCOR at the discretion of the Chairman of IOC and the President of SCOR;
- (vii) representatives and observers from relevant international scientific and intergovernmental organizations, and individual experts, may be invited to attend sessions of the Joint Committee and of its subsidiary bodies, in accordance with the procedures of SCOR and IOC.

## 2.4 Subsidiary Bodies

- (i) the Joint Committee shall be authorized to create appropriate subsidiary bodies formed by experts acting in their personal capacities (expert panels, study groups, etc) within the mandate of the Joint Committee and the Programme of Work and budgetary allocations approved by SCOR and IOC, taking into account existing and relevant technical and scientific groups, of which it shall make maximum possible use whenever appropriate;
- (ii) the date and place of a session of a subsidiary body shall be approved by the Chairman of the Joint Committee after consultation with the Secretary of IOC and the Secretary of SCOR, so as to avoid scheduling conflicts;
- (iii) In case of urgency, keeping in mind the principles established in paragraph 2.4 (i), and subject to the concurrence of the Secretary IOC and the Secretary of SCOR, the Chairman of the Joint Committee may, between sessions, establish any special subsidiary body that may be deemed by him to be essential, and to nominate its Chairman;
- (iv) for urgent recommendations made, either in a session or by correspondence, by a subsidiary body between sessions of the Joint Committee, the Chairman of the Joint Committee may approve the recommendation, after consultation with the Officers and submit it to the Chairman of IOC and the President of SCOR for approval.

## 2.5 Secretary of the Joint Committee

2.5.1 The specific duties of the Secretary of the Joint Committee shall be:

- (i) to assist in the formulation of detailed plans for the oceanographic component of the World Climate Research Programme (WCRP) and in the organization of related workshops, conferences, symposia and other meetings;
- (ii) to assist with the formulation of requirements for ocean monitoring in support of projects and activities related to climatic changes and the ocean;
- (iii) to arrange for meetings of the Joint Committee and its subsidiary bodies, in consultation with the Chairman of the Joint Committee and others as appropriate;
- (iv) to maintain liaison, in respect of the Joint Committee's activities, with the Joint Planning Staff of the WCRP;
- (v) to ensure dissemination of relevant information on the activities of the Joint Committee to interested institutions and marine scientists;
- (vi) to keep IOC subsidiary bodies, SCOR Working Groups and other scientific bodies concerned informed of the activities of the Joint Committee, and request, through appropriate channels, their assistance in carrying out the work of the Joint Committee;
- (vii) to undertake technical studies at the request of the Joint Committee;
- (viii) to maintain liaison with the Officers and Members of the Joint Committee and its subsidiary bodies.

2.5.2 Principle No. 7 of the principles adopted by Unesco and the International Council of Scientific Unions as the basis of an Agreement on their co-operation shall apply to the Secretary of the Joint Committee. (See section 4.8 of Part I of the present Manual).

## 3. FINANCIAL ARRANGEMENTS

The Joint Committee shall prepare budget estimates for its work. These shall be submitted through the Secretary of IOC and the Secretary of SCOR for approval by the governing/executive bodies of IOC and SCOR sufficiently in advance of their respective meetings. A report on the expenditures incurred in the previous year will be submitted at the time of presentation of the budgetary estimates for the following year.

#### **4. IMPLEMENTATION**

All major decisions concerning the requirements for the implementation of the Joint Committee's recommendations shall be taken jointly by the two organizations. The implementation may be on a joint basis or one or the other organization may, by mutual consent, accept the sole responsibility, in accordance with its respective mandate. In the case of joint projects, the procedures and methods adopted shall conform to the constitutions of both organizations.

All proposals from the Joint Committee should clearly indicate the requirements for the implementation of the recommendations, using as far as possible appropriate existing mechanisms.

This Memorandum of Understanding shall come into force on February 1, 1984; it shall be reviewed every four years by IOC and SCOR; it may be terminated by either organization with two years' notice.

**Signed 31 January 1984**

**I.A. Ronquillo**  
Chairman  
Intergovernmental Oceanographic  
Commission

**G. Siedler**  
President  
Scientific Committee on  
Oceanic Research

#### 4.8 PRINCIPLES GOVERNING CO-OPERATION BETWEEN UNESCO AND THE INTERNATIONAL COUNCIL OF SCIENTIFIC UNIONS (ICSU) ON THE DEVELOPMENT OF THE OCEANOGRAPHIC COMPONENT OF THE WORLD CLIMATE RESEARCH PROGRAMME, THROUGH THE IOC AND SCOR

##### PREAMBLE

In the tradition of their close association, ICSU and Unesco have agreed to co-operate in the development of the oceanographic component of the WCRP through the Scientific Committee on Oceanic Research (SCOR) and the Intergovernmental Oceanographic Commission (IOC). To that effect, these bodies have established the Joint Committee on Climatic Changes and the Ocean (CCCCO). The oceanographic component of the WCRP will be composed, as appropriate, of non-governmental and intergovernmental activities. Those activities requiring inter-governmental co-ordination, such as ocean monitoring and other ocean services, will be the responsibility of the IOC. In order to facilitate the preparation of the ICSU-Unesco Agreement and the SCOR-IOC Memorandum of Understanding on the Joint Committee, the following Principles have been agreed.

##### PRINCIPLES

1. The development of the oceanic component of the World Climate Research Programme (WCRP) comprises field projects or experiments, each of them divided into two phases - a planning phase and an implementation phase.
2. The Joint Committee is entrusted with the planning of the field projects or experiments part of the Scientific Programme and would also advise on organizational requirements for implementation.
3. Within the programme of work and budget approved by SCOR and IOC, the Joint Committee has authority and freedom of action to develop the planning phase of the field projects and experiments of the scientific programmes, including convening of meetings, selection of experts, preparation of recommendations and reports, and other activities compatible with this objective such as facilitating co-operation in field projects or experiments not requiring intergovernmental co-ordination.
4. The Secretary of the IOC and the Secretary of SCOR may, at their discretion, review the operation of the Joint Committee (normally at the time of meetings of the executive/governing bodies of SCOR and IOC). Results of reviews undertaken at other times will be communicated to the Chairman of IOC and the President of SCOR with a copy to the Chairman of the Joint Committee. The Chairman of the Joint Committee would then address and resolve any problems identified. In the unlikely event that a problem cannot be solved, it would be referred to the appropriate authorities of IOC and SCOR for resolution.
5. The IOC will act as the intergovernmental body responsible for the overall co-ordination of the oceanographic component of the World Climate Research Programme (WCRP) and related supporting ocean services (e.g., ocean data exchange; training, education and mutual assistance; ocean monitoring) and other activities requiring international co-operation through the concerted action of Member States.
6. Some projects or experiments need intergovernmental co-ordination, especially to facilitate field activities through the concerted action of Member States, to establish the required logistic support and to mobilize adequate funding. The IOC will establish an intergovernmental subsidiary body for the overall co-ordination as indicated above, and will operate through existing or new subsidiary bodies (e.g., IOCARIBE, WESTPAC), as necessary, for the co-ordination of specific field projects or experiments. The Joint Committee will advise these bodies on these projects and will monitor their scientific progress.
7. The Secretary of the Joint Committee shall be appointed by the Director-General of Unesco taking into account the views expressed by IOC, SCOR and the Joint Committee or their appropriate representatives. The Secretary of the Joint Committee shall be a member of the IOC Secretariat and shall be under the authority of the Director-General of Unesco whose prerogatives as the Executive Head of the Organization shall be maintained. For scientific purposes he will be directed by the Chairman of the Joint Committee. On matters concerning the implementation phase which require intergovernmental co-ordination arranged by the IOC, or interaction between the work of the Joint Committee and other work of the Commission (e.g., IODE and TEMA), and on matters having institutional, operational or policy implications or of an administrative and procedural nature, he will be under the supervision of, and report to, the Secretary of IOC.



8. To facilitate the work and the required close interaction between the IOC and the Joint Committee, the Secretary thereof shall keep the Secretary of IOC adequately and currently informed. In all administrative matters he shall follow Unesco/IOC procedures.

Signed 17 March 1984

L. Ernster  
Secretary General  
International Council of  
Scientific Unions

A.M. M'Bow  
Director General  
United Nations Educational,  
Scientific and Cultural  
Organization

#### 4.9 MEMORANDUM OF UNDERSTANDING ON CO-OPERATION BETWEEN THE UNITED NATIONS ENVIRONMENT PROGRAMME AND THE INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION OF UNESCO

This Memorandum of Understanding reflects the present status of co-operation between the United Nations Environment Programme (UNEP) and the Intergovernmental Oceanographic Commission (IOC) of Unesco and defines areas of common interest in which joint activities could be implemented according to strategies approved by the Governing Council of UNEP and the Assembly and the Executive Council of IOC.

The Memorandum of Understanding provides a framework for continuing co-operation and a basis for further joint programming between UNEP and IOC as well as joint sponsorship of activities and programmes of mutual interest. In undertaking further joint programming both parties will recognize the mandatory constraints and obligations under which each operates and the complementary actions of mutual interest.

##### 1. GENERAL

The United Nations General Assembly decided, in 1972, by resolution 2997 (XXVII), to establish UNEP "as a focal point for environmental action and co-ordination within the United Nations system" and invited "the organizations of the United Nations system to adopt measures that may be required to undertake concerted and co-ordinated programmes with regard to international environmental problems, taking into account existing procedures for prior consultations on programme and budgetary matters."

The Governing Council of UNEP chose "oceans" in 1973, as one of the priority areas in which it would focus efforts to fulfil its catalytic and co-ordinating role (decision G.C. 1/III). In that context UNEP developed a closely co-ordinated programme on "oceans and coastal areas" consisting of three interlinked elements

- marine pollution,
- Regional Seas Programme, and
- living marine resources,

being implemented in close co-operation with more than one hundred and thirty Governments and a large number of international, intergovernmental, non-governmental and national organizations.

The IOC was established by resolution 2.31 adopted by the General Conference of Unesco in 1960. The purpose of IOC is to promote marine scientific investigations and related ocean services, with a view to learning more about the nature and resources of the oceans through the concerted action of its members, and inter alia to promote, plan and co-ordinate observing and monitoring systems on the properties and quality of the marine environment, to promote the preparation and dissemination of processed oceanographic data, information, and assessment studies, as well as the development of standards, reference materials and nomenclature for use in marine science and related ocean services.

The IOC acts as a joint specialized mechanism for five United Nations bodies (UN, Unesco, FAO, WMO and IMO) which harmonize the execution of certain of their activities through the Inter-secretariat Committee on Scientific Programmes Relating to Oceanography (ICSPRO).

The Global Investigation of Pollution in the Marine Environment Programme (GIPME) of IOC was adopted in response to recommendations of the United Nations Conference on the Human Environment (Stockholm, 1972). The overall objective of GIPME is to provide a scientifically sound basis for the assessment and control of marine contamination and pollution, and to supply the necessary marine scientific input for prevention of unacceptable degradation of the marine environment. The implementation of GIPME is gradually being developed through regional and open-ocean components. The Marine Pollution Monitoring System (MARPOLMON) is developed as an operational element of GIPME. The management and exchange of marine pollution data, within the programme of GIPME, is developed in the global framework of the International Oceanographic Data and Information Exchange (IODE) system.

## II. AREAS OF PRESENT CO-OPERATION

Co-operation on subjects of mutual interest between UNEP and IOC was initiated in 1975, and resulted in more than thirty joint projects. This co-operation was gradually broadened and today covers all major areas in which UNEP and IOC deal with ocean-related subjects. The legislative basis for the co-operation is embodied in decision 11/7 (1983) of the UNEP Governing Council on co-operation between UNEP and IOC, as well as in the resolutions XII-20 and XII-21 (1982) of the IOC Assembly on co-operation and relationship between IOC and UNEP, and XIV-15 (1987) on co-operation between IOC and UNEP in marine pollution research and monitoring.

Specifically, UNEP and IOC, co-operate on:

- (a) development of global ocean monitoring programme;
- (b) development and implementation of regional marine pollution research and monitoring programmes;
- (c) development and testing of methodological guidelines for marine pollution research and monitoring leading to the assessment of sources, levels and effects of marine contaminants;
- (d) training of experts and technicians in the application of methodological guidelines, with emphasis on training of personnel in developing countries;
- (e) development and applications of data quality assurance - and data quality control procedures for participants in UNEP- and IOC-sponsored marine pollution research and monitoring programmes;
- (f) promotion of the establishment and use of globally co-ordinated marine pollution data management procedures and programmes;
- (g) assessment of the state of pollution of the global marine environment and of specific oceanic regions, including the assessment of the sources, levels and effects of specific pollutants;
- (h) assessment of the ecological and socio-economic impact of expected climatic changes on marine and coastal systems; and
- (i) development and application of methodologies required for the establishment of the scientific basis for pollution control and management measures, such as environmental impact assessment and related activities for developing countries.

## III. AREAS OF POTENTIAL FUTURE CO-OPERATION

The future co-operation between UNEP and IOC will be primarily based on further strengthening and broadening of collaboration in the fields identified in the preceding section of this Memorandum of Understanding. The substance of this co-operation will be determined through regular and ad hoc bilateral and multilateral consultations between the interested parties and will be reflected in the decisions of UNEP and IOC governing bodies, as appropriate.

Specifically:

- (a) With the expected successful completion of the preparatory phase for the development of the global sentinel organisms monitoring system (Mussel Watch), UNEP and IOC intend to implement it as one of the global marine pollution monitoring components of UNEP's Global Environment Monitoring System (GEMS) and of IOC's MARPOLMON.
- (b) The existing co-operation in marine pollution research and monitoring within the framework of the Regional Seas Programme and the programmes of IOC regional subsidiary bodies is intended to be expanded to the south Asian, the east Asian, and the eastern African Action Plan regions, constituting at the same time a contribution to both the Regional Seas Programme and to MARPOLMON.
- (c) Through the jointly sponsored IOC-UNEP Groups of Experts (GEMSI, GEEP and GESREM) the development, testing and application of reference methods for marine pollution studies will be intensified in order to achieve full comparability, on a global scale, of data on marine pollution obtained from monitoring programmes sponsored either individually by UNEP and IOC or jointly by both organizations.

- (d) The training policies and practices of UNEP and IOC in the field of oceans will be closely co-ordinated and, whenever feasible, carried out as joint activities.
- (e) Elements of the quality assurance, including reference methods, standards and reference materials, guidelines for good laboratory practice and control, will be developed in order to ensure the quality and the global comparability of data. Introduction of these elements in the relevant activities of UNEP and IOC will be carried out on a regional and inter-regional basis through training, intercalibrations and regular intercomparison exercises. Data-reporting formats, reflecting specific information on the quality assurance producers, will be developed jointly by UNEP and IOC through appropriate expert consultations.
- (f) The development of data banks with agreed data exchange and management procedures will be further pursued to service regional marine pollution monitoring programmes, designed to yield data for specific purposes delivered from participating laboratories in agreed formats. The data management procedures will include information on quality assurance and control, and will be developed in harmony with existing data management systems, such as IODE.
- (g) Co-operation, primarily through GESAMP, will continue on the preparation of periodic reports on the state of pollution of the marine environment on global and regional levels, as well as on the assessment of global and regional relevance of specific pollutants for the marine environment.
- (h) The presently ongoing regional assessments of ecological and socio-economic impact of expected climatic changes will be broadened to include also other coastal and marine regions and will be used for the identification of strategy and policy options which may be used by Governments concerned to mitigate the negative impact of these changes.
- (i) Co-operation will be expanded on defining the state and dynamics of near-shore marine systems required in environmentally sound coastal zone planning and management, specifically in the preparation of environmental impact assessments for coastal development projects.

#### IV. MODALITIES OF CO-OPERATION

The Secretariats of UNEP and IOC will maintain a close working relationship, in accordance with the provisions of this Memorandum of Understanding, through regular consultations, visits and correspondence, thus enabling the Secretariats of UNEP and IOC as well as their respective Governing Bodies to be kept informed on all programmes and projects in the areas of mutual interest as set out in this Memorandum of Understanding.

Such consultations shall be part of Joint Thematic Programming exercises carried out by UNEP and involving IOC as well as other organizations. These exercises may cover global, regional or subject-specific issues.

In the implementation of joint IOC-UNEP projects the greatest possible flexibility on technical and administrative matters, compatible with UNEP's overall administrative and co-ordinating responsibilities, shall be left to IOC as the organization in charge of technical implementation of these projects.

#### V. FINAL PROVISIONS

This Memorandum of Understanding is without prejudice to agreements concluded by either UNEP or IOC with other organizations or programmes within the United Nations system.

Signed 3 August 1987

Mario Ruivo  
Secretary  
Intergovernmental Oceanographic  
Commission

Signed 16 July 1987

Stjepan Keckes  
Director  
Regional Seas Programme Activity Centre  
United Nations Environment Programme

## 5. GUIDELINES FOR THE STRUCTURE AND RESPONSIBILITIES OF THE SUBSIDIARY BODIES OF THE COMMISSION

### Introduction

The following guidelines for the structure and responsibilities of the Commission's subsidiary bodies are based on the decisions on this matter taken by the Executive Council at its Nineteenth Session; they should be followed as closely as possible in establishing and administering the subsidiary bodies of the Commission. It is recognized that every possible situation cannot be foreseen; therefore, these guidelines should not be interpreted so rigidly that the Commission and its subsidiary bodies are unable to respond to problems and opportunities as they arise.

The Assembly and Executive Council are the Governing Bodies of the Commission. A Primary Subsidiary Body is a creation of one of the two Governing Bodies. A Primary Subsidiary Body may create Secondary Subsidiary Bodies lower in the hierarchy, in accordance with the following Table which shows the five categories of subsidiary body.

SUMMARY OF RIGHTS TO FORM SECONDARY SUBSIDIARY BODIES

Parent (Primary)	Subsidiary (Secondary)	C (S and T)	SC	RC	TT (1)	GE (1)
Committees (Scientific and technical)		-	No	No	Yes	Yes
Sub-Commissions		No	-	No	Yes	Yes
Regional Committees		No	No	-	Yes	Yes
Task Teams		No	No	No	-	No
Groups of Experts		No	No	No	No	-

Besides the Basic Functions given for each category in sections 5.1-5.5, each subsidiary body is given specific Terms of Reference covering some or all of the functions given below; each such function has a fixed definition of principle which may be followed, if considered essential, by text that is more specific to the subsidiary body concerned (i.e., "In particular, the (name of the subsidiary body) shall ..."). The Table below provides guidelines on which Terms of Reference should normally apply to each category of Primary Subsidiary Body. Each Primary Subsidiary Body should decide which of these Terms should apply to its own (Secondary) Subsidiary Bodies.

- 
- (1) Provided that no costs fall on the Commission or costs have been allocated by a Governing Body. A request for approval of costs may be submitted, by an appropriate Primary Subsidiary Body, to a Governing Body either when the Secondary Subsidiary Body is first formed or with the proposed programme of work and financial requirements when submitted to the Secretary by the Primary Subsidiary Body. See also Section 5.5, below.

BASIC ELEMENTS OF TERMS OF REFERENCE OF PRIMARY SUBSIDIARY BODIES

Function Type Of Primary Subsidiary Body	Programme of work & financial requirements	Overall Policy Recommendation	Technical Policy Making	Reporting to Parent Body	Programme Development							Creation of Subs. Bodies	
					Planning	Promotion	Co-ordin- ation	Scientific advice and guidance	Standard setting and nomenclature	Co-oper- ation	Evaluation	TT (1)	GE (1)
Scientific and/or Technical Committee	x	x	x	x	x	x	x	x	x	x	x	x	x
Sub-Commission	x	x	x	x	x	x	x	x	-	x	x	x	x
Regional Committee	x	x	x	x	x	x	x	x	-	x	x	x	x
Task Team	-	x	-	x	x	x	x	x	x	-	-	-	-
Group of Experts	-	x	-	x	x	x	x	x	x	-	x	-	-

**Programme Development**Planning

"Prepare a detailed plan of action for implementation of the adopted programmes, projects or activities."

Promotion

"Within its field of responsibility, promote the adopted programmes, projects or activities among the interested Member States and/or in the marine scientific community, as necessary, and make, if appropriate, recommendations to the (name of the parent body in brief) to this effect."

Co-ordination

"Identify the Member States' institutions, the collaborating organizations, or individuals, as the case may be, participating in the implementation of the adopted programmes, projects or activities and ensure that each such entity is made fully aware of the work it is expected to undertake and how it relates to the work of the other participating entities."

Scientific and technical advice and guidance

"(a) Provide advice to the participating entities, as defined above, on appropriate methods, procedures and operations for the optimum implementation of the agreed programmes, projects or activities;

(b) undertake specific tasks (e.g., prepare scientific and technical reports, reviews, guidelines), if appropriate, to help ensure optimum implementation of the agreed programmes, projects or activities."

- (1) Provided no costs fall on the Commission or the necessary costs have been allocated by a Governing Body.

#### Standard setting and nomenclature

"Recommend and co-ordinate the development (with other international organizations) of standards, reference materials and nomenclature for use in marine science and related ocean services."

#### Co-operation

"Co-operate, as appropriate, with other bodies, such as subsidiary bodies of the Commission or of other international organizations, whether governmental or non-governmental, global or regional, at an equivalent (or approximately equivalent) hierarchical level, as decided by (the name of the parent body in brief)."

#### Evaluation

"(a) Examine the results of the adopted programme, projects or activities at regular intervals determined by their nature;

(b) make recommendations to (the name of the parent body in brief) on the application of these results; and

(c) provide advice to (the name of the parent body in brief) on desirable improvements in programme conception or execution."

#### **Other Functions**

##### Programme of work and financial requirements

"Prepare, within its field of responsibility, and with the assistance of the Secretary, proposals for a two-year programme of work and financial requirements, including an indication of priorities, for submission to the Secretary, for his use in the preparation of the Programme and Budget of the Commission."

##### Overall policy recommendations

"Make recommendations to (name of parent body in full) on the Commission's overall policy relevant to the (name of subsidiary body, in brief)'s field of activity."

##### Technical policy-making

"Within its Terms of Reference, determine such technical policy as may be required to effect or enhance the implementation of adopted programmes or projects."

#### Reporting

"Report to (name of parent body in full) at intervals to be decided by the (name of parent body in brief)."

#### **Creation of Secondary Subsidiary Bodies**

The right to create a Secondary Subsidiary Body is indicated in the Table above. All Secondary Subsidiary Bodies shall be established initially for one intersessional period only (see section on Frequency of Meetings, below). Further extension shall be by specific decision at each session of their respective parent bodies.

In general, the Guidelines given above apply also to Secondary Subsidiary Bodies. It is clear, however, that Secondary Subsidiary Bodies have no authority to create tertiary subsidiary bodies. Nevertheless, informal sub-groups (e.g., Sub-groups of Experts) may be formed to deal with specific aspects of the work of a subsidiary body but shall have no formal status and their activities shall be the responsibility of the subsidiary body alone.

## Membership and Composition

Scientific and/or Technical Committees	Open to all interested Member States
Sub-Commissions	Open to Member States of the region concerned, and other interested Member States
Regional Committees	Same as for Sub-Commissions.
Task Teams	Decided by the parent body (normally consisting of a few governmental experts appointed by Member States concerned)
Groups of Experts	Experts acting in their personal capacity and selected for their knowledge and expertise in the subject concerned

The following procedures for the selection of members of Groups of Experts shall apply:

Following a decision to create a Group of Experts, any Member State may submit to the Secretary, within two months, the names of any experts, with their respective curricula vitae. It may wish to be considered for membership of the Group.

The Chairman of IOC, the Secretary, the Convenor (see section on Officers, below, and, as appropriate, the Chairman(men) of the subsidiary body(ies) mainly concerned with the work of the Group of Experts, after having reviewed the nominees and/or any other suitable candidates known to them by reputation, will select the members of the Group of Experts. Subsequently, they will be appointed by the Secretary who will inform Member States concerned of the final composition of the Group.

The composition of a Joint Group of Experts will be decided in consultation with the co-sponsoring organization(s). (See section on Joint Subsidiary Bodies, below.)

Although membership of the Commission's Scientific and/or Technical Committees, Sub-Commissions and Regional Committees is open to all Member States, such membership will not be automatically assumed, but will be dependent upon a formal declaration of wish, by a Member State, to be a member of a particular subsidiary body and to participate actively in a particular programme, and this should be confirmed in practice by the nomination of a specific National Focal Point, to provide liaison between the national activities directly related to the given programme and the subsidiary body itself or the Secretary of IOC. Such declarations and nominations should be renewed at each ordinary session of the Assembly or whenever necessary as a result of a change in the National Focal Point. This will result in considerable economy and increased efficiency since documents for a session of a Scientific and/or Technical Committee, Sub-Commission or Regional Committee will not, normally, be sent to a Member State that is not a declared member of such subsidiary bodies. Nevertheless, invitations to all sessions of a given Scientific and/or Technical Committee, Sub-Commission or Regional Committee will be sent to all Member States initially.

## Officers

For all subsidiary bodies, the following guidelines shall be applied:

- (i) Unless nominated by the parent body, the Chairman and a Vice-Chairman shall be elected by the subsidiary body itself. Both shall normally serve for one intersessional period and the next session, if any, of the subsidiary body; if there is no such session (e.g., in the case of a Task Team working by correspondence), the intersessional period shall be that of the parent body. The Chairman and the Vice-Chairman shall be eligible for re-election for only one more intersessional period and subsequent session as just defined; however, on an exceptional basis and in the interest of the Commission, both may be eligible for re-election for one further term.
- (ii) In the case of Sub-Commissions and Regional Committees, the Chairman and Vice-Chairman shall normally be from Member States in the region concerned.



- (iii) The Vice-Chairman shall be responsible for assisting the Chairman by taking over from him in the event of his absence (from a meeting) or indisposition (during an intersessional period or a session), and by undertaking special tasks allocated to him by the Chairman.
- (iv) For the first session of a subsidiary body, a Convenor may be designated by the parent body. Subsequently, elections for the Chairman and Vice-Chairman shall normally be held at the end of each session of the body.
- (v) The Chairman (or the Vice-Chairman acting for him, as provided for in (iii), above) shall be entirely impartial in his conduct of the sessions; if he is also representing a Member State, he should always indicate when he is speaking on behalf of that Member State.

#### **Other Participants**

Article 8 of the Statutes shall apply to all subsidiary bodies of the Commission. It reads:

"Subject to provisions in the Rules of Procedure regarding closed meetings, participation in the meetings of the Assembly, of the Executive Council and subsidiary bodies, without the right to vote, is open to:

- (a) Representatives of Member States of organizations in the United Nations system which are not members of the Commission;
- (b) Representatives of the organizations in the United Nations system;
- (c) Representatives of such other intergovernmental and non-governmental organizations as may be invited subject to conditions to be determined in the Rules of Procedure."

#### **Responsibilities of Member States**

For the intergovernmental bodies (Sub-Commissions, Scientific and/or Technical Committees, Regional Committees and Task Teams), the Member States are expected to: (i) nominate to their delegations to the meetings thereof appropriately qualified persons, as called for in Rule of Procedure No. 26; (ii) cover the cost of the attendance and participation of their delegates in the meetings thereof; (iii) provide the essential means to the individuals (delegates) or national institutions concerned to give effect to the decisions/recommendations of a given subsidiary body of which they are a member.

The latter responsibility is particularly important if a national of a Member State is elected Chairman or Vice-Chairman of a subsidiary body, as it is indeed for the Chairman and four Vice-Chairmen of the Commission.

The terms of membership (above) should be borne in mind here.

#### **Frequency of Sessions**

The frequency of sessions of Primary and Secondary Subsidiary Bodies depends on several factors, particularly: (i) the developmental stage of the activity with which the body is concerned, it usually being desirable to have relatively more frequent meetings in the early stages; (ii) the disposition (in terms of funding, scheduling, etc.) of Member States vis-a-vis a given activity; (iii) the Secretariat workload and meeting schedule; (iv) the desired relationship between the work of the subsidiary body and sessions of the Governing Bodies and/or Primary Subsidiary Bodies.

Nevertheless, in general, Sub-Commissions, Scientific and /or Technical Committees and Regional Committees should meet at least once every two years, the actual frequency being related to the state of development and the requirements of the particular programme or as determined by the Assembly or the Executive Council.

Task Teams, if the Member States concerned are generally agreeable, should not meet more often than once a year nor less often than once every two years (especially if substantial progress can be made by working by correspondence).

Groups of Experts should meet as often as the Secretary decides is necessary under any given set of programmatic and budgetary circumstances.

## **Decisions and Recommendations**

A Decision is a determination to act that is binding upon the body adopting it, and that body only; a Decision by a subsidiary body may be subject to qualification by the parent body or the Governing Bodies.

A Recommendation is normally made to the parent body; if the Recommendation is intended for the IOC Assembly or Executive Council, or, if appropriate, for concerned bodies or other organizations collaborating with the Commission, or to Member States, it rests with the parent body or its Chairman to relay the Recommendation to the Secretary for submission to the entity for which it was intended.

Each Decision or Recommendation should, as appropriate, be labelled by the acronym of the originating body linked to the (Roman) number of the Session at which it was adopted, and the ordinal (Arabic) number assigned to it (e.g., EC-X.10); note that, exceptionally, the Assembly is identified only by the corresponding Roman numeral (e.g., XII-12), in accordance with the Commission's documentation practices which are applicable to subsidiary body sessions.

The particular features of the Commission's Sub-Commissions, Scientific and/or Technical Committees, Regional Committees, Task Teams, Groups of Experts, and Joint Subsidiary Bodies are given below

### **5.1 SCIENTIFIC AND/OR TECHNICAL COMMITTEES**

Scientific and/or Technical Committees are the main subsidiary bodies of the Commission. They are intergovernmental and may be established only by the Assembly. Each such Committee is expected to take Decisions and act as necessary to give effect to the Commission's policy decisions, within its Terms of Reference and allocated budget, and make Recommendations to the Governing Bodies of the Commission on policy matters within its Terms of Reference and on future actions required.

### **5.2 SUB-COMMISSIONS**

Regional Sub-Commissions shall be established by the Assembly only at the request of Member States in the region, taking into account at least the following basic conditions:

- (i) an existing regional subsidiary body of the Commission has formally requested the Assembly to designate it as a regional Sub-Commission;
- (ii) the budget and secretariat required for the effective functioning of the proposed regional Sub-Commission will be made available;
- (iii) the Member States of the region for which a regional Sub-Commission is proposed are already actively engaged in co-operative activities or have demonstrated their commitment to do so.

Regional Sub-Commissions shall operate within the framework of the general policy of the Commission and the budgetary guidelines and allocations established by the Assembly.

Regional Sub-Commissions are intergovernmental subsidiary bodies of the Commission, responsible for the promotion, development and co-ordination of the Commission's marine scientific research programmes, the ocean services, and related activities, including TEMA, in their respective regions. In establishing their programmes, they should take into account the specific interests and needs of the Member States in the region.

The region (geographical area of each regional Sub-Commission) shall be determined by the Commission, giving due regard to the views of the Member States concerned, particularly those of the region being considered for regional Sub-Commission status.

Secretariat support for a regional Sub-Commission shall be provided by the IOC Secretariat (headquarters staff and staff outposted in the region), and by Member States. The outposted IOC staff providing secretariat services to a regional Sub-Commission shall be located in an appropriate office of Unesco or of any organization of the United Nations system in the region of the regional Sub-Commission, or elsewhere in a Member State of the region, provided that such a State offers facilities considered adequate by the regional Sub-Commission and approved by a governing body of the Commission.

The programme and activities of a regional Sub-Commission shall be carried out within the budgetary allocations established by the Commission, or from such additional resources and support in kind as may be made available by Unesco or by other organizations members of ICSPRO, or by any other United Nations organizations co-operating with the Commission, or by Member States of the Commission, or as may be received from other sources in accordance with the financial rules of the Commission.

Voluntary contributions earmarked specifically for the programme and activities of a regional Sub-Commission may be accepted and established under the IOC Trust Fund in accordance with the financial regulations of Unesco and IOC and administered by the Secretary of the Commission.

### 5.3 REGIONAL COMMITTEES

Regional Committees are intergovernmental subsidiary bodies of the Commission, responsible for the co-ordination and supervision of the scientific and service activities of the Commission at the regional level.

They are expected to take Decisions and act as necessary to give effect to the Commission's policy decisions, within their Terms of Reference and allocated budget, and make Recommendations to the Governing Bodies of the Commission on policy matters within their Terms of Reference and on future actions required.

### 5.4 TASK TEAMS

Task Teams are small ad hoc subsidiary bodies formed to carry out specific tasks at no expense to the Commission other than routine Secretariat support, unless specific approval is obtained from the Assembly or Executive Council. Task Teams may be formed by the Assembly, the Executive Council and by Scientific and/or Technical Committees, Sub-Commissions and Regional Committees. Task Teams will usually work by correspondence, but meetings may be convened when the necessary costs have been allocated or when no costs fall on the Commission. Task Teams should be disbanded by their parent body upon completion of their assigned tasks.

### 5.5 GROUPS OF EXPERTS

Groups of Experts are small subsidiary bodies composed of specialists selected in their personal capacity for their scientific or technical expertise. They will undertake detailed scientific and technical studies and/or co-ordination tasks, by subject or region, as identified by the Assembly, the Executive Council, a Sub-Commission, a Scientific and/or Technical Committee, or a Regional Committee.

When the Assembly, the Executive Council, a Scientific and/or Technical Committee, a Sub-Commission or a Regional Committee decide that there is a need for a Group of Experts, it will draft appropriate Terms of Reference and decide on the size of the Group. A Scientific and/or Technical Committee, a Sub-Commission or a Regional Committee may create a Group of Experts independently only if no costs fall on the Commission for the work of the Group. If budgetary support is required, the Scientific and/or Technical Committee, Sub-Commission or Regional Committee shall submit the draft Terms of Reference and proposed size of the Group of Experts to the Assembly or the Executive Council with a Recommendation that the Group of Experts be formed and the necessary costs allocated.

In principle, all travel costs and subsistence expenses of members of Groups of Experts will be borne by the Commission (from the most appropriate source of support and budget). The venue of meetings should therefore be planned to keep these expenses to a minimum. Participants in sessions of Groups of Experts, other than those selected under the guidelines given above, shall be deemed to be observers whose travel costs and expenses will be paid for by their government or organization.

Each Group of Experts should maintain a list of additional experts who have been nominated by their Member States and who are considered suitable to be members of the Group, on the basis of their scientific and technical expertise. These lists, which should be updated at each meeting, will be held by the Secretary and used by him and the appropriate Chairmen when selecting new members for the various groups.

## 5.6 JOINT SUBSIDIARY BODIES

Joint Subsidiary Bodies may be formed with other organizations if such bodies are clearly necessary for the successful development and implementation of the programme in question. Co-sponsorship of such bodies by the Commission will only be decided upon by the Assembly. The Guidelines above should be used, so far as practicable, in consultation with the Secretariats of the other organizations involved.

## 5.7 CO-ORDINATION OF THE IMPLEMENTATION OF REGIONAL PROJECTS

The limited staff and resources available to the Commission have made it increasingly necessary to place responsibility for the implementation of projects adopted by the Commission's regional subsidiary bodies in the hands of those - notably the marine scientists themselves and their institutions, whether governmental, academic or private - who are, in principle and in fact, the most interested or concerned to see each particular project carried out.

The group of institutions/scientists directly interested in the implementation of a particular project constitutes a Co-operative Implementing Network. To ensure effective co-ordination of project implementation, a small number of scientists drawn from such a Network for a specific project constitutes a Project Steering Group (a *de facto* Guiding Group of Experts); one of them is designated the Project Co-ordinator and he or she should work closely with the Steering Group and the participants in the Network.

Participation in a Co-operative Implementation Network is, by definition, voluntary, and, as soon as a regional project has been adopted and the creation of the Network and the Project Steering Group have been resolved by a regional subsidiary body, the Secretary of IOC should invite the Member States concerned to identify the institutions and/or scientists wishing to participate in the implementation of the Project, hence in the Network. Then, in consultation with the Chairman of the regional subsidiary body, the Secretary of IOC should invite a small number of particularly active and interested scientists from the Network to form a Project Steering Group. Likewise, the Secretary should invite one of them to be the Project Co-ordinator.

The Terms of Reference of such a Project Co-ordinator may be based on the following generic Terms:

- (i) in close liaison with the Chairman of the regional subsidiary body, lead the Project Steering Group in overseeing and ensuring co-ordination of the Project and related activities;
- (ii) encourage the participation of all the Member States of the regional subsidiary body, by informing them of the potential benefits of the Project and of the specific opportunities that exist for participation consistent with their interests and capacities;
- (iii) advise the Chairman and the IOC Technical Secretary responsible for the regional subsidiary body and related activities, identifying those matters requiring action by the IOC Secretariat and those requiring action by the regional subsidiary body itself;
- (iv) review and evaluate the Project and related activities and, on the basis of this review and evaluation, report to the regional subsidiary body, and recommend how the Project and related activities could be further developed or otherwise followed up.

In some cases, it may be convenient, if the complexity and diversity of a particular Project require it, to form sub-regional Networks; each such sub-regional Network should then be represented by one or two experts on the Project Steering Group (e.g., in the IOCINDIO region, the natural sub-regions are the Bay of Bengal, the Arabian Sea and the Gulf).

In special cases (e.g., marine pollution projects), it may prove more effective to create subsidiary Networks based on classes of pollutants (e.g., heavy metals; pesticides; and petroleum hydrocarbons), rather than on sub-regions.

Although Project Steering Groups are not formal subsidiary bodies of the Commission, they are considered to be, in principle, effective mechanisms of project implementation. Also, as far as institutions participate in networks according to their various interests, a particular institution may be a participant in several Co-operative Implementing Networks.

Project Steering Groups, consisting essentially of active scientists, may be assimilated to the category "Group of Experts" in the Commission's subsidiary body scheme, but their modus operandi should stress the active project implementation role rather than the scientific advisory role and a generally higher level of flexibility and of informality (to meet on-the-spot requirements), based on, inter alia, easy communication between members of the Steering Group and between the Group and the participants in the Network.

## **8. ADVISORY BODIES TO THE COMMISSION**

### **8.1 STATUTES OF THE ADVISORY COMMITTEE ON MARINE RESOURCES RESEARCH (ACMRR)\***

#### **Article I - Terms of Reference**

1. The Director-General of the Food and Agriculture Organization of the United Nations (FAO) acting in pursuance of the decision of the eleventh session of the FAO Conference (paragraph 233 of the Report of the Session) has established, under Article VI, paragraph 2 of the FAO Constitution, the Advisory Committee on Marine Resources Research (hereafter referred to as "the Committee") to study and advise the Director-General on the formulation and execution of the Organization's Programme of Work concerned with the research on marine fisheries resources (including work on research vessels, biological statistics, training of fisheries scientists and related matters) and the dissemination, interpretation and application of the results of such research, special attention being paid to the fisheries aspects of oceanographic research.
2. By agreement of the Director-General and in accordance with resolution II-15, adopted at the second session of the Intergovernmental Oceanographic Commission (hereafter referred to as "IOC") under Unesco, the Committee will also act as the advisory body to that Commission on the fisheries aspects of oceanography.

#### **Article II - Composition**

1. The Committee shall be composed of not more than fifteen fisheries experts appointed in their personal capacity by the Director-General of FAO for a period of one year and eligible for reappointment. The members shall be selected on the basis of their expert knowledge, after consultation with governments and intergovernmental and other bodies of member countries concerned with fisheries research, account being taken of the need for regional and subject representation.
2. For the purpose of Article I, paragraph 1 above, the Committee shall be composed of not more than thirteen members.
3. For the purpose of Article I, paragraph 2 above, the Committee shall be augmented by two additional members from countries not members of FAO, appointed by the Director-General on the basis of nominations by the Bureau of IOC, in accordance with the terms of IOC resolution II-15 referred to in Article I, paragraph 2 above.

#### **Article III - Reports**

The Committee shall report and make appropriate recommendations to the Director-General who will bring the Committee's recommendations having policy, programme, or financial implications for the Organization, to the attention of the Conference or Council, and will ensure appropriate circulation of the Committee's findings and recommendations.

#### **Article IV - Subsidiary bodies**

The Committee may establish such subsidiary bodies as it deems necessary for the accomplishment of its tasks, subject to the availability of the necessary funds in the relevant chapter of the Approved Budget of the Organization.

#### **Article V - Rules of Procedure**

The Committee may adopt and amend its own Rules of Procedure which shall come into force upon approval by the Director-General, subject to confirmation by the Conference or Council of the Organization, as appropriate.

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\* Statutes as put into force by the Director-General of FAO in 1982.

## **6.2 STATUTES AND BY-LAWS OF THE ENGINEERING COMMITTEE ON OCEANIC RESOURCES (ECOR)\***

### **CHAPTER 1 - GENERAL, PURPOSE AND INTEREST**

#### **Article 1 - Name, seat and duration**

- 1.1 The Association shall be known as the ENGINEERING COMMITTEE ON OCEANIC RESOURCES, also abbreviated to ECOR and is an international, non-governmental, professional engineering body.
- 1.2 The seat of the Association is 's-Gravenhage (The Hague), The Netherlands.
- 1.3 The Association has been formed for an unlimited period.
- 1.4 The Association year corresponds to the calendar year.

#### **Article 2 - Purpose and interest**

- 2.1 The purpose of the Association is to provide an international focus for non-governmental professional engineering interests in marine affairs, with particular emphasis on:
  - 2.11 Establishing and maintaining international professional engineering communications in marine affairs.
  - 2.12 Providing advice, from an engineering viewpoint, on policy, programme and organizational matters to international and intergovernmental organizations concerned with marine affairs; or providing such advice directly to individual nations on behalf of these organizations.
  - 2.13 Assisting the engineering profession in its professional skill in the field of marine affairs including exploration and exploitation of marine resources and in the enhancement of the quality of the marine environment, while recognizing that engineering is practised within legitimate proprietary interests
- 2.2 The interest of the Association includes all aspects of engineering practice (such as research, planning, design, management and operation) and all engineering disciplines (such as biological, civil, chemical, electrical and mechanical engineering, mining, physics, dredging, naval architecture, transportation, etc.) as they relate to marine environment.

### **CHAPTER 2 - MEMBERSHIP**

#### **Article 3 - Membership qualifications**

- 3.1 There shall be:
  - 3.11 Ordinary members.
  - 3.12 Associate members.
  - 3.13 Honorary members.
- 3.2 Ordinary membership shall be open to:
  - 3.21 National Members.
  - 3.22 International Members.
- 3.3 National Members are National Committees of ECOR established to that end or national engineering organizations who have in their own countries a purpose and an interest similar to that of the Association as described in Article 2.

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\* As of 1982.

- 3.4 International Members are engineering-related international organizations representing specific disciplines or sets of disciplines that relate to the exploration and exploitation of marine resources and/or the enhancement of the quality of the marine environment.
- 3.5 Not more than one National Member shall be admitted per country.
- 3.6 Associate membership shall be open only to persons living in countries where a National Committee of ECOR does not (yet) exist. There is no limit to the number of associate members.
- 3.7 When a National Committee is constituted in a country, this Committee shall be bound to admit the associate members living in that country at that time, as full members of the Committee.
- 3.8 Honorary membership may be awarded by a General Assembly to a person who, as a member of one of the bodies or organs of the Association, has served the Association exceptionally well.

#### Article 4 - Application for membership

- 4.1 Bodies and individuals wishing to adhere to the Association should submit their requests and qualifications to the Secretary.
- 4.2 The decision on an application for membership shall be made by the Officers by a clear majority.
- 4.3 In case an application for membership is not accepted the applicant concerned may lodge an appeal against the decision of the Officers to the Council.
- 4.4 A membership may also be obtained on the invitation of the Officers with due observance to the requirements laid down in Article 3 hereof.

#### Article 5 - Termination of membership

- 5.1 Membership expires:
  - 5.11 For ordinary members when they cease to exist and for associate and honorary members by death.
  - 5.12 By resignation in writing forwarded by the member to the Secretariat at least four months before the end of the Association year; membership then terminates at the end of that year.
  - 5.13 By a decision of the Officers to terminate membership in the following cases:
    - 5.131 a member failing to pay his membership fee within a year of the due date;
    - 5.132 a member no longer complying with the qualifications of membership according to Article 3 hereof;
    - 5.133 in any other circumstances where the Officers consider it would be unreasonable for a member to expect the Association to continue his membership;
    - 5.134 in the case of an associate member if a National Committee of ECOR is established in his country.
  - 5.14 By expulsion by the Officers if a member either acts in contravention of the Statutes and By-laws of the Association or harms the Association.
- 5.2 Before making any decision on termination of membership or expulsion the Officers shall inform the member concerned of the contemplated action by registered mail.
- 5.3 The member concerned shall be entitled to defend his interests before the Officers either in writing, in which case he must forward a written explanation clearly stating his point of view to the Officers within two months after receipt of the registered letter under paragraph 5.2 of this Article, or in person, in which case he must inform the Officers of his wish to make his appearance in person within one month after receipt of the registered letter under paragraph 5.2 of this Article.



- 5.4 If the member involved prefers to defend his interests in person the Officers shall invite him at least one month in advance to attend a meeting at which the contemplated termination of membership or expulsion will be discussed.
- 5.5 If the Officers decide on termination of membership or expulsion, the member concerned shall be informed thereof by registered mail not more than two weeks after the decision is made.
- 5.6 Within one month after the member concerned has received the notification of termination of membership or expulsion, he may lodge by registered mail an appeal to the Council against the decision of the Officers; during the term of the appeal and pending the appeal the member concerned will be suspended.
- 5.7 In the case of termination of membership the membership shall end at the date specified in the decision of the Officers and in the case of expulsion the membership shall terminate at the date of the decision of the Officers unless an appeal is lodged in time.
- 5.7 Upon confirmation by the Council of a decision on termination of membership or expulsion following an appeal, the membership terminates at the date of the decision of the Council; such a decision shall be forwarded immediately by registered mail to the member concerned.
- 5.9 After termination of membership or expulsion a former member shall lose all of his rights and shall not be entitled to any claims against the Association for restitution of monies or to any remission or reduction of liabilities being due up to and including the date of termination or expulsion.

### **CHAPTER 3 - ORGANIZATION**

#### **Article 6 - General Assembly**

- 6.1 A General Assembly is held at least once every three years.
- 6.2 The procedures of the General Assembly as well as the determination of the determination of the agenda are defined in the By-laws (as referred to in Article 16 hereof).
- 6.3 At a General Assembly only the ordinary member shall have the privilege to exercise one vote without regard to the number of representatives of the ordinary member presented on the floor.
- 6.4 The General Assembly establishes the broad policies of the Association, is responsible for ensuring that the activities of the Association are in accordance with the purpose described in Article 2 hereof and establishes the broad programme areas that the Association is to address.
- 6.5 For the transaction of business it is required that at least one-third of the ordinary members are represented; a representative may represent more than one ordinary member.
- 6.6 Decisions are made by a clear majority of those present and entitled to vote except as otherwise provided for in these Statutes.
- 6.7 The General Assembly shall appoint an Audit Committee of three members and three substitutes for the period between General Assemblies.
- 6.8 Written notice of the convening of a General Assembly to the members shall be provided by the Officers at least six months in advance.
- 6.9 The Officers shall convene a General Assembly upon written request by at least the number of ordinary members who are entitled to one-tenth of the total vote; if the Officers do not comply with this request the requisitioners are entitled to convene a General Assembly with due observance of paragraph 6.8 of this Article.

#### Article 7 - Council

- 7.1 The Council consists of at least nine members; the number of members shall be determined at a General Assembly with due observance that the number of members may never be less than one-third of the number of ordinary members.
- 7.2 The Council is composed of representatives of ordinary members elected in accordance with Article 12 hereof.
- 7.3 The Council has those powers which have not been explicitly assigned to any other body or organ of the Association.
- 7.4 An annual Council meeting shall be held every year not later than six months after expiration of the Association year; a quorum at a Council meeting exists when more than one-half of its members are present. A Council member prevented for whatsoever reason to attend a Council meeting may authorize another Council member to represent him and to act on his behalf.
- 7.5 Written notice of an annual Council meeting to the members shall be provided by the Officers at least four months in advance; the agenda of an annual Council meeting to be sent at least one month in advance shall include amongst others the following items:
  - 7.51 Annual report of the Officers on the state of affairs of the Association and their management of affairs in the preceding Association year.
  - 7.52 Financial statement on the accounts of receipts and expenses and the balance sheet of the past Association year.
  - 7.53 Determination of the budget of the current Association year.
- 7.6 Approval of the annual report and the financial statement submitted by the Officers will discharge them from their responsibilities in this connection.
- 7.7 All decisions of the Council are made by a clear majority of those present and entitled to the vote.
- 7.8 The Council is charged with the implementation of the policy established by the General Assembly and is responsible to the ordinary members; decisions made by the Council shall be reported to the General Assembly.
- 7.8 The Council may also conduct some of its business by mail in which case the vote is taken by mail ballot; a resolution can only be passed if at least two-thirds of the Council members have voted and as many members have voted for the resolution as would be required at a full meeting.
- 7.9 Special Council meetings may be convened by the Officers whenever they think proper or on written request of such number of Council members as are entitled to at least one-tenth of the total vote.

#### Article 8 - Officers

- 8.1 The Officers are the President, the Vice-President, the Immediate Past President, the Secretary, and the Treasurer, together forming the governing power of the Association.
- 8.2 The Officers are charged with the execution of the directions of the Council and the administration of the Association and the organization of its work.
- 8.3 The Officers are not authorized to conclude agreements:
  - 8.31 To acquire, alienate, mortgage or otherwise encumber real property ('publicly registered goods').
  - 8.32 In consequence of which the Association either binds itself as a surety or several co-debtor, or answers for a third party or accepts responsibility for a debt of a third party, unless they have previous approval of the Council.
- 8.4 For decisions on agreements outside the scope of authority conferred on the Officers by the Council or the Statutes and By-laws, previous approval of the Council shall be required.

8.5 The Association shall be represented in legal and other proceedings by the President or in the event of his absence by one of the other Officers.

8.6 The President, or in his absence the Vice-President, will preside over the meetings of the General Assembly and the Council; in the event both Officers are absent the Officers shall select a Chairman from among themselves.

#### Article 9 - International Working Groups and Study Committees

9.1 International Working Groups are established by the Council to undertake projects as appropriate within the purposes of the Association.

9.2 International Study Committees are established by the Officers to study particular subjects conducive to the realization of the purposes of the Association.

9.3 The meetings of the International Working Groups and Study Committees are held at the call of the respective Chairmen.

#### Article 10 - External relations

10.1 The Association may adhere to non-governmental international organizations and may establish advisory relationships with governmental and non-governmental bodies.

10.2 The Association may establish a consultant status with intergovernmental bodies.

#### Article 11 - Other meetings

11.1 With the approval of the Officers, professional meetings of the Association are held on a regional or specific-subject basis.

11.2 The Officers nominate representatives to meetings of international governmental and non-governmental organizations when requested or invited by these organizations.

### **CHAPTER 4 - ELECTION, NOMINATION AND APPOINTMENT PROCEDURES**

#### Article 12 - Council elections, election, suspension and dismissal of Officers

12.1 The Officers and the members of the Council are elected for a period of three years by the General Assembly. They are chosen with due regard for a balanced professional specialty and geographical representation on the Council.

12.2 The new Officers shall assume office at the conclusion of the Assembly.

12.3 The names of nominees for Council members can be proposed by each ordinary member and are sent to all ordinary members at least three months prior to a General Assembly, together with the advice of the Officers on the composition of the Council, taking into consideration the requirements of paragraph 12.1 of this Article.

12.4 An Officer can be dismissed or suspended at any time by the Council; a decision on a dismissal or a suspension can only be made after a hearing before the Council or at least after a formal invitation to appear to the Officer concerned.

12.5 A suspension shall be made for a maximum period of one year; if, before the expiration of such period, no decision either on termination of the suspension or the dismissal of the Officer concerned has been made the suspension shall terminate automatically.

12.6 A vacancy among the Officers or the Council members caused by death, resignation, or removal of an Officer or Council member shall be filled by an interim election held by mail ballot.

Article 13 - Nominations

- 13.1 The Chairman and members of the International Working Groups are appointed by the President on behalf of the Council. Suggestions for individual participants in these Working Groups are solicited from the members.
- 13.2 The Chairman and members of an International Study Committee are appointed by the Officers; they are selected by the Officers from amongst members of ordinary members and associate members.
- 13.3 The Officers are entitled to appoint experts from outside the Association membership to serve as Study Committee members.

**CHAPTER 5 - FINANCES**

Article 14 - Income

- 14.1 The Association derives income from:
  - 14.11 Membership fees in accordance with 14.2 and 14.4.
  - 14.12 Donation and grants from members.
  - 14.13 Donations and grants from international and intergovernmental bodies with whom the Association has advisory relationship or consultant status.
  - 14.14 Other donations and grants accepted by authority of the Council.
- 14.2 Each ordinary member contributes to the Association an annual membership fee at one of five levels to be determined by the General Assembly, however, with the proviso that the lowest level consists of a symbolic fee.
- 14.3 Upon admission to the Association an ordinary member selects, in consultation with, and with the approval of the Officers, the initial level of the membership fee to be contributed by him.
- 14.4 Each associate member contributes to the Association an annual membership fee at a rate determined by the General Assembly.
- 14.5 Annually the Council is authorized to adjust the rates of the annual membership fees on the basis of the budget under article 7.33 hereof on condition that it renders account of these adjustments to the next General Assembly.

Article 15 - Expenditure

- 15.1 Funds derived from annual membership fees are devoted to the expenses necessary for operation of the Association in accordance with the purpose described in Article 2.1 hereof. These funds are administered in accordance with the By-laws.
- 15.2 Other funds are used in accordance with the wishes expressed by the donors, or as the Council directs, within the purpose described in Article 2.1 hereof.

**CHAPTER 6 - BY-LAWS, ALTERATION OF THE STATUTES AND DISSOLUTION**

Article 16 - By-laws

- 16.1 By-laws are established by the General Assembly for those matters not provided for in the Statutes and for the conduct of the activities of the General Assembly, the Council and the Working Groups.
- 16.2 None of the By-laws may contain provisions contrary to these Statutes.

Article 17 - Amendments to the Statutes

- 17.1 Resolutions on amendments to the Statutes containing the full text of the proposed new wordings shall be provided to the members at least six months prior to a General Assembly.
- 17.2 At least five days prior to a General Assembly up to and including the day of the General Assembly a copy of the resolution(s) containing the wording of the proposed amendments shall be posted for the members' inspection at a place announced by the notice convening the General Assembly.
- 17.3 A resolution on an amendment to the Statutes shall be voted on and passed by a majority of at least two-thirds of those present and voting at a General Assembly.

Article 18 - Dissolution

- 18.1 A resolution to dissolve the Association shall be provided to the members six months in advance of the General Assembly dealing with such a proposal.
- 18.2 A resolution to dissolve the Association may only be voted on and passed by a majority of at least three-fourths of those present and entitled to the vote at a General Assembly attended by at least the representatives of three-fourths of the ordinary members.
- 18.3 In the event the General Assembly is not attended by the required number of representatives of ordinary members a further General Assembly shall be held not sooner than thirty and not later than ninety days after the first Assembly; at this meeting the resolution may be voted on and passed irrespective of the number of representatives of ordinary members present but in any case by a majority of at least three-fourths of those present and entitled to the vote.

**CHAPTER 7 - FINAL CLAUSES**

Article 19 - Legal base

- 19.1 The Association has been constituted as an association under The Netherlands law.
- 19.2 Disputes among members and between members and the Association on the interpretation of the Articles of the Statutes are subject to the provisions of The Netherlands law.

Article 20 - Final clause

- 20.1 In all cases for which the Statutes and the By-laws have no provisions a decision will be made by the Officers.

### 6.3 CONSTITUTION OF THE SCIENTIFIC COMMITTEE ON OCEANIC RESEARCH (SCOR)

#### PURPOSE AND FUNCTIONS

1. SCOR is a Scientific Committee of ICSU. Its purpose is to further international scientific activity in all branches of oceanic research. To achieve this purpose, SCOR should perform the following functions:
  - (a) Examine problems of oceanic research and identify elements that would benefit from enhanced international action. For this purpose, organize scientific meetings on topics of broad interest and importance for progress in the marine sciences. Develop plans for appropriate kinds of international action and promote their implementation;
  - (b) Establish working groups or other kinds of subsidiary bodies, either alone or in conjunction with other appropriate organizations, for detailed examination of problems related to international ocean activities and studies of the marine environment including improvement of scientific methods, design of critical experiments and measurement programmes, and relevant aspects of science policy;
  - (c) Foster recognition of the contribution of individual marine scientists and laboratories, bringing to their attention specific problems requiring their consideration and encouraging an adequate level of support for their activities;
  - (d) Ascertain the views of marine scientists and interested ICSU bodies on scientific aspects of international ocean activities, and represent these views in appropriate international discussions; develop support among marine scientists for international ocean research programmes;
  - (e) Co-operate with national and international organizations concerned with scientific aspects of ocean affairs; review and comment on scientific aspects of international ocean programmes; co-operate with and support Affiliated Organizations and interrelate their activities with those of SCOR.

#### MEMBERSHIP

2. SCOR is composed of three categories of members:
  - (a) Nominated Members.
  - (b) Representative Members.
  - (c) Invited Members.
3. Nominated Members are nominated by Committees for Oceanic Research, as defined in Article 6 (a). In order to provide broad disciplinary representation, each such body may nominate up to three scientists as Nominated Members.
4. Representative Members are the elected Presidents and Secretaries of Affiliated Organizations (ex officio), the Chairmen of active SCOR Subsidiary Bodies (ex officio), the SCOR Scientific Rapporteurs (ex officio) and the nominees of ICSU and of its Scientific Unions and its Scientific and Special Committees that wish to participate in SCOR.
5. Invited Members are individual marine scientists who have been invited by the Executive Committee from countries that have not established a Committee for Oceanic Research.

#### ORGANIZATIONAL RELATIONSHIPS

6. In co-operation with organizations concerned with the scientific aspects of ocean affairs, SCOR will maintain particularly close relationships with the following kinds of organizations and will invite their representatives to appropriate meetings:
  - (a) Committees for Oceanic Research which have been accepted as appropriate adhering bodies to SCOR. Only one such adhering body per country or group of countries shall be admitted to SCOR except where a General Meeting decides otherwise.
  - (b) Affiliated Organizations as defined in Article 7.

- (c) Sponsoring Organizations which are intergovernmental organizations that provide financial support and other services to SCOR or for which SCOR may perform functions specified by mutual agreement.
  - (d) Corresponding Organizations are other international organizations designated by SCOR and wishing to associate their activities with those of SCOR.
7. Affiliated Organizations are international non-governmental organizations devoted to some aspect of marine science and engineering and wishing to interrelate their activities with those of SCOR. Upon designation of such organizations by SCOR, their elected Presidents and Secretaries will become Representative Members of SCOR (Article 4); their Presidents will become ex officio members of the Executive Committee (Article 8). These organizations will normally maintain their usual links with their parent bodies. They will collaborate with SCOR in organizing scientific meetings and other appropriate activities, will assist SCOR in evaluating scientific problems related to intergovernmental programmes, and will help in identifying experts to serve on SCOR working groups and other subsidiary bodies. They will meet jointly with SCOR in oceanographic assemblies, in addition to holding their own meetings.

#### EXECUTIVE COMMITTEE

8. The Executive Committee of SCOR shall consist of elected, ex officio and other members determined in the following manner:
- (a) at General Meetings, SCOR shall elect from its Nominated Members a President, three Vice-Presidents and a Secretary;
  - (b) the Past President is a member of the Executive Committee;
  - (c) the President of each Affiliated Organization shall be an ex officio member of the Executive Committee;
  - (d) the Executive Committee may co-opt up to two additional members to undertake specific responsibilities each for a period not exceeding four years.
9. The term of the office of the President is four years and he is not eligible for re-election for a consecutive term. The terms of office of the Vice-Presidents and Secretary are two years and they are eligible for re-election provided not more than three terms of office are served consecutively.
10. The Executive Committee shall be responsible for dealing with all matters concerning SCOR's work between General Meetings.

#### SUBSIDIARY BODIES

11. Working groups and other subsidiary bodies may be established at any General or Executive Meeting on the basis of proposals from members, Committees for Oceanic Research, or Affiliated or Sponsoring Organizations. Subsidiary bodies may be sponsored by SCOR alone or jointly with other organizations prepared to contribute towards their support. In consultation with other sponsors, the Executive Committee is responsible for formulating appropriate terms of reference and for selecting members and Chairmen.
12. At General Meetings, the progress of each subsidiary body will be reviewed, and a decision will be made on its continuation or reconstitution.

#### MEETINGS

13. General Meetings will normally be held at two-year intervals; between General Meetings, there will usually be one meeting of the Executive Committee. At appropriate intervals, the General Meeting of SCOR will be held in conjunction with a Joint Oceanographic Assembly, organized by SCOR in collaboration with the Affiliated Organizations and other appropriate bodies.
14. The agenda of General and Executive Meetings will normally be submitted to Members, Committees for Oceanic Research, and Affiliated and Sponsoring Organizations at least two months in advance of the date of such meetings. Recipients may present additional items for inclusion in the agenda.

15. Authorized travel and subsistence expenses incurred by members of the Executive Committee in attending meetings of that body may be paid by SCOR. However, SCOR funds shall not normally be used to pay such expenses for the participation of Members in General Meetings.

#### FINANCE

16. Funds for the administration and activities of SCOR may be received from its Committees for Oceanic Research, ICSU and its constituent bodies, Unesco and other Sponsoring Organizations, foundations and other sources. These funds may be deposited with ICSU or in designated SCOR accounts.
17. The President and/or Secretary, together with the Executive Secretary, shall prepare budgets, which will include estimates of the contributions required from its Committees for Oceanic Research and Sponsoring Organizations; budgets shall be forwarded to ICSU for information.
18. The President or Secretary shall be responsible for budgetary control. The President or Secretary shall inform the Executive Committee of the financial situation of SCOR if necessitated by a foreseeable deficit. The Executive Committee shall be consulted on all questions concerning the search for additional resources.
19. At every annual meeting (General and Executive Committee), an ad hoc Finance Committee comprising two Nominated Members, not members of the Executive Committee, together with the Treasurer of ICSU ex officio, shall be established to examine and to report on financial statements and budget estimates.
20. Accounts shall be maintained in accordance with regulations established by the officers of ICSU. Audited accounts shall be submitted annually to the Treasurer of ICSU.

#### GENERAL

21. For the purpose of elections and other occasions when a vote is taken at a General Meeting, only one Nominated Member from each Committee for Oceanic Research shall have a vote. One Representative Member from each Affiliated Organization may also vote.
22. For any question not covered by this text, the ICSU Statutes and Rules for Scientific and Special Committees will apply.
23. This constitution can be amended by agreement of the two-thirds of voting members, as defined in Article 21, present and voting at a General Meeting, with subsequent approval by ICSU.

(Adopted at the Tenth General Meeting of SCOR in Tokyo, September 1970, amended by the Thirteenth General Meeting of SCOR in Edinburgh, September 1978, by the Fifteenth General Meeting of SCOR in Woods Hole, September 1980, by the Seventeenth General Meeting of SCOR in Roscoff, France, October 1984 and the Nineteenth General Meeting in Acapulco, September 1988).



## SCOR WORKING GROUPS

### OBJECTIVES AND PROCEDURES

#### 1. General Purpose

A working group of SCOR is created to stimulate or focus interest in a particular field of research. Since working groups must be limited, the choice of field must be rigorously selected and may be chosen for a number of reasons, such as:

- 1.1 That a particular subject will benefit significantly from international study, or when it is desirable to plan a collaborative activity, such as a field experiment or laboratory exercise.
- 1.2 When it is timely and profitable to review a particular field.
- 1.3 When it is desirable to resolve, compare or standardize particular instruments and techniques.
- 1.4 When the advice of SCOR is requested and when this calls for an 'in-depth' study by specialists.
- 1.5 When it is necessary to meet special needs of the scientific community by stimulating intergovernmental action.

#### 2. Creation of Working Groups

- 2.1 Proposals for SCOR working groups normally come from SCOR Committees; Affiliated Organizations of SCOR; existing working groups; ICSU; international scientific unions, associations or committees of ICSU; IOC; Unesco; ICES.
- 2.2 Proposals are first examined by the SCOR Executive Committee and referred if necessary to specialists for advice. This referral may be to one or more of the affiliated organizations, to selected individual scientists or to another appropriate group.
- 2.3 Proposals are then usually considered by General Meetings of SCOR which, evaluating the advice taken in 2.2, may decide to form a working group.
- 2.4 In some cases where the need for setting up a working group is indisputable, action to create it may be taken at Executive Meetings.
- 2.5 All proposals must be received by the SCOR Secretariat at least three months before an Executive or General Meeting to allow for the necessary consultations.
- 2.6 Proposals should include draft terms of reference (which may be subsequently altered by the Executive Committee after consultation).
- 2.7 A suggested list of members, known to be interested in the subject, should accompany the proposal.

#### 3. Membership

- 3.1 Occasionally membership of a new working group is decided at an Executive or General Meeting of SCOR, but Committees should also be consulted before a decision is reached. In other cases, nominees are selected later by the President in consultation with the Chairman and the Executive Committee Reporter for the group (see. 5.2).
- 3.2 In all cases, Committees for SCOR are entitled to nominate Corresponding Members and the Executive Committee may invite international organizations to nominate Observers. Corresponding Members and Observers may participate in meetings, at the expense of their nominating bodies.
- 3.3 SCOR working groups are established in co-operation with appropriate affiliated organizations which usually join with SCOR in nominating members.

- 3.4 Some working groups may be established in cosponsorship with other bodies such as Unesco, ACMRR, ICES, etc. In such cases SCOR will nominate a part of the membership and provide their support, or decisions on membership may be made in consultation with the other co-sponsors. Other special arrangements may occasionally be made for the division of costs when members are not regarded as nominees of a particular body.
- 3.5 In general, working groups operate most satisfactorily when they are comparatively small and membership is, therefore, normally limited to eight to ten people.

#### 4. Chairman

- 4.1 A likely candidate for chairmanship of the group is approved by SCOR, or the SCOR Executive, at the time when the working group is established. The proposed terms of reference are then communicated to him, together with a formal letter of invitation.
- 4.2 If the Chairman-designate declines the invitation, appropriate alternatives shall be sought and one appointed by the President after consultation with the Executive Committee Reporter, the Executive Committee and any other sponsoring organization.

#### 5. Executive Committee Reporter

- 5.1 The SCOR Executive Committee shall nominate one of its members to be a reporter for each working group. A member of the Executive Committee, who is a member of a group in a personal capacity, may not normally be appointed reporter for that group.
- 5.2 The duties of the Executive Committee Reporter are:
  - (a) to assist the President, as required, in selecting the Chairman, SCOR nominees and in corresponding with other nominating bodies;
  - (b) to assist the Chairman, as necessary, in planning the activities of the group and in preparing estimates of expenses for submission to the SCOR Secretariat;
  - (c) to advise the SCOR Executive Committee on the activities of the group, in particular, activities which may require financial support; and to represent the interests of the group at SCOR Executive Meetings;
  - (d) to obtain reports from the group as appropriate, summarize salient points for SCOR; to evaluate recommendations of the group and to suggest the action which might be taken by SCOR;
  - (e) to recommend what material should be published in SCOR Proceedings or elsewhere;
  - (f) to inform the Chairman of the group and, where appropriate, other nominating bodies, of decisions of SCOR meetings, and to interpret to the Chairman views expressed at SCOR meetings;
  - (g) when groups are disbanded, to assist the President as required in the preparation of letters of gratitude.

#### 6. Terms of Reference

- 6.1 The terms of reference of each working group should be concise and clearly define the tasks to be accomplished. They should take into consideration the purpose and functions of SCOR (SCOR Constitution, paragraph 1) and should not go beyond these functions.
- 6.2 Terms of reference are approved or modified by SCOR in a General or Executive Committee Meeting, after the necessary consultations for advice (see 2.2).

## 7. Mode of Operation

- 7.1 Most of the work assigned to a working group and the planning of its activities, should be performed through correspondence as far as feasible. Such correspondence should be initiated and monitored by the Group's Chairman. Nevertheless, members of working groups are encouraged to discuss problems of common interest informally on suitable occasions when two or more can meet together.

The Executive Committee reporter should be kept fully informed on progress and consulted about future plans.

- 7.2 Meetings of working groups should be regarded as a decisive or the final point of their activities, and require the prior approval of the SCOR Executive Committee, although, in special cases, a meeting can be authorized by the President. Only in unusual circumstances will approval be given for more than one meeting of a working group within two years.
- 7.3 The request for approval to hold a working group meeting must be accompanied by a work plan for the meeting and by a detailed estimate of the cost of the meeting.
- 7.4 The Executive Committee, if it grants approval for a working group meeting, shall also ensure that an appropriate budgetary allocation is made.
- 7.5 The Chairman must request that all working group members seek financial support for their attendance at the meeting from national or other appropriate sources. They must inform him at least two months before the meeting whether or not they require support from SCOR funds (partial or full assistance with travel and/or subsistence costs). The Chairman should then submit a summary of the requirements for SCOR support together with his recommendations to the Executive Secretary. If these requirements exceed the budgetary allocation, the approval of the President must be sought before proceeding with the meeting.
- 7.6 Working group members shall normally make their own travel arrangements and seek reimbursement from the Executive Secretary after the meeting. If necessary, an advance payment may be issued. In very occasional cases, prepaid airline tickets may be arranged by the Executive Secretary.
- 7.7 The cost of meetings should be kept to a minimum by the use of reduced fares, and the careful selection of venue. Every attempt should be made to take advantage of "meetings of opportunity" even for part of the working group, and assistance in the provision of facilities should be sought from SCOR Committees.

## 8. Reporting Procedures

- 8.1 Chairmen of all working groups are requested to submit to every meeting of the SCOR Executive Committee, and to the General Meetings, a short note on the current status of the group's activities, progress with reports, and future plans. Such reports should, where appropriate, include requests for approval for future meetings or other support required from SCOR, e.g. assistance with publications, etc. These reports must be received by the Secretariat not later than one month prior to the appropriate meeting and should be copied to the Executive Committee Reporter. Chairmen should be prepared to attend the appropriate meeting when their final report is presented, if so requested.

Chairmen of working groups are Category 2 members of SCOR and are entitled to attend all SCOR General and Executive meetings. However, their expenses will only be covered by SCOR if they are specifically required to attend by the President.

- 8.2 A full report of each working group meeting shall be submitted to the Executive Committee within three months. When a working group has discharged its terms of reference, it shall submit a final report to SCOR. Reports should be regarded as a major scientific outcome of each group's work and, therefore, should contain mostly scientific material. They are distributed to Committees for dissemination to the oceanographic community; they may also be published in SCOR Proceedings or in another appropriate publication.

9. Termination of a Working Group

- 9.1 The tenure of working groups automatically expires at each SCOR General Meeting and shall in no case be extended beyond a six year period. The reports from Chairmen (see 8.2) should help SCOR to decide whether the working group should be renewed with, or without, changes in membership, title, and terms of reference. For joint working groups, disbanding, reforming and reporting will be made in consultation with the representatives of other nominating bodies.
- 9.2 When a group is discharged, the President shall address a letter of thanks to the Chairman of the group, conveying through him SCOR's gratitude for services to all members.

10. Follow-up Action by SCOR from Working Group Activities

- 10.1 The SCOR Secretariat will convey reports and recommendations to the relevant organizations.
- 10.2 Working group reports may be published by SCOR, Unesco or other sponsoring bodies, as appropriate. Unless otherwise stated, such publication implies SCOR approval, but SCOR does not necessarily agree to act on any recommendation. SCOR may summarize or adapt the working group report for its own purposes.
- 10.3 SCOR will decide on the most appropriate and feasible steps to take, to make the best use of the working group's activity. This may involve:
- (a) forming further working groups;
  - (b) requesting or arranging, but not financing, laboratory and field studies;
  - (c) referring particular needs to SCOR Committees for further action.

## 7. DUTIES OF THE ELECTED OFFICERS OF THE COMMISSION

### 7.1 DUTIES OF THE CHAIRMAN AND VICE-CHAIRMEN OF THE COMMISSION

#### 7.1.1 Duties of the Chairman

The Statutes do not give the Chairman any duties or power.

The Rules of Procedure give the following duties and power:

##### Chairman

- 19.3 "Extraordinary sessions of the Executive Council shall be convened at the request of the Chairman."
- 23.2 "Upon his own initiative or at the request of any member of the Executive Council, the Chairman may consult the Executive Council by correspondence."
- 38, 39 & 40 The Chairman shall conduct the meetings of the Assembly and Executive Council.
- 52 The Chairman, or a Vice-Chairman designated by him to take his place, shall represent the Commission at any inter-agency body established by the organizations of the United Nations system ...
- 53.2 The Chairman may, with the authority of the Executive Council, establish on behalf of the Commission, effective working relationship with intergovernmental organizations not within the United Nations system and non-governmental organizations active or interested in marine science affairs ...

#### 7.1.2 Duties of the Vice-Chairmen

- 13.2 The Vice-Chairmen may each be entrusted with specific responsibilities by the Executive Council.
- 14 If the Chairman is unable to act at any session of the Assembly or of the Executive Council, or during any part of such session, a Vice-Chairman shall act as Chairman . . .
- 52 See under duties of Chairman above.

Several resolutions request the Vice-Chairmen to undertake specific tasks. The only resolution of a general nature is the following:

**Resolution VIII-33**

**SPECIFIC RESPONSIBILITIES FOR THE VICE-CHAIRMEN IN THE  
WORK OF THE COMMISSION**

The Intergovernmental Oceanographic Commission,

Realizing that the activities of the Intergovernmental Oceanographic Commission could be intensified and that the work-load would be shared and distributed among a greater number of marine scientists than before if specific responsibilities could be entrusted to the four Vice-Chairmen, as provided for in Rule 13 of the Rules of Procedure,

Considering that such responsibilities must be connected with the subsidiary bodies of the Commission,

Considering further that these responsibilities must stem from the main tasks of the Commission,

Decides to assign specific responsibilities to the Vice-Chairmen with the following terms of reference:

(a) First Vice-Chairman

to be kept generally informed about all IOC matters;

to give advice to the IOC Chairman and to assist him in any way the Chairman might wish;

to replace the IOC Chairman at meetings which the Chairman cannot attend but at which the Commission should be represented;

to make all necessary arrangements, in co-operation with the Secretary, for the scientific content of the Assembly sessions, including the Anton Bruun Memorial Lectures;

(b) Second, Third and Fourth Vice-Chairmen

to be specially assigned by the Chairman to one of the following three main activities of the IOC which take place on a global scale:

Ocean science,  
Ocean services,  
Training, education and mutual assistance;

to follow the work of the International Co-ordination Group for the Co-operative Investigations, each Vice-Chairman taking responsibility for one of the following regions:

- (i) Atlantic Ocean;
- (ii) Pacific Ocean;
- (iii) Indian and Antarctic Oceans;

to act if necessary as Interim Chairman before the first meeting of any subsidiary bodies to which he is assigned;

to give general advice to the Chairman of such subsidiary bodies;

to ensure proper co-ordination of the work among the subsidiary bodies to which he is assigned as well as between these and the other subsidiary bodies of IOC;

to follow up matters concerning the subsidiary bodies in his area of responsibility and the relevant scientific advisory bodies of the Commission, when this is required between sessions of the Assembly and Executive Council.

## 7.2 DUTIES OF THE CHAIRMEN AND VICE-CHAIRMEN OF THE SUBSIDIARY BODIES

### 7.2.1 Duties of the Chairman of the Joint IOC-WMO Working Committee for IGOS

Besides the general duties given in Part I, section 5, of this Manual, the Joint IOC-WMO Working Committee for the Integrated Global Ocean Services System has defined specific duties for its Chairman and Vice-Chairman.

The duties of the Chairman shall include the following:

- (i) to preside over sessions of the Joint Working Committee;
- (ii) to guide and co-ordinate the work of the Joint Working Committee and its subsidiary bodies between sessions of the Joint Working Committee, in consultation with the joint Secretariat;
- (iii) to carry out such specific duties as are prescribed by decisions of the governing bodies of IOC and WMO;
- (iv) to submit reports to the IOC Executive Council and the WMO Executive Council at their regular sessions on the activities of the Joint Working Committee;
- (v) to present the views of the Joint Working Committee at sessions of the IOC Executive Council and the WMO Executive Council which he may be called upon to attend;
- (vi) to act, on behalf of the Joint Working Committee, on IGOS matters requiring urgent decisions, including the calling of vote by correspondence, as necessary;
- (vii) to conduct, either directly or through the Secretariats on behalf of the Joint Working Committee, correspondence on matters relating to the activities of the Joint Working Committee and its subsidiary bodies.

### 7.2.2 Duties of the Vice-Chairman of the Joint IOC-WMO Working Committee for IGOS

The Vice-Chairman will be responsible for assisting the Chairman and for taking over from him in the event of his absence.

## **8. TECHNICAL ARRANGEMENTS FOR THE BIENNIAL ELECTIONS OF OFFICERS OF THE COMMISSION AND OTHER MEMBERS OF THE EXECUTIVE COUNCIL\***

### **8.1 INTRODUCTION**

During the course of each ordinary session, the Assembly, taking into account the principles of geographical distribution, shall elect:

- (i) a Chairman and four Vice-Chairmen who shall be the Officers of the Commission, its Assembly, and its Executive Council, in accordance with Article 5, para. 4 (a) of the Statutes of the Commission;
- (ii) the Member States of the Executive Council, each of which shall designate its Representative on the Council, in accordance with Article 5, para. 4 (b) of the Statutes of the Commission.

The term of office of the members of the Executive Council shall commence at the end of the session of the Assembly during which they have been elected and expire at the end of the next ordinary session of the Assembly (Article 5, para. 6 of the Statutes of the Commission).

### **8.2 ELECTIONS OF THE OFFICERS**

The elections for new Officers - the Chairman and four Vice-Chairmen - shall be held successively in the order: the Chairman, followed by the First, Second, Third and Fourth Vice-Chairmen (Rule of Procedure No. 13). The five officers elected shall be nationals of different Member States (Article 5, para. 5 (d) of the Statutes of the Commission).\*\*

Each candidate for election to the posts of Chairman or of the four Vice-Chairmen shall be correctly proposed and seconded (see paragraph 16 below). In signing the nomination form (see model page 71), the Representative of the Member State is declaring the willingness of his Government to allow the nominee to take on the obligations that would devolve upon him should he be elected.

The Chairman and each Vice-Chairman shall be eligible for re-election in their capacity as Chairman or Vice-Chairman, but only once for successive terms (Rule of Procedure No. 17)

Officers seeking re-election require nomination as for new candidates (see Item 8.5, para. 5).

### **8.3 ELECTION OF THE EXECUTIVE COUNCIL**

Elections for membership of the Executive Council shall be held on completion of the elections for the Officers of the Commission. All Member States are eligible with the exception of those five of which the Chairman and four Vice-Chairmen just elected are nationals (Article 5, para. 5 (d) of the Statutes of the Commission).

The number of Member States to be elected is fixed by Article 5, para. 4 (b) of the Statutes of the Commission. (See also, Rule of Procedure No. 18 para. 1)

Member States wishing to be considered for election to the Executive Council shall inform the Secretary in writing, using the standard form provided (see model page 72).

States members of the Executive Council are eligible for re-election (Rule of Procedure No. 18, para. 1) (see Part I, section 2 of the present Manual).

### **8.4 VOTING**

Voting shall be carried out by secret ballot using the procedures laid down in Rule of Procedure No. 47.

### **8.5 NOMINATIONS**

A Nominations Committee shall be appointed by the Steering Committee of the Assembly (Rule of Procedure No. 12, para. 2).

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\* This text reproduces Document IOC/INF-620 rev.2 which is itself based on the relevant Statutes and the Rules of Procedure pertaining to elections.

\*\* Note that Officers of the Commission represent their Member States on the Executive Council (Statutes, Article 5, paragraph 5(a)).



Under the terms of Resolution EC-I.11, the Nominations Committee's function shall be to accept nominations for:

- (i) the posts of Chairman and Vice-Chairmen of the Commission
- (ii) seats on the Executive Council;

and to forward all such nominations to the Assembly, having ensured that each one is seconded and that the nominee is prepared to stand and to take an active part in the work of the Commission.

In order to carry out its mandate, the Nominations Committee must therefore receive the Member States' nominations which, in accordance with Article 5, para. 4 of the Statutes of the Commission, may include:

- (i) nominations of individuals for the posts of Chairman and the four Vice-Chairmen, with a precise indication of the post(s) for which each person is nominated (using the Nomination Form designed for this purpose and reproduced on page 71).
- (ii) nominations of Member States for the remaining seats on the Executive Council (using the Nomination Form designed for this purpose and reproduced on page 72).

The use of these forms for nominations of candidates for the posts of Officers of the Commission and for seats on the Executive Council, respectively, is mandatory for any nomination to be considered by the Nominations Committee.

Nominations for the posts of Chairman and the four Vice-Chairmen shall be submitted to the Secretary in writing using the standard form (model page 71). Each candidate must be correctly proposed and seconded; either the proposer or the seconder must be a representative of the government of the Member State of which the nominee is a national (as shown on the standard form). Nominations shall be called for in advance of each Assembly session and the closing time for acceptance of nominations shall be two full working days before the date of the elections.

Each nomination shall contain a declaration from the candidate that he is prepared to stand for the post for which he has been nominated and is willing to take on the obligations that would devolve upon him should he be elected (Resolution EC-I.11).

Nominations for the posts of Chairman and First, Second or Third Vice-Chairman may be accompanied by a statement to the effect that, should the nominee not be elected to the post in question, he will be a candidate for a post in subsequent elections. This information will be kept confidential until after the previous election has been completed.

The countries of all failed candidates in the elections for Officers will be automatically included in the list of States' candidates for election to the Executive Council, unless the Head of any Delegation indicates that he does not wish his country to be considered for election.

## **8.6 ELECTION PROCEDURE**

The Chairman will introduce the present Document and a short debate will be held for the sole purpose of clarifying any procedural arrangements.

The Chairman will announce the title of the post (or membership of the Executive Council) open to election.

Ballot Forms (blue for election of Officers, orange for election of other members of the Executive Council) will be distributed.

The Assistant Secretary responsible for the Nominations Committee will announce the names of the candidates whose nominations for the post open to election have been found to be in order by the Nominations Committee.

If the number of the candidates equals the number of elective places to be filled (i.e., one only in the case of the elections for Officers; but see Item 8.6.3, para. 1) in the case of elections for the Executive Council), the Chairman shall declare the candidate (or Member State) elected.

\* Copies of this Form will be made available upon request);

If there are more candidates than elective places, the Chairman will invite one speaker to introduce each candidate (for the posts of Chairman and Vice-Chairmen only). Selection of these speakers will be the responsibility of the Head of each nominating Delegation. In the interests of economy of time, no other statements will be permitted, either from other supporters or from the candidates themselves.

On completion of the introductory speeches, the Chairman will announce that the election is open and that votes should be cast.

A representative of each Member State "present and voting" should mark a cross(es) (X) against the candidate(s) of his choice on the ballot paper. No other markings should be made on the paper. The name of the Member State voting should NOT be recorded on the ballot paper.

For a ballot paper to be valid, it should contain a cross against only one of the names shown thereon in the case of elections for Officers and against no more than the maximum number of places open to election (see para. 8.6.3, para. 1) in the case of elections for members of the Executive Council. The Chairman will decide the validity of any ballot paper.

The ballot box will be opened, held up to show clearly to the Assembly that it is empty; it will then be closed and locked and the key handed to the Chairman.

The Secretary will then read through the full list of Member States of the Commission and, as each name is read out, one member of the Delegation so called will come forward and place one ballot paper in the ballot box. The names of Member States that do not respond at the first call will be read out again at the end of the list.

The Secretary will announce the number of votes cast.

Following a decision of the Executive Council at its Seventeenth Session (Document IOC/EC-XVII/3, para. 419), the ballot box will be taken by the Secretary accompanied by the Assistant Secretary responsible for the Nominations Committee and by a small number of Scrutineers assigned by the Assembly from among the Delegates, to a separate room assigned to this purpose. The ballot box will be opened and the number of ballot papers counted. If this does not correspond to the number of votes cast, the Chairman will declare the vote void and the procedure will be repeated.

The Secretary will open each ballot paper and call out the name of the candidate for whom the vote has been cast, in the election of Officers, and the names of the Member States for which votes have been cast, in the election of the Members of the Executive Council.

The Secretary will announce the number of valid ballot papers received. The Chairman will then declare the majority needed by any candidate for election in the first ballot (Rule of Procedure No. 47, paras. 2 and 4).

The votes cast for each candidate will be recorded by each Scrutineer and by the Assistant Secretary, and will then be totalled. The Chairman will announce the result of the ballot; i.e., whether one of the candidates has been elected or whether a further ballot is needed.

#### 8.6.1 Election of Chairman and Vice-Chairmen only

In the event of a further ballot being needed, because no candidate has obtained the necessary majority, the second ballot will be restricted to the two candidates obtaining the greatest number of votes in the first ballot (Rule of Procedure No. 47, para. 2).

#### 8.6.2 Election of Vice-Chairmen only

The list of candidates for each Vice-Chairman's post read out by the Assistant Secretary responsible for the Nominations Committee (see para. 23 above) will consist of the names of those candidates whose nominations for the post under election have been found to be in order by the Nominations Committee, plus the names of any candidates who have failed to get elected in earlier ballots but whose names are held by the Chairman of the Nominations Committee as wishing to be considered for election to another post in the event of non-election in earlier ballots.

Candidates standing in subsequent ballots for a "second choice" post are not entitled to a further introductory statement; i.e., each candidate may have only one introductory statement made on his behalf, irrespective of the number of ballots in which he stands as a candidate (see Item 8.6, para. 6).

#### **8.6.3 Election of Executive Council only**

Before each ballot, the Chairman will announce the number of places open to election (see Item 8.3, para.2); this number will be the maximum number of crosses that may be marked on a ballot paper to ensure its validity (see Item 8.6, para. 9).

After each ballot, the Chairman will announce the majority (i.e., the minimum number of votes) required by each candidate (Member State) to qualify for election without further ballots (Rule of Procedure No. 47, paras. 3 and 4).

In the event of a further ballot being needed because insufficient candidates (Member States) have obtained the necessary majority, the second and subsequent ballots will be restricted to the candidates obtaining the greatest number of votes in the previous ballot, to a number not more than twice the places remaining to be filled (Rule of Procedure No. 47, para. 3).

#### **8.7 OBJECTIONS**

Objections may be made only on a "point of order" immediately after the result of a ballot has been announced.

#### **8.8 STATE-MEMBER REPRESENTATIVES ON THE EXECUTIVE COUNCIL**

On completion of the elections, Heads of Delegations of Member States elected to the Executive Council (see Item 8.1, para. 1) should inform the Secretary of the name of their State-Member Representative to serve on the Executive Council, in accordance with Article 5, para. 4 (b) of the Statutes of the Commission.

NOMINATION FORM

INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION

BIENNIAL ELECTIONS FOR

- \* 1. Chairman
- \* 2. First Vice-Chairman
- \* 3. Second Vice-Chairman
- \* 4. Third Vice-Chairman
- \* 5. Fourth Vice-Chairman

\* DELETE AS NECESSARY

NAME OF NOMINEE .....

I declare that I am prepared to stand for election to the above-mentioned post(s) and, if elected, to take an active part in the work of the Commission.

Signature of Nominee .....

Proposer

Seconder

MEMBER STATE OF IOC \*\* ..... ..

SIGNATURE ..... ..

NAME IN CAPITALS  
(or typescript) ..... ..

POSITION ..... ..

Date sent to  
IOC Secretariat .....

Date and time received  
by IOC Secretariat .....

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\*\* Either the proposer or the seconder should be a person authorized to act on behalf of the government of the Member State of which the nominee is a representative. In so signing, he is declaring the willingness of that Member State to allow the nominee to take on the obligations that would devolve upon him should he be elected.

## NOMINATION FORM

INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION

**BIENNIAL ELECTIONS FOR**  
**STATE MEMBERS OF THE EXECUTIVE COUNCIL**

- Notes: (1) All Member States are eligible for election to the Executive Council, with the exception of those of which the Officers of the Commission are nationals;
- (2) State Members of the Executive Council are eligible for re-election.

NAME OF MEMBER STATE .....

I declare that, if elected, a representative will be designated who will take an active part in the work of the Commission.

Signature of Proposer \* .....

NAME IN CAPITALS  
(or typescript) .....

**POSITION** .....

Date sent to IOC Secretariat ..... Date and time received by IOC Secretariat .....

\* Person authorized to act on behalf of the Member State being proposed for election.

## 9. RESOLUTIONS

### 9.1 GUIDELINES FOR THE PREPARATION AND CONSIDERATION OF DRAFT RESOLUTIONS

- I. Draft Resolutions should be prepared only when necessary to:
  - (i) reflect major policy and structural decisions;
  - (ii) deal with substantive matters concerning the programme and budget of the Commission;
  - (iii) take action on major Recommendations and requests made to the Commission by its subsidiary bodies or by other organizations;
  - (iv) assist the Commission in dealing with the organizations members of ICSPRO (UN, Unesco, FAO, WMO, IMO), other UN organizations and bodies, other international organizations co-operating with the Commission, and the Commission's Advisory Bodies.
- II. Draft Resolutions are not necessary to deal with matters internal to the Commission, such as instructing the Secretary, requesting Member States or subsidiary bodies to undertake normal tasks.
- III. Draft Resolutions should deal with matters that have been placed before the Session in question and discussed at that Session.
- IV. Draft Resolutions should accurately reflect the discussion and conclusions of the Plenary:
  - (i) The wording should meet the criterion of being "necessary and sufficient";
  - (ii) Extraneous and duplicative material should be avoided;
  - (iii) Preambular material should be kept to a minimum; each preambular paragraph should be clearly related to an operative paragraph and vice-versa.
- V. A Resolutions Committee should be established at the beginning of each Executive Council and Assembly Session to consider Draft Resolutions as they are presented, applying the above-mentioned criteria to each Draft Resolution to determine whether the Draft Resolution is necessary and, if so, to ensure that the text of the Resolution is clear and explicit; if the Resolutions Committee considers it necessary to propose changes in a Draft Resolution, it should ensure that these are strictly of an editorial nature so that the substance of the original draft is maintained.
- VI. The Resolutions Committee checks a Draft Resolution either in its original language or, if not practical, as an official translation into English. It is ONLY after this that the Draft Resolution is passed to COL/T for translation into the other working languages, with the proposed amendments of the Resolutions Committee, and then distributed to participants, for consultations in Plenary, in the four language versions.

### 9.2 ACTION TO BE TAKEN ON PAST RESOLUTIONS OF THE COMMISSION

#### 9.2.1 Governing Body Resolutions

##### Before the Session

- (i) The Secretary, when preparing pre-session working documents, attaches as necessary and where appropriate draft resolutions thereto; in preparing these resolutions, account should be taken of all past resolutions concerning the subject covered by the document. These new draft resolutions should be considered by delegates at home, prior to the governing body session.
- (ii) A document entitled "Review of Past Resolutions" should be prepared on the basis of contributions from all Secretariat units. This document should list all past resolutions still in force and make recommendations regarding past resolutions considered obsolete or time-expired, as well as those which will be superseded by the draft resolutions attached to the Working Documents of the session.

During the Session

- (i) A Rapporteur should be appointed to study the "Review" document, together with a member of the Secretariat; the Rapporteur should submit his report to the Plenary in the form of a draft resolution.
- (ii) Any Delegation wishing to submit a draft resolution may avail itself of the services of the Secretariat for assistance in the preparation of the first draft and provision of necessary cross-references, etc.

After the Session

- (i) The Secretary amends the IOC computer record of past resolutions from the adopted resolutions of the Session, one of these being the "Review" resolution submitted by the Rapporteur.
- (ii) A publication in loose-leaf format containing all past resolutions of the governing bodies still in force should be prepared when the "Review" of past resolutions has been completed.
- (iii) The resolutions of Executive Council sessions since the previous Assembly session are included in an Annex to the Summary Report of the following Assembly sessions.

9.2.2 Subsidiary Body Resolutions and Recommendations

In general, subsidiary bodies should follow similar procedures to those proposed above for the governing bodies.

Subsidiary body resolutions and recommendations should be computerized, as soon as each subsidiary body has completed its "Review" (not before, as in the case of the governing bodies).

It should be noted that subsidiary bodies should review all relevant governing body resolutions still in force, as well as their own resolutions and recommendations.

9.2.3 Action to be taken on past resolutions as a one-off exercise needed to reach the situation where the routine Review Procedure proposed above can be put into effect

- (i) Before the existing past resolutions of the governing bodies can be reviewed, the Secretary should prepare a complete listing of all past resolutions of the governing bodies which might contain material that should be retained.

Note: This first action by the Secretary would only be a very preliminary review; if there is any doubt about a resolution, it should be retained at this stage.

- (ii) Resolutions should be listed under subsidiary body headings where applicable, leaving a residue of resolutions for which no subsidiary body has responsibility.
- (iii) Each subsidiary body, at its next session, shall then be required to carry out a detailed review of all resolutions of the governing bodies which have been allocated to it by the Secretary (as well as its own past resolutions and recommendations), and shall adopt a new resolution giving details of all governing body resolutions (or parts of such resolutions) which it considers should remain in force.
- (iv) The residual resolutions should be reviewed by the Secretary, using the same criteria.
- (v) On completion of these individual reviews by the Secretary and the subsidiary bodies, the Secretary should prepare a full "Review" document, incorporating the subsidiary body reviews and that of the residual resolutions. This document should be submitted to Member States several months before an Assembly session when it would be approved.
- (vi) When the "Review" document has been approved by the Assembly, the Secretary would amend the IOC computer record of past resolutions, and thereafter follow the routine procedures outlined earlier in this section.

## 10. GUIDELINES ON THE PREPARATION OF DOCUMENTATION AND REPORTS OF IOC MEETINGS

### 10.1 DOCUMENTATION

#### 10.1.1 Coding of IOC Working Documents

Working documents prepared for the Assembly, Executive Council or any subsidiary body of the Commission are to be coded as follows:

Assembly	IOC-Number of Assembly in roman numerals/1,2,3, etc. (e.g., IOC-XV/8)
Executive Council	IOC/EC-Number of Executive Council in roman numerals/1,2,3, etc. (e.g., IOC/EC-XXI/10)
Subsidiary Body	IOC/Acronym of subsidiary body-Number of session in roman numerals/1,2,3, etc. (e.g., IOC/IODE-XII/4; however, note IOCINCWIO-II/7, IOCINDIO-I/10, etc.)

#### 10.1.2 Basic Working Documents for Each Session

For each session the first five reference numbers are retained for basic working documents (see Section 10.1.3 (1), below) as follows:

1 prov.	Provisional Agenda - circulated with the original Circular Letter of invitation
1	Agenda - distributed as soon as possible after adoption
1 Add. prov.	Provisional Timetable
2	Annotated Provisional Agenda
3 prov.	Draft Summary Report of the session (to be prepared and approved during the session)
3	Summary Report of the session: final version distributed after the session, including the adopted resolutions, except that, for the Assembly and Executive Council, adopted resolutions are made available, if possible, at the end of the session
4 prov.	Provisional List of Documents
4	A revised, final List of Documents - distributed before the end of the session
5 prov.	Provisional List of Participants - prepared from replies to the Circular Letter of invitation and distributed with the set of working documents at the opening of the session
5	Final List of Participants, prepared before the end of the session, based on Registration Cards and corrections provided during the session by each participant personally

In addition, for Assembly and Executive Council sessions and, if appropriate, for subsidiary body sessions:

6	Report of the Secretary on Intersessional Activities, to governing or subsidiary bodies
6 Suppl.	List of IOC Circular Letters, Meetings and Information Documents
7	Status Report on the IOC Programme and Budget



- |                             |   |
|-----------------------------|---|
| 8                           | Action Paper (principal basic working document giving essential background material on each Agenda Item and identifying the action requested therefor)          |
| 8 Annex<br>1, 2, 3, etc.    | Annexes to the Action Paper (printed separately from the Action Paper): Any proposal submitted to the governing or subsidiary body requiring appropriate action |
| 8 Addendum<br>1, 2, 3, etc. | Items that would normally have been included in the Action Paper but were not available at the time of the printing thereof                                     |

### 10.1.3 Document Categories

The documents provided for the use of participants in IOC meetings are divided into three categories:

- (i) Working Documents, apart from those indicated above, comprise all documents prepared specifically for the meeting to which they refer and for which they are code-numbered, and generally require to be acted upon specifically by the body for which the meeting was convened. Working Documents are normally translated into all the languages in which the relevant meeting is to be conducted.
- (ii) Information and Other Reference Documents are prepared for the information of participants, if such information is considered relevant to the business of the meeting, or for the general information of the Member States and organizations (e.g., Advisory Bodies, ICSPRO Agencies, etc.). They may or may not be translated from their original language, depending on the users.
- (iii) Summary Reports of IOC Governing and Subsidiary Bodies Requiring Action are always presented under their original codes and in the language versions in which they were produced originally.

## 10.2 SUMMARY REPORTS OF MEETINGS

### 10.2.1 Designation and Duties of Rapporteurs

In accordance with Rule of Procedure No. 25.3 'the Assembly, the Executive Council, or any committee, subsidiary or other body may designate rapporteurs whose precise functions shall be defined in each specific case'. This is taken also to include ad hoc sessional working groups formed in the course of other meetings to undertake specific tasks. Normally it is the duty of the Secretary of any meeting (with the assistance of any other staff members present -- this includes those from other agencies in the case of joint bodies or joint sessions) to prepare the Summary Report in time for adoption during the meeting. It is the duty of the rapporteur to work with the Secretariat to check the Summary Report and resolutions (or recommendations) as they are drafted, for correctness of language and impartiality of content.

It should not be forgotten however that: (i) it is important that the report be drafted in a working language that can be read by the Chairman of the meeting; and (ii) that many of the secretaries do not have as their mother tongue a language that can be read by the Chair, and the majority of the participants in the meeting. The rapporteur should therefore be selected with this in mind and should expect to be requested to work closely with the secretary of the meeting in order to assist him with the drafting of the basic text which should always be in one of the working languages of the Commission (see Rule of Procedure No. 33.2).

### 10.2.2 Preparation and Adoption of Summary Reports

(See Section 2 - Rules of Procedure, Item XV - Reports: Rules 49 and 50)

Summary Reports are to be kept short and concise, care being taken to highlight the main points of discussion and the resolutions, decisions and/or recommendations of the meeting. The main text should normally consist of not more than ten pages (single-space typing), accompanied by technical and other annexes.

The full Summary Report of each subsidiary body meeting should only be produced in the language(s) in which the meeting was held.

In preparing the Summary Report, the adopted agenda should be used as the basis for the structure of the main body of the Report.

Reports of ad hoc sessional working groups formed during a meeting should not normally be retained, being given full distribution to participants only. However, exceptionally, if it is considered desirable to give full distribution (as for the Summary Report) to a report of an ad hoc sessional working group, it may be attached to the Summary Report as an annex.

National reports should not be attached to Summary Reports but should be distributed separately to participants, as required.

All reference to documents in Summary Reports must be given their full code and correct title.

The following annexes should normally be attached to Summary Reports:

Annex I	Agenda
Annex II	Resolutions, Recommendations or Decisions
Annex III	Addresses (opening addresses, statements, etc.)*
Annex IV	List of Working Documents
Annex V	List of Participants
Annex ... etc.	
Last Annex	List of Acronyms and Abbreviations

Every effort should be made to adopt the Summary Report during the meeting. However, if this is not possible, it may be adopted by correspondence.

#### 10.2.3 Resolutions of the Assembly and Executive Council

All resolutions adopted by the Assembly and Executive Council should be placed in a separate annex (Annex II) to the Summary Report, in agenda item order.

All resolutions should be from the Assembly or Executive Council as a whole (not from ad hoc sessional working groups, etc.), adopted in plenary session. Resolutions prepared by a meeting MUST be adopted during the meeting. If not so adopted, they are considered as being defunct. They cannot be adopted by correspondence.

Approval of the Executive Summaries of sessions of subsidiary bodies of the Commission should be recorded in the Summary Report or resolutions of the governing body approving them. In approving such Executive Summaries, the governing body is accepting the decisions and recommendations therein; should it not be prepared to accept any or all of the recommendations, this should be specifically stated in the relevant section of the Summary Report or resolution.

Resolutions should, if appropriate, 'instruct' or 'direct' the Secretary of the Commission to take any action required, but action from Chairmen or Vice-Chairmen, of the Commission or its subsidiary bodies, the Director-General of Unesco, the advisory bodies, other agencies, etc., should be 'requested'.

Whereas it is convenient and acceptable to give all resolutions draft numbers (DR.1, DR.2, etc.), as they appear during a session, they should be placed in the order in which references to their adoption will appear in the final report and given final numbers which should be provided to the participants (preferably during adoption) before the end of the session. For the Assembly, final resolution numbers should consist of the roman session number hyphenated to the arabic number of the resolution (e.g., XV-4). For the Executive Council, they should consist of the abbreviated description of the session, a full stop and the arabic number of the resolution (e.g., resolution EC-XXI.3).

\* Opening addresses and other statements are normally only to be included with the Summary Reports of the Assembly and Executive Council.

#### 10.2.4 Recommendations and Decisions of Subsidiary Bodies

All recommendations and decisions adopted by subsidiary bodies of the Commission should be placed in a separate annex (Annex II) to the Summary Report of the relevant session, in agenda order.

All recommendations and decisions should be from the subsidiary body as a whole (not from ad hoc sessional working groups formed during the session), adopted in plenary session. Recommendations of sessional working groups should be extracted and adopted in plenary. Recommendations and decisions prepared by a meeting **MUST** be adopted during the meeting. If not so adopted, they are considered as being defunct. They cannot be adopted by correspondence.

All recommendations requiring action should be worded in the form of a 'request'. Recommendations directed to the Secretary should 'Request the Secretary to ...'. Such recommendations cannot require action to be taken until after they have been approved by a parent body but the Secretary will, where feasible, anticipate such approval.

Whereas it is convenient and acceptable to give all recommendations draft numbers (DR.1, DR.2, etc.) as they appear during a session, they should be placed in the order in which references to their adoption will appear in the final report and given final numbers which should be provided to the participants (preferably during adoption) before the end of the session. Final recommendation numbers should consist of the abbreviated description of the group session, a full stop and the arabic number of the recommendation; e.g., recommendation TEMA-IV.2.

#### 10.2.5 Distribution of Reports

The full Summary Report of each meeting is to be distributed when ready to:

- (i) participants in the meeting;
- (ii) IOC Member States and Depository Centres, Advisory Bodies and ICSPRO Agencies;
- (iii) special addressograph lists, as appropriate (e.g., IGOS, IODE etc.).