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**COMPILATION OF RULES OF PROCEDURE ADOPTED BY  
HUMAN RIGHTS TREATY BODIES**

**Addendum**

This document contains the Provisional Rules of Procedures of the Committee on the Protection of the Rights of all Migrant Workers and Members of their Families and the amended version of Rule 65 of the Rules of Procedure of the Committee on the Elimination of Racial Discrimination.

## CONTENTS

<i>Chapter</i>	<i>Page</i>
I. PROVISIONAL RULES OF PROCEDURE OF THE COMMITTEE ON THE PROTECTION OF THE RIGHTS OFF ALL MIGRANT WORKERS AND MEMBERS OF THEIR FAMILIES .....	3
II. RULE 65, RULES OF PROCEDURE OF THE COMMITTEE ON THE ELIMINATION OF RACIAL DISCRIMINATION .....	16

## Chapter 1

# PROVISIONAL RULES OF PROCEDURE COMMITTEE ON THE PROTECTION OF THE RIGHTS OFF ALL MIGRANT WORKERS AND MEMBERS OF THEIR FAMILIES

## CONTENTS

	<u>Page</u>
PART ONE. GENERAL RULES .....	6
I. SESSIONS .....	6
<u>Rule</u>	
1. Meetings of the Committee .....	6
2. Regular sessions .....	6
3. Place of sessions .....	6
4. Notification of opening date of sessions .....	6
II. AGENDA .....	7
<u>Rule</u>	
5. Provisional agenda for regular session .....	7
6. Adoption of the agenda .....	7
7. Revision of the agenda .....	7
8. Transmission of the provisional agenda and basic documents .....	7
III. MEMBERS OF THE COMMITTEE .....	7
<u>Rule</u>	
9. Beginning of term of office .....	7
10. Filling of casual vacancies .....	8
11. Solemn declaration .....	8
IV. OFFICERS .....	8
<u>Rule</u>	
12. Election of officers .....	8
13. Conduct of elections .....	9
14. Term of office of elected officers .....	9
15. Functions of Chairperson.....	9
16. Acting Chairperson .....	9

17.	Replacement of officers .....	10
V.	SECRETARIAT .....	10
	<u>Rule</u>	
18.	Statements .....	10
19.	Financial implications of proposals .....	10
VI.	LANGUAGES .....	10
	<u>Rule</u>	
20.	Official and working languages .....	10
VII.	PUBLIC AND PRIVATE MEETINGS .....	11
	<u>Rule</u>	
21.	Public and private meetings .....	11
VIII.	DISTRIBUTION OF REPORTS AND OTHER OFFICIAL DOCUMENTS OF THE COMMITTEE .....	11
	<u>Rule</u>	
22.	Distribution of official documents .....	11
IX.	CONDUCT OF BUSINESS .....	11
	<u>Rule</u>	
23.	Quorum .....	11
24.	Powers of the Chairperson .....	11-12
25.	Adoption of decisions .....	12
26.	Voting .....	12
X.	PARTICIPATION OF SPECIALIZED AGENCIES AND OTHER UNITED NATIONS BODIES, INTER-GOVERNMENTAL ORGANIZATIONS AND OTHER CONCERNED BODIES .....	12
	<u>Rule</u>	
27.	International Labour Office .....	12-13
28.	Submission of information, documentation and written statements by other bodies .....	13

XI.	ANNUAL REPORT OF THE COMMITTEE .....	13
	<u>Rule</u>	
	29. Annual report .....	13
PART TWO.	RULES RELATING TO THE FUNCTIONS OF THE COMMITTEE .....	13
XII.	REPORTS FROM STATES PARTIES UNDER ARTICLE 73 OF THE CONVENTION .....	14
	<u>Rules</u>	
	30. Submission of reports .....	14
	31-2. Consideration of reports .....	14
XIII.	PROCEDURE FOR THE CONSIDERATION OF COMMUNICATIONS RECEIVED UNDER ARTICLE 76 OF THE CONVENTION .....	14
XIV.	PROCEDURE FOR THE CONSIDERATION OF COMMUNICATIONS RECEIVED UNDER ARTICLE 77 OF THE CONVENTION .....	14
PART THREE.	RULES RELATING TO INTERPRETATION.....	15
XV.	INTERPRETATION	
	<u>Rules</u>	
	33. Headings .....	15
	34. Interpretation .....	15

## **PART ONE. GENERAL RULES**

### **I. SESSIONS**

#### **Meetings of the Committee**

##### **RULE 1**

The Committee on the Protection of the Rights of All Migrant Workers and Members of Their Families (hereinafter referred to as “the Committee”) shall hold meetings as may be required for the satisfactory performance of its functions in accordance with the International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families (hereinafter referred to as “the Convention”).

#### **Regular sessions**

##### **RULE 2**

1. The Committee shall normally meet annually.
2. Regular sessions of the Committee shall be convened at dates decided by the Committee in consultation with the Secretary-General of the United Nations (hereinafter referred to as “the Secretary-General”), taking into account the calendar of conferences as approved by the General Assembly.

#### **Place of sessions**

##### **RULE 3**

Sessions of the Committee shall normally be held at the United Nations Office at Geneva. Another venue for a session may be designated by the Committee in consultation with the Secretary-General, taking into account the relevant rules of the United Nations.

#### **Notification of opening date of sessions**

##### **RULE 4**

The Secretary-General shall notify the members of the Committee of the date and place of the first meeting of each session as early as possible.

## **II. AGENDA**

### **Provisional agenda**

#### **RULE 5**

The provisional agenda of each session shall be prepared by the Secretary-General in consultation with the Chairperson of the Committee.

### **Adoption of the agenda**

#### **RULE 6**

The first item on the provisional agenda of any session shall be the adoption of the agenda, unless the election of officers is required under Rule 12, in which case the elections shall be the first item on the provisional agenda.

### **Revision of the agenda**

#### **RULE 7**

During a session, the Committee may revise the agenda and may, as appropriate, defer or delete items.

### **Transmission of the provisional agenda**

#### **RULE 8**

The provisional agenda shall be transmitted to the members of the Committee by the Secretariat as early as possible.

## **III. MEMBERS OF THE COMMITTEE**

### **Beginning of term of office**

#### **RULE 9**

The term of office of the members of the Committee shall begin on 1 January of the year after the date of their election and, in accordance with article 73, paragraph 5 of the Convention, shall expire on 31 December four years later, except for those members elected at the first election and the first election following the entry into force of the Convention for the forty-first State party who was chosen by lot to serve for two years whose terms shall expire on 31 December two years after their election.

### **Filling of casual vacancies**

#### **RULE 10**

1. In accordance with article 72, paragraph 6, of the Convention, if a member of the Committee dies or resigns or declares for any other cause that he or she can no longer perform his or her duties as a member of the Committee, the Secretary-General shall immediately request the State party that nominated the expert to appoint within two months another expert from among its own nationals for the remaining part of the term. The new appointment is subject to the approval of the Committee.
2. The Committee shall be asked to approve the appointment of the replacement member in writing when the Committee is not in session. The name and curriculum vitae of the expert so appointed shall be transmitted by the Secretary-General to the Committee for approval. Upon approval of the expert by the Committee, the Secretary-General shall notify the States parties of the name of the member of the Committee filling the casual vacancy.
3. Where the Committee declines to approve the appointment of a replacement under the first paragraph of this rule, the State party that nominated the expert shall be invited to appoint another expert from among its own nationals.
4. Except in the case of a vacancy arising from a member's death or disability, the Secretary-General shall act in accordance with the provisions of paragraph 1 of the present rule only after receiving, from the member concerned, a written declaration of his or her decision to cease to function as a member of the Committee.

### **Solemn declaration**

#### **RULE 11**

Before assuming her/his duties after her/his first election, each member of the Committee shall make the following solemn declaration in open Committee:

“I solemnly declare that I will perform my duties and exercise my powers as a member of the Committee on the Protection of the Rights off All Migrant Workers and Members of Their Families honourably, faithfully, impartially and conscientiously.”

## **IV. OFFICERS**

### **Election of officers**

#### **RULE 12**

1. The Committee shall elect from among its members a Chairperson, three Vice-Chairpersons and a Rapporteur; these officers together shall constitute the Bureau of the Committee, which shall meet regularly.

## **Conduct of elections**

### **RULE 13**

1. Where there is only one candidate for election of one of its officers, the Committee may decide to elect that person by acclamation.
2. Where there are two or more candidates for election as one of its officers, or where the Committee otherwise decides to proceed with a ballot, the person who obtains a simple majority of the votes cast shall be elected.
3. If no single candidate receives a majority of the votes cast, the members of the Committee shall endeavour to reach a consensus before holding a further ballot.
4. Elections shall be held by secret ballot.

## **Term of office of elected officers**

### **RULE 14**

1. In accordance with article 75, paragraph 2, of the Convention, officers shall be elected for a term of two years.
2. No officer of the Committee may hold office if he or she ceases to be a member of the Committee.

## **Functions of Chairperson**

### **RULE 15**

1. The Chairperson shall perform the functions conferred upon her/him by the Committee and by these rules of procedures.
2. In exercising her/his functions as Chairperson, the Chairperson shall remain under the authority of the Committee.

## **Acting Chairperson**

### **RULE 16**

1. If, during a session, the Chairperson is unable to be present at a meeting or any part thereof, he or she shall designate another member of the Bureau, to act in her or his place.
2. Any member acting as Chairperson shall have the same powers and duties as the Chairperson.

## **Replacement of officers**

### **RULE 17**

If any of the officers of the Committee ceases to serve or declares her/his inability to continue serving as a member of the Committee or for any reason is no longer able to act as an officer, a new officer shall be elected for the unexpired term of her/his predecessor.

## **V. SECRETARIAT**

### **Statements**

### **RULE 18**

The Secretary-General or her/his representative shall attend all meetings of the Committee and, subject to Rule 24 of the present rules, may make oral or written statements at those meetings.

### **Financial implications of proposals**

### **RULE 19**

Before any proposal which involves expenditures is approved by the Committee, the Secretary-General shall prepare and circulate to its members, as early as possible, a written estimate of the cost involved in the proposal. It shall be the duty of the Chairperson to draw the attention of members to this estimate and to invite discussions on it when the proposal is considered by the Committee.

## **VI. LANGUAGES**

### **Official and working languages**

### **RULE 20**

1. Arabic, Chinese, English, French, Russian and Spanish shall be the official languages of the Committee.
2. All formal decisions of the Committee shall be issued in the official languages.

## **VII. PUBLIC AND PRIVATE MEETINGS**

### **Public and private meetings**

#### **RULE 21**

The meetings of the Committee shall be held in public, unless the Committee decides otherwise.

## **VIII. DISTRIBUTION OF REPORTS AND OTHER OFFICIAL DOCUMENTS OF THE COMMITTEE**

### **Distribution of official documents**

#### **RULE 22**

Documents of the Committee shall be documents for general distribution, unless the Committee decides otherwise.

## **IX. CONDUCT OF BUSINESS**

### **Quorum**

#### **RULE 23**

Six members of the Committee shall constitute a quorum for the adoption of formal decisions. When the number of members of the Committee rises to 14 in accordance with article 72, paragraph 2(a), of the Convention, eight members of the Committee shall constitute a quorum.

### **Powers of the Chairperson**

#### **RULE 24**

1. The Chairperson, in accordance with these rules, shall control the proceedings of the Committee and ensure the maintenance of order at its meetings. She or he shall ensure that the Committee proceeds with its work efficiently, including through limiting time allowed to speakers.
2. The Chairperson shall rule immediately on points of order, which may be raised by a member at any time during the discussion. A member raising a point of order may not speak on the substance of the matter under discussion.
3. The Chairperson may call a speaker to order if his or her remarks are not relevant to the subject under discussion.

4. The Chairperson may propose to the Committee to adjourn or close the debate, or to suspend or adjourn the meeting.
5. Any member may request that a decision regarding the conduct of the Committee's business be immediately put to the vote.

### **Adoption of decisions**

#### **RULE 25**

1. The Committee shall attempt to reach all of its decisions by consensus. If consensus cannot be reached, decisions shall be put to a vote.
2. Bearing in mind paragraph 1 above, the Chairperson at any meeting may, and at the request of any member shall, put the proposal to a vote.

### **Voting**

#### **RULE 26**

1. Each member of the Committee shall have one vote.
2. Any proposal or motion put to the vote shall be adopted by the Committee if it has the support of a simple majority of the members present and voting. For the purpose of these rules, "members present and voting" means all members casting an affirmative or negative vote; members who abstain from voting are considered as not voting

## **X. PARTICIPATION OF SPECIALIZED AGENCIES AND OTHER UNITED NATIONS BODIES, INTER-GOVERNMENTAL ORGANIZATIONS AND OTHER CONCERNED BODIES**

### **International Labour Office**

#### **RULE 27**

1. In accordance with article 74, paragraph 2, of the Convention, the Secretary-General of the United Nations shall, in due time before the opening of each regular session of the Committee, transmit to the Director-General of the International Labour Office copies of the reports submitted by State parties concerned and information relevant to the consideration of these reports in order to enable the Office to assist the Committee with the expertise the Office

may provide regarding those matters dealt with by the Convention and falling within the sphere of competence of the International Labour Organization. The Committee shall consider in its deliberations such comments and materials as the Office may provide.

2. In accordance with article 74, paragraph 5, of the Convention, the Committee shall invite the International Labour Office to appoint representatives to participate, in a consultative capacity, in the meetings of the Committee.

### **Submission of information, documentation and written statements by other bodies**

#### **RULE 28**

In accordance with article 74, paragraph 4, of the Convention, the Committee may invite specialized agencies and organs of the United Nations, as well as inter-governmental organizations and other concerned bodies (including national human rights institutions, non-governmental organizations, and other bodies), to submit, for consideration by the Committee, written information on such matters dealt with in the Convention as fall within the scope of their activities.

## **XI. ANNUAL REPORT OF THE COMMITTEE**

### **Annual report**

#### **RULE 29**

1. In accordance with article 74, paragraph 7, of the Convention, the Committee shall submit an annual report on the implementation of the Convention to the General Assembly, containing its considerations and recommendations, based, in particular, on the examination of the reports and any observations presented by States parties.

2. In accordance with article 74, paragraph 8, of the Convention the Secretary-General shall transmit the annual reports of the Committee to the States parties to the present Convention, the Economic and Social Council, the Commission on Human Rights, the Director-General of the International Labour Office and other relevant organizations.

**PART TWO. RULES RELATING TO THE FUNCTIONS  
OF THE COMMITTEE**

**XII. REPORTS FROM STATES PARTIES UNDER ARTICLE 73  
OF THE CONVENTION**

**Submission of reports**

**RULE 30**

The Committee may adopt guidelines regarding the form and contents of the reports to be submitted under article 73 of the Convention.

**Consideration of reports**

**RULE 31**

1. The Committee shall consider reports, submitted by States parties under article 73 of the Convention, in accordance with the procedure set out in the article 74 of the Convention.
2. The Committee may adopt more detailed rules of procedure relating to the submission and consideration of reports submitted by States parties under the Convention.

**RULE 32**

No member of the Committee shall participate in the examination of state party reports or the discussion and adoption of concluding observations if they involve the State party in respect of which she or he was elected to the Committee.

**XIII. PROCEDURE FOR THE CONSIDERATION OF COMMUNICATIONS  
RECEIVED UNDER ARTICLE 76 OF THE CONVENTION**

*Since the procedure under article 76 of the Convention has not yet entered into force, the Committee will consider rules relating to it at a later stage.*

**XIV. PROCEDURE FOR THE CONSIDERATION OF COMMUNICATIONS  
RECEIVED UNDER ARTICLE 77 OF THE CONVENTION**

*Since the procedure under article 77 of the Convention has not yet entered into force, the Committee will consider rules relating to it at a later stage.*

**PART THREE. RULES RELATING TO INTERPRETATION**

**XV. INTERPRETATION**

**Headings**

**RULE 33**

For the purpose of interpretation of these rules, the headings, which were inserted for reference purposes only, shall be disregarded.

**Amendments**

**Rule 34**

The rules of procedure may be amended by a decision of the Committee, without prejudice to the relevant provisions of the Convention.

## Chapter 2

### **RULE 65, RULES OF PROCEDURE OF THE COMMITTEE ON THE ELIMINATION OF RACIAL DISCRIMINATION**

#### **XIV. ANNUAL REPORT OF THE COMMITTEE**

##### **Request for additional information**

##### **RULE 65**

1. If the Committee decides to request an additional report or further information from a State party under the provisions of article 9, paragraph 1, of the Convention, it may indicate the manner as well as the time within which such additional report or further information shall be supplied and shall transmit its decision to the Secretary-General for communication, within two weeks, to the State party concerned.

2. In order to further the implementation of the above paragraph, the Committee shall appoint a coordinator for a period of two years. In fulfilling his/her tasks, the coordinator shall cooperate with country rapporteurs\*.

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\* This new paragraph to Rule 65 was adopted by the Committee on the Elimination of Racial Discrimination at its sixty-fourth session (23 February- 12 March 2004).