

UNITED NATIONS CONFERENCE ON TRADE
AND DEVELOPMENT
Geneva

Rules of Procedure
of the
Main Committees
of the
Trade and Development
Board



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RULES OF PROCEDURE OF THE MAIN COMMITTEES OF THE TRADE AND DEVELOPMENT BOARD*

I. Sessions

REGULAR SESSIONS

Rule 1

The Main Committee (hereinafter referred to as the Committee) shall normally hold two regular sessions between sessions of the United Nations Conference on Trade and Development (hereinafter referred to as the Conference). However, additional regular sessions of the Committee may be held whenever the Trade and Development Board (hereinafter referred to as the Board) decides that it is in the interest of the work of the organization.

DATE OF OPENING OF REGULAR SESSIONS

Rule 2

Each regular session of the Committee shall open on a date and at a place determined by the Board.

Rule 3

The Secretary-General of the Conference may, with the concurrence or on the initiative of the President of the Board or the Chairman of the Committee, alter the dates of regular sessions when it is deemed to be in the interest of the work of the organization.

* As approved by the Trade and Development Board at its 506th meeting on 8 September 1978.

The Main Committees are:

- Committee on Commodities
- Committee on Manufactures
- Committee on Invisibles and Financing related to Trade
- Committee on Shipping
- Committee on Transfer of Technology
- Committee on Economic Co-operation among Developing Countries

SPECIAL SESSIONS

Rule 4

1. Special sessions shall be held by decision of the Committee, subject to the concurrence of the majority of the members of the Board. Special sessions of the Committee may also be called by the Conference or the Board.

2. A special session of the Committee may be requested by any five members of the Conference, whether or not they are members of the Committee. The Secretary-General of the Conference shall forthwith inform the President and all the members of the Board of the request, as well as of the approximate costs and relevant administrative considerations, and shall inquire whether or not they support the request for a special session. If within ten days of the inquiry a majority of the members of the Board explicitly concur in the request, the Secretary-General of the Conference shall accordingly convene a special session of the Committee.

DATE OF OPENING OF SPECIAL SESSIONS

Rule 5

Special sessions of the Committee shall normally be convened on a date and at a place determined by the Conference or the Board.

NOTIFICATION OF DATE OF OPENING

Rule 6

The Secretary-General of the Conference shall communicate the date of the first meeting of each session of the Committee to the members of the Conference, the Chairmen of the Committees of the Board, the specialized agencies, the International Atomic Energy Agency (IAEA), the intergovernmental bodies referred to in rule 74 and to the non-governmental organizations included in the list referred to in rule 79 of the rules of procedure of the Board. Such notification shall be sent *(a)* in the case of a regular session, at least six weeks in advance, *(b)* in the case of a special session, at least twelve days in advance.

ADJOURNMENT OF SESSION

Rule 7

The Committee may decide at any session to adjourn temporarily and resume its meetings at a later date.

II. Agenda

PROVISIONAL AGENDA

Rule 8

1. The Secretary-General of the Conference shall draw up and submit to the Committee at each regular session the provisional agenda for the following regular session of the Committee. The provisional agenda shall include all items proposed by:

- (a) The Committee;
- (b) The Board;
- (c) The other subsidiary organs of the Board established under paragraph 23 of General Assembly resolution 1995 (XIX) as amended;
- (d) A member of the Conference;
- (e) The Secretary-General of the Conference;
- (f) The regional commissions;
- (g) A subsidiary body of the Committee established under rule 63;
- (h) A specialized agency, the IAEA or an intergovernmental body referred to in rule 74.

2. Items proposed under (d), (g) and (h) above shall be accompanied by an explanatory memorandum and, if possible, by basic documents or by a draft resolution, which shall be submitted to the Secretary-General of the Conference at least seven weeks prior to the opening of the session.

3. Non-governmental organizations included in the list referred to in rule 79 of the rules of procedure of the Board may propose to the Bureau of the Committee that the Bureau request the Secretary-General of the Conference to include items of special interest to the organizations in the provisional agenda of the Committee. For the purposes of this rule, a member of the Bureau may designate, in case of absence, a member of his delegation as his substitute.

4. The Bureau, in considering a request from a non-governmental organization for the inclusion of an item in the provisional agenda of the Committee, shall take into account:

- (a) Whether or not the item can be considered appropriate for action by the Committee;
- (b) The extent to which it is considered that the item lends itself to early and constructive action by the Committee; and
- (c) The adequacy of the documentation submitted by the organization.

5. Any decision by the Bureau not to grant a request submitted by a non-governmental organization for the inclusion of an item in the provisional agenda of the Committee shall be considered as final.

Rule 9

Before the Secretary-General of the Conference includes in the provisional agenda an item proposed by a specialized agency, the IAEA or an intergovernmental body, he shall carry out with the specialized agency, the IAEA or the intergovernmental body concerned such preliminary consultation as may be necessary.

COMMUNICATION OF THE PROVISIONAL AGENDA

Rule 10

After the Committee has considered the provisional agenda for the following session, the provisional agenda, incorporating any amendments made by the Committee, shall be communicated by the Secretary-General of the Conference to the members of the Conference, the Chairmen of the Committees of the Board, the specialized agencies, the IAEA, the intergovernmental bodies referred to in rule 74 and the non-governmental organizations included in the list referred to in rule 79 of the rules of procedure of the Board.

SUPPLEMENTARY ITEMS

Rule 11

The inclusion of supplementary items in the provisional agenda approved by the Committee may be proposed by any authority entitled to propose items under paragraph 1 of rule 8. The request for inclusion of a supplementary item shall be accompanied by a supporting statement from the authority proposing it, except in the case of the Board, regarding the urgency of the consideration of the item. Such items shall be placed by the Secretary-General of the Conference on a supplementary list, which shall be communicated to the Committee together with the supporting statements and such observations as the Secretary-General of the Conference may wish to make.

ADOPTION OF THE AGENDA

Rule 12

1. At the beginning of each regular session, subject to the provisions of rule 15 and after the election of officers when required under rule 18, the Committee

shall adopt its agenda for the session on the basis of the provisional agenda and the supplementary list referred to in rule 11.

2. A member of the Conference, a specialized agency, the IAEA or an intergovernmental body referred to in rule 74 which has requested the inclusion of an item in the provisional agenda or on the supplementary list shall be entitled to be heard by the Committee on the inclusion of the item in the agenda for the session.

3. The Committee shall normally include in its agenda for the session only items for which adequate documentation has been prepared.

ALLOCATION OF ITEMS

Rule 13

The Committee may allocate items and sub-items to the plenary meetings of the Committee and sessional committees and working parties set up in accordance with rule 61, and may refer items without preliminary debate in the Committee to:

(a) One or more of its subsidiary bodies, for examination and report at a subsequent session of the Committee;

(b) The Secretary-General of the Conference, for study and report at a subsequent session of the Committee; or

(c) The proposer of the item, for further information or documentation.

PROVISIONAL AGENDA FOR A SPECIAL SESSION

Rule 14

The provisional agenda for a special session shall consist only of those items proposed for consideration in the request for the holding of the special session. It shall be communicated to the authorities mentioned in rule 10 at the same time as the notice convening the special session.

REVISION OF THE AGENDA

Rule 15

During a regular session, the Committee may revise the agenda for that session by adding, deleting, deferring or amending items. Only urgent and important items shall be added to the agenda of the Committee during the session.

III. Representation and credentials

Rule 16

Each member of the Committee shall be represented by an accredited representative, who may be accompanied by such alternate representatives and advisers as may be required.

Rule 17

1. The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Secretary-General of the Conference before the first meeting which the representatives are to attend.

2. The Bureau of the Committee shall examine the credentials of representatives and submit its report to the Committee. Notwithstanding the provisions of this rule, a member of the Committee may at any time change its representative, alternate representatives or advisers, subject to proper submission and examination of credentials, where required.

IV. Officers

ELECTIONS

Rule 18

At the commencement of the first meeting of each regular session, the Committee shall elect a Chairman, five Vice-Chairmen and a Rapporteur from among the representatives of its members. These officers shall constitute the Bureau of the Committee. In electing the officers, due account shall be taken of the need to ensure an equitable geographical distribution.

Rule 19

1. Without prejudice to the principle of equitable geographical distribution as laid down in rule 18, the Bureau of the Committee shall consist of seven members, including four members from Groups A and C combined, two members from Group B and one member from Group D, referred to in the annex to General Assembly resolution 1995 (XIX) as amended. For the purposes of the application of this rule, due account shall be taken of the decisions of the Board regarding the association of new members of the Conference with the lists of States contained in the annex to General Assembly resolution 1995 (XIX) as amended.

2. The offices of Chairman and Rapporteur of the Committee shall be subject to rotation among the groups in accordance with the cycle set out in annex I to these rules.

TERMS OF OFFICE

Rule 20

The Chairman, the Vice-Chairmen and the Rapporteur shall hold office until their successors are elected. None of them may hold office if the member of the Conference of which he is a representative ceases to be a member of the Committee.

ACTING CHAIRMAN

Rule 21

If the Chairman is absent from a meeting or any part thereof, he shall appoint a Vice-Chairman to act in his place.

REPLACEMENT OF THE CHAIRMAN

Rule 22

If the Chairman ceases to be a representative of a member of the Committee or is incapacitated, or if the member of the Conference of which he is a representative ceases to be a member of the Committee, a Vice-Chairman from the same geographical group to which the Chairman belongs shall take his place. In the absence of a Vice-Chairman from the same geographical group to which the Chairman belongs, that group shall nominate a representative to assume the functions of Chairman.

POWERS OF THE ACTING CHAIRMAN

Rule 23

A Vice-Chairman acting as Chairman shall have the same powers and duties as the Chairman.

VOTING RIGHTS OF THE CHAIRMAN

Rule 24

In the case of a member of the Committee which is for the time being represented by the Chairman, an alternate representative shall, at the discretion of the Chairman, be permitted to participate in the proceedings and to vote in the Committee. In such a case the Chairman shall not exercise his right to vote.

V. Secretariat

DUTIES OF THE SECRETARY-GENERAL OF THE CONFERENCE

Rule 25

The Secretary-General of the Conference shall act in that capacity in all meetings of the Committee and of its subsidiary bodies. He may designate any officer of the secretariat to act as his representative.

Rule 26

The Secretary-General of the Conference shall direct the staff required by the Committee and its subsidiary bodies.

Rule 27

The Secretary-General of the Conference shall be responsible for keeping the members of the Committee informed of any questions which may be brought before it for consideration.

Rule 28

The Secretary-General of the Conference, or his representative, may, subject to rule 34, make oral as well as written statements to the Committee and its subsidiary bodies concerning any question under consideration.

Rule 29

The Secretary-General of the Conference shall be responsible for all the necessary arrangements for meetings of the Committee and of its subsidiary bodies, including the preparation and distribution of documentation at least six weeks in advance of the sessions of the Committee and its subsidiary bodies.

DUTIES OF THE SECRETARIAT

Rule 30

The secretariat shall interpret speeches made at meetings; shall receive, translate and circulate the documents of the Committee and its subsidiary bodies; shall publish and circulate the resolutions, reports and relevant documentation of the Committee. It shall have the custody of the documents in the archives of the Committee and, generally, perform all other work which the Committee may require.

ESTIMATES OF EXPENDITURES

Rule 31

Before any proposal which involves expenditure from United Nations funds is approved by the Committee or by any of its subsidiary bodies, the Secretary-General of the Conference shall circulate to all members of the Committee or of the subsidiary body concerned, as early as possible, a report from the Secretary-General of the United Nations, in terms of Financial Regulations 13.1 and 13.2,¹ on the estimated costs involved as well as on the administrative and budgetary implications with reference to existing authorizations and appropriations in accordance with the provisions of paragraph 29 of General Assembly resolution 1995 (XIX), as amended.

VI. Preparation of sessions of the Conference

Rule 32

The Committee shall assist the Board in the latter's role as a preparatory committee for future sessions of the Conference. To that end, it shall initiate the

¹ These Regulations read as follows:

FINANCIAL REGULATIONS AND RULES OF THE UNITED NATIONS

Article XIII. Resolutions involving expenditures

Regulation 13.1: No Council, Commission or other competent body shall take a decision involving either an administrative change in a programme approved by the General Assembly or the possible requirement of expenditure unless it has received and taken account of a report from the Secretary-General on the administrative and financial implications of the proposal.

Regulation 13.2: Where, in the opinion of the Secretary-General, the proposed expenditure cannot be made from the existing appropriations, it shall not be incurred until the General Assembly has made the necessary appropriations, unless the Secretary-General certifies that provision can be made under the conditions of the resolution of the General Assembly relating to unforeseen and extraordinary expenses.

preparation of documents and carry out any other task at the request of the Board.

VII. Conduct of business

QUORUM

Rule 33

A majority of the members of the Committee shall constitute a quorum.

POWERS OF THE CHAIRMAN

Rule 34

In addition to exercising the powers conferred upon him elsewhere in these rules, the Chairman shall declare the opening and closing of each meeting of the Committee, direct the discussion, ensure observance of these rules, accord the right to speak, put questions to the vote, announce decisions and perform the functions and duties entrusted to him under section VIII of these rules. He shall rule on points of order and, subject to these rules, shall have control of the proceedings of the Committee and over the maintenance of order at its meetings. The Chairman may propose to the Committee the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak on any question, the closure of the list of speakers or the closure of the debate. He may also propose the suspension or the adjournment of the meetings or of the debate on the question under discussion.

Rule 35

The Chairman, in the exercise of his functions, remains under the authority of the Committee.

SPEECHES

Rule 36

No person may address the Committee without having previously obtained the permission of the Chairman. Subject to rules 37 and 38, the Chairman shall call upon speakers in the order in which they signify their desire to speak. The Chairman may call a speaker to order if his remarks are not relevant to the subject under discussion.

PRECEDENCE

Rule 37

The Chairman, Vice-Chairman or Rapporteur of a sessional committee or working party, or a designated representative of any subsidiary body, may be accorded precedence in speaking for the purpose of explaining the conclusions arrived at by the committee, working party or subsidiary body concerned, and for the purpose of replying to questions.

POINTS OF ORDER

Rule 38

1. During the discussion of any matter, a representative may at any time rise to a point of order, and the point of order shall be immediately decided by the Chairman in accordance with these rules. A representative may appeal against the ruling of the Chairman. The appeal shall be immediately put to the vote, and the ruling of the Chairman shall stand unless overruled by a majority of the members present and voting.

2. A representative rising to a point of order may not speak on the substance of the matter under discussion.

TIME-LIMIT ON SPEECHES

Rule 39

The Committee may limit the time allowed to each speaker and the number of times each representative may speak on any question except on procedural questions, when the Chairman shall limit each intervention to a maximum of five minutes. When the debate is limited and a representative exceeds his allotted time, the Chairman shall call him to order without delay.

CLOSING OF LIST OF SPEAKERS

Rule 40

During the course of a debate the Chairman may announce the list of speakers and, with the consent of the Committee, declare the list closed. The Chairman may, however, accord the right of reply to any member if, in his opinion, a speech delivered after he has declared the list closed makes this desirable. When the debate on an item is concluded because there are no other speakers, the Chairman, with the consent of the Committee, shall declare the debate closed.

ADJOURNMENT OF DEBATE

Rule 41

During the discussion of any matter, a representative may move the adjournment of the debate on the question under discussion. In addition to the proposer of the motion, one representative may speak in favour of and one against the motion, after which the motion shall be immediately put to the vote.

CLOSURE OF DEBATE

Rule 42

A representative may at any time move the closure of the debate on the question under discussion, whether or not any other representative has signified his wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the Committee is in favour of the closure, the Chairman shall declare the closure of the debate.

SUSPENSION OR ADJOURNMENT OF THE MEETING

Rule 43

During the discussion of any matter, a representative may move the suspension or the adjournment of the meeting. Such motions shall not be debated but shall be immediately put to the vote.

ORDER OF PROCEDURAL MOTIONS

Rule 44

Subject to rule 38, and regardless of the order in which they are submitted, 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 question under discussion;
- (d) To close the debate on the question under discussion.

PROPOSALS AND AMENDMENTS

Rule 45

Proposals and amendments shall normally be submitted in writing to the Secretary-General of the Conference, who shall circulate them to the members. As a general rule, no proposal shall be discussed or put to the vote at any meeting of the Committee unless the text has been circulated to all members not later than the day preceding the meeting. Subject to the consent of the Committee, the Chairman may, however, permit the discussion and consideration of proposals or amendments, even though these proposals or amendments have not been circulated or have only been circulated the same day.

DECISIONS ON COMPETENCE

Rule 46

Subject to rule 44, any motion calling for a decision on the competence of the Committee to adopt any proposal or any amendment submitted to it shall be put to the vote before a vote is taken on the proposal or amendment in question.

WITHDRAWAL OF MOTIONS

Rule 47

A motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been amended. A motion thus withdrawn may be reintroduced by another member.

VIII. Procedures of conciliation

Rule 48

1. The procedures of conciliation shall be governed by paragraph 2 of this rule, notwithstanding any provision of these rules which may be inconsistent therewith.

2.² The procedures set forth in the present paragraph are designed to provide a process of conciliation to take place before voting and to provide an adequate basis for the adoption of recommendations with regard to proposals of

² The text of this paragraph is identical to that of paragraph 25 of General Assembly resolution 1995 (XIX), as amended, and therefore contains, *inter alia*, provisions which specifically apply to the proceedings of the Conference and of the Board.

a specific nature for action substantially affecting the economic or financial interests of particular countries.

(a) *Levels of conciliation*

The process of conciliation within the meaning of the present paragraph may take place under the conditions stated with regard to proposals which are before the Conference, the Board or Committees of the Board. In the case of Committees of the Board, the process of conciliation shall apply only to those matters, if any, with respect to which a Committee has been authorized to submit, without further approval, recommendations for action.

(b) *Request for conciliation*

A request for conciliation within the meaning of the present paragraph may be made:

- (i) In the case of proposals before the Conference, by at least ten members of the Conference;
- (ii) In the case of proposals before the Board, by at least five members of the Conference, whether or not they are members of the Board;
- (iii) In the case of proposals before Committees of the Board, by three members of the Committee.

The request for conciliation under the present paragraph shall be submitted as appropriate, to the President of the Conference or to the President of the Board. In the case of a request relating to a proposal before a Committee of the Board, the Chairman of the Committee concerned shall submit the request to the President of the Board.

(c) *Initiation of conciliation by a presiding officer*

The process of conciliation within the meaning of the present paragraph may also be initiated whenever the President of the Conference, the President of the Board or the Chairman of the Committee concerned is satisfied that the required number of countries as specified in subparagraph (b) above are in favour of such conciliation. In cases where the process of conciliation is initiated at the level of a Committee, the Chairman of the Committee concerned shall refer the matter to the President of the Board for action to be taken in accordance with subparagraph (f) below.

(d) *Time for request or initiation of conciliation*

The request for conciliation (or the initiation of conciliation by the President of the Conference or the President of the Board, as the case may be) may be made only after the debate on the proposal has been concluded within the organ concerned and prior to the vote on that proposal. For the purposes of this provision, the presiding officer of the organ concerned shall, at the

conclusion of the debate on any proposal, afford an appropriate interval for the submission of requests for conciliation before proceeding to the vote on the proposal in question. In the event that conciliation is requested or initiated, voting on the proposal in question shall be suspended and the procedures provided for below shall be followed.

(e) *Subjects in regard to which conciliation is appropriate or excluded*

The institution of the process of conciliation shall be automatic under the conditions stated in subparagraphs (b) and (c) above. The categories in (i) and (ii) below shall serve as guidelines:

- (i) Appropriate for conciliation shall be proposals of a specific nature for action substantially affecting the economic or financial interests of particular countries in the following fields:

Economic plans or programmes or economic or social readjustments;

Trade, monetary or tariff policies, or balance of payments;

Policies of economic assistance or transfer of resources;

Levels of employment, income, revenue or investment;

Rights or obligations under international agreements or treaties.

- (ii) Proposals in the following fields shall not require conciliation:

Any procedural matter;

Any proposal for study or investigation, including such proposals related to the preparation of legal instruments in the field of trade;

Establishment of subsidiary bodies of the Board within the scope of its competence;

Recommendations and declarations of a general character not calling for specific action;

Proposals involving action proposed in pursuance of recommendations which were unanimously adopted by the Conference.

(f) *Nomination of a conciliation committee*

When a request for conciliation is made or initiated, the presiding officer of the organ concerned shall immediately inform the organ. The President of the Conference or the President of the Board shall, as soon as possible, after consultation with the members of the organ concerned, nominate the members of a conciliation committee and submit the nominations for the approval of the Conference or the Board, as appropriate.

(g) *Size and composition of the conciliation committee*

The conciliation committee shall, as a rule, be small in size. Its members shall include countries especially interested in the matter with respect to which

such conciliation was initiated and shall be selected on an equitable geographical basis.

(h) *Procedure within the conciliation committee and submission of its report*

The conciliation committee shall begin its work as soon as possible and it shall endeavour to reach agreement during the same session of the Conference or the Board. No vote shall take place in the conciliation committee. In the event that the conciliation committee is unable to conclude its work or fails to reach agreement at the same session of the Conference or the Board, it shall report to the next session of the Board or to the next session of the Conference, whichever meets earlier. However, the Conference may instruct the conciliation committee appointed by it to submit its report to the following session of the Conference in the event that the committee shall not have concluded its work or shall have failed to reach agreement during the same session of the Conference.

(i) *Extension of the mandate of the conciliation committee*

A proposal to continue a conciliation committee beyond the session at which it is required to report shall be decided by a simple majority.

(j) *Report of the conciliation committee*

The report of the conciliation committee shall indicate whether or not the committee was able to reach an agreement and whether or not the committee recommends a further period of conciliation. The report of the committee shall be made available to the members of the Conference.

(k) *Action on the report of the conciliation committee*

The report of the conciliation committee shall have priority on the agenda of the organ to which it is submitted. If the organ adopts a resolution on the proposal which was the subject of the report of the conciliation committee, that resolution shall refer explicitly to the report of the conciliation committee and to the conclusion reached by the conciliation committee in the following form, as appropriate:

Noting the report of the Conciliation Committee appointed on (date) (document number).

Noting also that the Conciliation Committee [was able to reach an agreement] [recommends a further period of conciliation] [was unable to reach agreement],

(l) *Reports of the Board and the Conference*

The reports of the Board to the Conference and to the General Assembly and the reports of the Conference to the Assembly shall include, *inter alia*:

- (i) The texts of all recommendations, resolutions and declarations adopted by the Board or the Conference during the period covered by the report:

- (ii) In respect of recommendations and resolutions which are adopted after a process of conciliation, there shall also be included a record of the voting on each recommendation or resolution, together with the texts of the reports of the conciliation committees concerned. In the report, the record of voting and the texts of the reports shall normally follow the resolutions to which they pertain.

(m) *Good offices of the Secretary-General of the Conference*

The good offices of the Secretary-General of the Conference shall be utilized as fully as practicable in connexion with the process of conciliation.

(n) *Proposals involving changes in the fundamental provisions of the present resolution*

A process of conciliation shall also be applied under the terms and conditions laid down above in regard to any proposal for a recommendation to the General Assembly which would involve changes in the fundamental provisions of the present resolution. Any question as to whether a particular provision shall be considered fundamental for the purposes of the present subparagraph shall be determined by a simple majority of the Conference or the Board.

IX. Voting

VOTING RIGHTS

Rule 49

Each member of the Committee shall have one vote.

MAJORITY REQUIRED AND MEANING OF THE EXPRESSION “MEMBERS PRESENT AND VOTING”

Rule 50

1. Decisions of the Committee shall be made by a majority of the members present and voting.
2. For the purpose of these rules, the phrase “members present and voting” means members present and casting an affirmative or negative vote. Members which abstain from voting are considered as not voting.

METHOD OF VOTING

Rule 51

Subject to rule 57, the Committee shall normally vote by show of hands, but any representative may request a roll-call, which shall then be taken in alphabetical order of the names of the members, beginning with the member whose name is drawn by lot by the Chairman.

RECORDING OF ROLL -CALL

Rule 52

The vote of each member participating in a roll-call shall be inserted in the record.

CONDUCT DURING VOTING

Rule 53

After the Chairman has announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connexion with the actual conduct of the voting. The Chairman may permit members to explain their votes, either before or after the voting, except when the vote is taken by secret ballot. The Chairman may limit the time to be allowed for such explanations. The Chairman shall not permit the proposer of a proposal or of an amendment to explain his vote on his own proposal or amendment.

DIVISION OF PROPOSALS OR AMENDMENTS

Rule 54

A representative may move that parts of a proposal or of an amendment should be voted on separately. If objection is made to the request for division, the motion for division shall be voted upon. Permission to speak on the motion for division shall be given only to two speakers in favour and two speakers against. If the motion for division is carried, those parts of the proposal or of the amendment which are subsequently approved shall be put to the vote as a whole. If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

VOTING ON AMENDMENTS

Rule 55

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 the Committee shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom, and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. If no amendments are 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 adds to, deletes from or revises part of the proposal.

VOTING ON PROPOSALS

Rule 56

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

2. Any motions requiring that no decision be taken on the substance of such proposals shall, however, be considered as previous questions and shall be put to the vote before them.

ELECTIONS

Rule 57

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

Rule 58

1. If, when one person or member only is to be elected, no candidate obtains in the first ballot the majority required, a second ballot shall be taken, restricted to the two candidates obtaining the largest number of votes. If in the second ballot the votes are equally divided, the Chairman shall decide between the candidates by drawing lots.

2. In the case of a tie in the first ballot among the candidates obtaining the second largest number of votes, a special ballot shall be held for the purpose of reducing the number of candidates to two. In the case of a tie among three or more candidates obtaining the largest number of votes, a second ballot shall be held; if a tie results among more than two candidates, the number shall be reduced to two by lot and the balloting, restricted to them, shall continue in accordance with the preceding paragraph.

Rule 59

1. When two or more elective places are to be filled at one time under the same conditions, those candidates obtaining a majority in the first ballot shall be elected.

2. If the number of candidates obtaining such majority is less than the number of places to be 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, who shall number not more than twice the places remaining to be filled. However, in the case of a tie between a greater number of unsuccessful candidates, a special ballot shall be held for the purpose of reducing the number of candidates to the required number.

3. If three restricted ballots are inconclusive, unrestricted ballots shall follow in which votes may be cast for any eligible person or member. If three such unrestricted ballots are inconclusive, the next three ballots (subject to exception in the case similar to that of the tie mentioned at the end of the previous paragraph of this rule) shall be restricted to the candidates obtaining the greatest number of votes in the third of the unrestricted ballots. The number of such candidates shall not be more than twice the places remaining to be filled.

4. The following three ballots thereafter shall be unrestricted and so on, until all the places are filled.

Equally Divided Votes

Rule 60

If a vote is equally divided on matters other than elections, the proposal shall be regarded as rejected.

X. Sessional committees and working parties and subsidiary bodies of the Committee

SESSIONAL COMMITTEES AND WORKING PARTIES

Rule 61

1. At each session, the Committee may set up committees and working parties from among its members and refer to them any questions on the agenda for study and report. Unless the Committee decides otherwise, members of such committees and working parties shall be nominated by the Chairman in consultation with the other members of the Bureau and subject to the approval of the Committee.

2. Sub-committees and sub-groups of working parties shall be nominated by the Chairman of the committee or working party concerned, subject to the approval of the committee or working party.

3. Sections VII and IX of these rules shall apply to the proceedings of the committees, working parties and any sub-committees or sub-groups set up by them.

Rule 62

Each sessional committee and working party shall elect its own officers, unless otherwise decided by the Committee.

SUBSIDIARY BODIES OF THE COMMITTEE

Rule 63

1. Subject to the approval of the Board, the Committee may establish such subsidiary bodies as may be necessary for the effective discharge of its functions. Such subsidiary bodies may, in consultation with the Secretary-General of the Conference, meet as required within the framework of the Committee's work programme and schedule of meetings.

2. Sections I to VII and IX to XVI of these rules shall apply, as appropriate, to the proceedings of the subsidiary bodies. Any member of the Conference, whether or not that State is represented on the Committee, may become a member of any subsidiary body of the Committee. Each subsidiary body shall elect its own officers.

XI. Languages and records

OFFICIAL AND WORKING LANGUAGES

Rule 64

Arabic, Chinese, English, French, Russian and Spanish shall be the official languages, and Arabic, English, French and Spanish the working languages of the Committee.

INTERPRETATION FROM OFFICIAL LANGUAGES

Rule 65

Speeches made in any of the official languages shall be interpreted into the other official languages.

INTERPRETATION FROM OTHER LANGUAGES

Rule 66

Any representative may make a speech in a language other than the official languages. In this case he shall himself provide for interpretation into one of the official languages. Interpretation into the other official languages by an interpreter of the secretariat may be based on the interpretation given in the first official language.

LANGUAGE OF DOCUMENTS, RESOLUTIONS AND OTHER FORMAL DECISIONS

Rule 67

All documents, resolutions, recommendations and other formal decisions of the Committee as well as its reports to the Board shall be made available in the official languages.

RESOLUTIONS AND OTHER FORMAL DECISIONS

Rule 68

As soon as possible, the text of the resolutions, recommendations and other formal decisions adopted by the Committee and its subsidiary bodies shall be distributed by the secretariat to all members of the Committee and other participants in the session. The printed text of such resolutions, recommen-

dations and other formal decisions, as well as of the reports of the Committee to the Board, shall be distributed as soon as possible after the close of the session to all the members of the Conference and to the specialized agencies, the IAEA and the intergovernmental bodies referred to in rule 74.

SOUND RECORDINGS OF MEETINGS

Rule 69

Sound recordings of the meetings of the Committee and of its subsidiary bodies shall be kept by the secretariat in accordance with the practices of the United Nations.

XII. Public and private meetings

Rule 70

The meetings of the Committee, its sessional committees and working parties and subsidiary bodies shall be held in public unless the body concerned decides otherwise.

Rule 71

At the close of a private meeting, the Committee or its subsidiary bodies may decide to issue a communiqué through the Secretary-General of the Conference.

XIII. Participation of members of the Conference not members of the Committee

Rule 72

Any member of the Conference which is not a member of the Committee shall be entitled to participate in the deliberations of the Committee on any matter of particular concern to that member. Any member thus participating shall not have the right to vote but may submit proposals which may be put to the vote by request of any member of the Committee.

Rule 73

Any member of the Conference which is not a member of a subsidiary body of the Committee shall be entitled to participate in the deliberations of that subsidiary body on any matter of particular concern to that member. Any member thus participating shall not have the right to vote but may submit

proposals, which may be put to the vote by request of any member of the subsidiary body concerned.

XIV. Participation of specialized agencies, the IAEA and the other intergovernmental bodies

Rule 74

1. Representatives of specialized agencies, the IAEA and the inter-governmental bodies referred to in paragraphs 18 and 19 of General Assembly resolution 1995 (XIX) which are designated for this purpose by the Conference or the Board may participate, without the right to vote, in the deliberations of the Committee and its subsidiary bodies upon the invitation of the Chairman concerned on questions within the scope of their activities.

2. Written statements by specialized agencies, the IAEA and inter-governmental bodies referred to in paragraph 1 of this rule, related to items on the agenda of the Committee or its subsidiary bodies, shall be circulated by the secretariat to the members of the Committee or of the subsidiary body concerned.

XV. Observers for non-governmental organizations

Rule 75

1. Non-governmental organizations concerned with matters of trade and of trade as related to development, referred to in paragraph 11 of General Assembly resolution 1995 (XIX) and included in the list referred to in rule 79 of the rules of procedure of the Board, may designate representatives to sit as observers at public meetings of the Committee, its sessional committees and subsidiary bodies. Upon the invitation of the Chairman, and subject to the approval of the body concerned, non-governmental organizations may make oral statements on matters within the scope of their activities.

2. Written statements provided by non-governmental organizations referred to in paragraph 1 of this rule, related to items on the agenda of the Committee or of its subsidiary bodies, shall be circulated by the secretariat to the members of the Committee or the subsidiary body concerned.

XVI. Amendment and suspension of rules of procedure

Rule 76

Subject to the approval of the Board, the rules contained in sections I to VII and IX to XVI of these rules may be amended by the Committee.

Rule 77

The rules referred to in rule 76 may be suspended by the Committee provided that twenty-four hours' notice of the proposal for the suspension has been given. The notice may be waived if no member objects.

Annex I

CYCLE FOR THE ROTATION OF GROUPS IN THE ELECTION OF THE CHAIRMAN AND RAPPORTEUR OF EACH OF THE MAIN COMMITTEES

The following rotation of groups shall be observed in the election of the Chairman and the Rapporteur of each Committee for the first seven sessions of that Committee. The same cycle shall be repeated thereafter.

Committee on Commodities

First session:	Chairman:	Group A (Asia)
	Rapporteur:	Group B
Second session:	Chairman:	Group D
	Rapporteur:	Group C
Third session:	Chairman:	Group B
	Rapporteur:	Group A (Africa)
Fourth session:	Chairman:	Group A (Africa)
	Rapporteur:	Group B
Fifth session:	Chairman:	Group C
	Rapporteur:	Group A (Asia)
Sixth session:	Chairman:	Group B
	Rapporteur:	Group A (Africa)
Seventh session:	Chairman:	Group A (Africa)
	Rapporteur:	Group D

Committee on Manufactures

First session:	Chairman:	Group C
	Rapporteur:	Group A (Asia)
Second session:	Chairman:	Group B
	Rapporteur:	Group C
Third session:	Chairman:	Group A (Africa)
	Rapporteur:	Group D
Fourth session:	Chairman:	Group A (Asia)
	Rapporteur:	Group B
Fifth session:	Chairman:	Group D
	Rapporteur:	Group A (Africa)
Sixth session:	Chairman:	Group B
	Rapporteur:	Group A (Asia)
Seventh session:	Chairman:	Group A (Africa)
	Rapporteur:	Group B

Committee on Invisibles and Financing related to Trade

First session:	Chairman:	Group B
	Rapporteur:	Group C
Second session:	Chairman:	Group A (Asia)
	Rapporteur:	Group D
Third session:	Chairman:	Group C
	Rapporteur:	Group B
Fourth session:	Chairman:	Group D
	Rapporteur:	Group C
Fifth session:	Chairman:	Group B
	Rapporteur:	Group A (Asia)
Sixth session:	Chairman:	Group A (Africa)
	Rapporteur:	Group B
Seventh session:	Chairman:	Group A (Asia)
	Rapporteur:	Group A (Africa)

Committee on Shipping

First session:	Chairman:	Group A (Asia)
	Rapporteur:	Group D
Second session:	Chairman:	Group C
	Rapporteur:	Group B
Third session:	Chairman:	Group D
	Rapporteur:	Group A (Africa)
Fourth session:	Chairman:	Group B
	Rapporteur:	Group C
Fifth session:	Chairman:	Group A (Africa)
	Rapporteur:	Group B
Sixth session:	Chairman:	Group C
	Rapporteur:	Group A (Asia)
Seventh session:	Chairman:	Group B
	Rapporteur:	Group C

Committee on Transfer of Technology

First session:	Chairman:	Group C
	Rapporteur:	Group B
Second session:	Chairman:	Group D
	Rapporteur:	Group A (Africa)
Third session:	Chairman:	Group B
	Rapporteur:	Group A (Asia)
Fourth session:	Chairman:	Group A (Africa)
	Rapporteur:	Group B
Fifth session:	Chairman:	Group C
	Rapporteur:	Group A (Asia)
Sixth session:	Chairman:	Group B
	Rapporteur:	Group C

Seventh session:	Chairman:	Group A (Asia)
	Rapporteur:	Group D

Committee on Economic Co-operation among Developing Countries

First session:	Chairman:	Group A (Asia)
	Rapporteur:	Group B
Second session:	Chairman:	Group C
	Rapporteur:	Group A (Asia)
Third session:	Chairman:	Group B
	Rapporteur:	Group C
Fourth session:	Chairman:	Group D
	Rapporteur:	Group A (Africa)
Fifth session:	Chairman:	Group A (Africa)
	Rapporteur:	Group D
Sixth session:	Chairman:	Group A (Asia)
	Rapporteur:	Group B
Seventh session:	Chairman:	Group B
	Rapporteur:	Group A (Africa)

Annex II

TERMS OF REFERENCE OF THE MAIN COMMITTEES

Committee on Commodities

Pursuant to resolution 1995 (XIX) of the General Assembly and the Final Act adopted by the United Nations Conference on Trade and Development at its first session, a Committee on Commodities is established by the Trade and Development Board with the following terms of reference:

1. To exercise functions under the general guidance of the Trade and Development Board to promote general and integrated policies in the commodity field.

2. To co-ordinate, within the competence in this respect of the Conference and the Board under resolution 1995 (XIX) of the General Assembly, the activities of all bodies involved in the commodity field including the appropriate organs of the Food and Agriculture Organization of the United Nations (FAO), as well as of the autonomous commodity councils, study groups and other commodity groups, and any commodity activities within the General Agreement on Tariffs and Trade (GATT).

3. Bearing in mind paragraphs 1 and 2 above, to undertake and publish studies and statistical reports on trade in commodities and in particular of the movements of prices of primary commodities and manufactured goods in the world markets, and of excessive fluctuations in the prices and volume of commodity trade. To prepare reviews of the market situation of various primary commodities, including projections of supply and demand in the commodities concerned. These studies should be carried out in co-operation with the specialized commodity groups where appropriate.

4. To assume all other functions previously undertaken by the Commission on International Commodity Trade, as established in resolution 691 A (XXVI) of the Economic and Social Council.

5. To follow and facilitate intergovernmental consultations and action on the problems of particular commodities or groups of commodities, to promote and encourage the conclusion of international stabilization agreements or other commodity arrangements as appropriate. In this connexion:

(a) To examine, assess and comment on reports received annually, or at such other intervals as it may request, from all bodies referred to in paragraph 2 above, and to make such recommendations as it deems appropriate in the light of such evaluation;

(b) To arrange for intergovernmental consultations for the purpose of discussing problems relating to a particular primary commodity or group of commodities, including meetings which may lead to intergovernmental study groups;

(c) To make recommendations for the convening of international commodity conferences with the object of concluding international commodity arrangements.

6. To facilitate as appropriate the conclusion of long-term trade agreements aiming at the expansion of trade in commodities.

7. To consider and recommend short-term and long-term stabilization measures and other measures or techniques for dealing with the problems of commodity trade, including specifically how best to improve the terms of trade of the primary exporting countries.

8. Any member entitled to participate in the United Nations Conference on Trade and Development not represented on the Committee may bring to the attention of the Committee, or to the permanent sub-committee referred to in paragraph 11 below, for immediate action, any development with respect to commodity markets or particular commodities affecting it and may take part in such discussion of the problem as may follow.

9. To develop guidelines and principles on commodity policies and commodity arrangements, and to formulate a general agreement on commodity arrangements.

10. To bring to the attention of the Board and through appropriate channels to the Governments participating in the Conference, its views and recommendations as to the need for governmental or intergovernmental action to deal with problems or emerging problems which its studies may disclose.

11. To assist it in its work, the Committee may establish, with the approval of the Board, a permanent sub-committee which, with the assistance of the Secretary-General of the Conference, will carry out in intersessional periods the functions which the Committee on Commodities may assign to it. The Committee may also establish working parties and study groups as may be necessary from time to time.

12. To consider and recommend general measures to be usefully taken parallel with international commodity arrangements regarding specific commodities or groups of commodities to stimulate a steady and dynamic growth in exports of primary commodities by primary producing countries to industrialized countries, to promote trade between developing countries, and to study and to make recommendations with a view to taking appropriate action within its competence for the implementation of the recommendations contained in the Final Act of the first session of the Conference and of those which may be made from time to time by the Conference, the Board or the Committee itself.

13. In accordance with the recommendations of the first session of the Conference included in annex A.II.7 of the Final Act, to set up a permanent group to deal with problems arising from competition between natural products and synthetic substitutes and other substitute products and to recommend governmental and intergovernmental measures.

14. To submit periodic reports to the Board on its work.

15. To deal with any other problem within the field of commodity trade.

*Decision 7(I) adopted by
the Trade and Development Board
at its 21st plenary meeting
on 29 April 1955*

Committee on Manufactures

Pursuant to resolution 1995 (XIX) of the General Assembly and the Final Act adopted by the United Nations Conference on Trade and Development at its first session, a Committee on Manufactures is established by the Trade and Development Board with the following terms of reference:

1. To exercise functions under the general guidance of the Board to promote general and consistent policies to expand and diversify the export trade of developing countries in manufactured and semi-manufactured articles.

2. To assist the Board in its task of reviewing, and facilitating the co-ordination of, activities of other institutions within the United Nations system in the field of trade in manufactured and semi-manufactured articles.

3. To study world demand for and supply of manufactured and semi-manufactured articles of actual or potential export interest to developing countries and relevant trends of international trade in such articles.

4. To assist the Board in its task of keeping under review and taking appropriate action within its competence for the implementation of the recommendations, declarations, resolutions and other decisions of the Conference, as they bear on the exports of manufactured and semi-manufactured articles from developing countries. Such action by the Board may include, in particular, bringing to the attention of member Governments recommendations of the Conference in respect of the following subjects, with due regard to the desirability of avoiding duplication with other international bodies dealing with these subjects:

(a) Avoidance of measures leading to a worsening of trading opportunities for developing countries;

(b) Reduction and, wherever possible, elimination of tariff and non-tariff barriers affecting exports of manufactured and semi-manufactured articles from developing countries;

(c) Consideration of the question of establishment by developed countries of a non-reciprocal system of preferences in favour of developing countries; and

(d) Programme of measures and actions for expansion of market opportunities for exports of manufactured and semi-manufactured articles produced in developing countries.

5. To co-operate with appropriate international bodies with regard to technical assistance to developing countries in the field of export promotion.

6. To take suitable steps to promote the expansion and diversification of trade among developing countries in manufactured and semi-manufactured articles having regard, *inter alia*, to the advantages of regional economic groupings of developing countries for this purpose.

7. Having regard to the competence of the Committee for Industrial Development and in co-operation with regional commissions, to make recommendations in regard to industrial diversification of developing countries, particularly the less advanced among them, so as:

(a) to promote regional industrial development within the framework of regional and subregional economic groupings, where they exist; and

(b) to encourage the growth of industries with an export potential.

8. To co-operate with the Committee on Invisibles and Financing related to Trade with respect to studies of any special features of export credit, export credit insurance and investment policies as they bear on the developing countries' exports of manufactured and semi-manufactured articles.

9. To undertake such studies and to carry out such other functions within the competence of the Board as the Committee may consider necessary to promote exports of manufactured and semi-manufactured articles from developing countries.

10. With due regard to the adequacy of existing organs of negotiation and with out duplication of their activities, to make recommendations to the Board on matters within its terms of reference; such recommendations may include proposals for preparation of draft agreements, or other measures to promote understanding and co-operation, concerning trade in manufactured and semi-manufactured articles.

11. The Committee shall take into account the relevant work of competent organs of the United Nations, the specialized agencies and other international bodies and take care to avoid duplication and overlapping of their activities.

12. To assist it in its work, the Committee may set up working parties and study groups^a within its field of competence and determine in each case the terms of reference of such working parties and study groups.

13. The Committee shall report periodically to the Board on its work.

*Decision 9 (I) adopted by
the Trade and Development Board at its 21st plenary meeting
on 29 April 1955,
as amended by the Board at its 191st plenary meeting
on 8 February 1969*

^a The terms "working parties and study groups" are understood to refer to intergovernmental groups since these would be composed of governmental representatives.

Committee on Invisibles and Financing related to Trade

Pursuant to resolution 1995 (XIX) of the General Assembly and the Final Act adopted by the United Nations Conference on Trade and Development at its first session, a Committee on Invisibles and Financing related to Trade is established by the Trade and Development Board with the following terms of reference:

1. To exercise functions under the general guidance of the Board to promote general and consistent policies in the field of invisibles and financing related to trade.
2. The Committee shall assist the Board to keep under review and to take appropriate action within the Board's competence for the implementation of the recommendations, declarations, resolutions and other decisions of the Conference and the Board in the field of invisibles and financing related to trade.
3. To consider studies and proposals in the field of invisibles and financing related to trade, *inter alia*, in the areas indicated below, and formulate recommendations thereon to the Board, keeping in mind the objective of accelerating the economic growth especially of developing countries.
4. To consider the adequacy of rates of growth achieved by the developing countries, and in this connexion to keep under review the mobilization of domestic resources by developing countries and their import capacity resulting from the combined total of export proceeds, invisible earnings and the capital inflow available to them, taking into account, *inter alia*, the evolution of prices.
5. To consider studies and proposals for increasing the net flow of financial resources to developing countries.
6. To consider means for (a) facilitating the co-ordination of and increasing the effectiveness of bilateral and multilateral programmes of development assistance to developing countries, taking into account efforts by the developing countries to mobilize effectively their domestic resources, and (b) improving the terms of such assistance, having in mind the differing economic situations and stages of development of developing countries.
7. To consider measures for improving the balance on invisible trade of developing countries including tourism, transportation, insurance and other invisibles.
8. To keep under review the problems of servicing of the external debts of the developing countries, keeping in view (a) the external capital requirements of developing countries, and (b) the increasing burden of those debts.
9. To study and organize further discussion of the concepts and proposals for compensatory and supplementary financing.
10. To submit periodic reports to the Board of its work.
11. To follow and review, in the light of the work of the bodies referred to in paragraph 15 below, developments in the field of invisibles and financing related to trade, affecting in particular the trade and development of the developing countries.
12. To assist it in its work, the Committee may set up working parties and study groups^b within its field of competence and determine in each case the terms of reference of such working parties and study groups.
13. The work of the Committee shall be co-ordinated with the work of the other committees of the Trade and Development Board as appropriate.
14. At the request of the Trade and Development Board, the Committee may consider any other subject in the area of invisibles and financing related to trade.

^b See footnote *a* above.

15. The Committee shall take into account the relevant work of other competent organs of the United Nations, the specialized agencies, and other international bodies, taking fully into account the desirability of avoiding duplication and overlapping of their activities.

*Decision 10 (I) adopted by
the Trade and Development Board at its 21st plenary meeting
on 29 April 1965,
as amended by the Board at its 191st plenary meeting
on 8 February 1969*

Committee on Shipping

Pursuant to resolution 1995 (XIX) of the General Assembly and the Final Act adopted by the United Nations Conference on Trade and Development at its first session, and in particular the recommendations contained in annexes A.IV.21 and A.IV.22, the following terms of reference for a Committee on Shipping are formulated:

1. To promote understanding and co-operation in the field of shipping and to be available for the harmonization of shipping policies of Governments and regional economic groupings which fall within the competence of the Trade and Development Board.
2. To study and make recommendations on the ways in which and the conditions under which international shipping can most effectively contribute to the expansion of world trade, in particular of the trade of developing countries. Particular attention should be paid to economic aspects of shipping, to those shipping matters which affect the trade and balance of payments of developing countries, and to related shipping policies and legislation of Governments on matters which fall within the competence of the Trade and Development Board.
3. To study measures to improve port operations and connected inland transport facilities, with particular reference to those ports whose trade is of economic significance to the country in which they are situated or to world trade.
4. To make recommendations designed to secure, where appropriate, the participation of shipping lines of developing countries in shipping conferences on equitable terms.
5. To promote co-operation between shippers and the conferences, a well-organized consultation machinery should be established with adequate procedures for hearing and remedying complaints by the formation of shippers' councils or other suitable bodies on a national and regional basis to deal with the problems stated in annex A.IV.22 (para. 1, sub-paragraphs (a) to (g)) of the Final Act.
6. To study and make recommendations with a view to promoting the development of merchant marines, in particular of developing countries. The question of development of merchant marines by developing countries should be decided by such countries on the basis of sound economic criteria.
7. To bring, through the appropriate channels as agreed by the Board, to the attention of Governments, the regional commissions or other international bodies, as appropriate, its views or recommendations as to the need for governmental or intergovernmental action, or for action on a regional level, to deal with problems related to shipping.
8. To review and facilitate the co-ordination of activities of other institutions within the United Nations system and of international or intergovernmental organizations concerning technical assistance and international financing and aid in the field of shipping, port operations and facilities and connected inland transport facilities; and make recommendations.
9. To co-operate with appropriate international bodies with regard to technical assistance to developing countries, in the field of shipping, port operations and connected inland transport.
10. To promote the systematic compilation and publication of statistics on matters pertaining to its field of competence.
11. To undertake such studies and adopt such other measures in the field of shipping as the Board shall consider necessary.
12. To assist it in its work, the Committee may set up such working parties or study groups as it may consider necessary.
13. The Committee shall submit periodic reports on its work to the Board.

14. The work of the Committee shall be co-ordinated with the work of other Committees and the Committee shall keep the Committee on Invisibles and Financing related to Trade informed on matters concerning the improvement of the balance on invisible trade of developing countries.

*Decision 12 (I) adopted by
the Trade and Development Board
at its 22nd plenary meeting
on 29 April 1965*

Addendum

The Trade and Development Board, in pursuance of Economic and Social Council resolution 2098 (LXIII) of 3 August 1977 and General Assembly resolution 32/206 of 21 December 1977, decides to entrust the work on the global aspects of multimodal transport and containerization, wherever there is a sea link, to the Committee on Shipping to be performed in co-ordination with all relevant bodies concerned in accordance with the following terms of reference with respect to each of which it would co-operate closely with and support the programmes of the appropriate international bodies, especially the regional commissions and modal specialist organizations such as the Inter-Governmental Maritime Consultative Organization and the International Civil Aviation Organization.

1. To promote understanding and co-operation in the field of multimodal transport and containerization and to be available for the harmonization of the relevant policies of Governments and regional economic groupings which fall within the competence of the Trade and Development Board.

2. To study, make recommendations, and undertake measures where appropriate on the ways in which international multimodal transport can most appropriately contribute to the accelerated development and facilitation of international trade, in particular of developing countries. Particular attention should be paid to the economic and related analysis of international multimodal transport, including its effect on trade, the balance of payments, and marketing and total distribution costs, as well as to the related policies and legislation of Governments on matters which fall within the competence of the Trade and Development Board.

3. To make recommendations designed to promote the interests of shippers and the participation of multimodal transport operators of developing countries in international trade.

4. To promote assistance to developing countries and to support the regional commissions and the modal specialist organizations on questions connected with the economic and related aspects of technological development in the field of multimodal transport, including containerization and other systems of unitization.

5. To review the activities of other institutions within the United Nations system and international or intergovernmental organizations concerning technical assistance and international financing and aid in the field of multimodal transport and containerization and make recommendations in order to facilitate the co-ordination of these activities by the appropriate United Nations bodies.

*Annex to decision 169 (XVIII) adopted by
the Trade and Development Board
at its 509th plenary meeting
on 15 September 1978*

Committee on Transfer of Technology

The Trade and Development Board, having reviewed, in accordance with its resolutions 74 (X) of 18 September 1970 and 104 (XIII) of 8 September 1973, the work done by the Intergovernmental Group on Transfer of Technology, and pursuant to General Assembly resolution 1995 (XIX), as amended, and to annex A.IV.26 of the Final Act of the first session of the United Nations Conference on Trade and Development, decides to terminate the Intergovernmental Group on Transfer of Technology and to establish a Committee on Transfer of Technology as a main Committee of the Board with the following terms of reference:

1. To exercise its functions, within the competence of UNCTAD, under the general guidance of the Trade and Development Board, to formulate recommendations and to promote general and consistent policies in the field of transfer of technology and directly related matters.
2. To assume functions assigned to the Intergovernmental Group on Transfer of Technology and to keep under continuous review priorities in fulfilment of its functions.
3. To undertake relevant studies on the transfer of technology and, where appropriate, to gather necessary statistical data to this end.
4. To assist the Board in keeping under review and in taking appropriate action within the Board's competence for the implementation of the recommendations, declarations and other decisions made by the Conference and the Board in the field of transfer of technology.
5. To assist the Board in its task of co-operating in, reviewing and facilitating the co-ordination of activities of other institutions within the United Nations system and other relevant intergovernmental organizations in the field of transfer of technology, with the aim of avoiding unnecessary duplication and overlapping of the work.
6. To bring, through the appropriate channels, to the attention of Governments, the regional commissions and other international organizations, as appropriate, its views and recommendations as to the need for and possibility of governmental or intergovernmental action, or for action at the regional level, to deal with problems related to the transfer of technology.
7. To provide general guidance regarding technical assistance to developing countries in areas involving the transfer of technology and to co-operate in this regard with the United Nations Development Programme and other appropriate bodies concerned.
8. To submit periodic reports to the Board on its work.
9. To co-ordinate its work with, and to co-operate with, the other Committees of the Trade and Development Board as appropriate.
10. To consider at the request of the Board any other subject in the field of transfer of technology.
11. To co-operate with other bodies in the United Nations system and other international organizations with the aim of avoiding any overlapping and unnecessary duplication of activities in this field in conformity with the responsibilities of the Economic and Social Council, particularly those of co-ordination, keeping in mind the terms of reference of the Committee on Science and Technology for Development, and in conformity with the agreements governing the relationships between the United Nations and the agencies concerned.

*Decision 117 (XIV) adopted by
the Trade and Development Board
at its 412th plenary meeting
on 13 September 1974*

Committee on Economic Co-operation among Developing Countries

Further to paragraph 1 of its decision 142 (XVI), by which the Trade and Development Board established the Committee on Economic Co-operation among Developing Countries as a main Committee of the Board, and pursuant to paragraph 3 thereof, under which the Board decided to consider, improve and further elaborate, as appropriate, at its seventeenth session the terms of reference of the Committee, the Trade and Development Board adopts the following terms of reference for the Committee on Economic Co-operation among Developing Countries:

1. The functions of the Committee will be, bearing in mind the importance of relevant information, to consider and recommend measures to provide, in the field of competence of UNCTAD, as and when requested, support and assistance to developing countries, or groups thereof, in strengthening and enlarging their mutual co-operation at the subregional, regional and interregional levels, in accordance with General Assembly resolution 3362 (X-VII) and other relevant resolutions. To this end, the Committee shall:

(a) Exercise its functions under the general guidance of the Trade and Development Board and promote general and consistent policies as regards support measures;

(b) Assist the Board to keep under review and to take appropriate action within the Board's competence for the implementation of the recommendations, declarations, resolutions and other decisions of the Conference, the Board, the Committee and other subsidiary bodies of UNCTAD in the field of economic co-operation among developing countries;

(c) Consider studies and proposals in the field of economic co-operation among developing countries at the subregional, regional and interregional levels, including the measures of support therefor submitted by countries or groups of countries, and formulate recommendations thereon to the Board, keeping in view the objective of promoting economic co-operation among developing countries;

(d) Review, and facilitate the co-ordination of, measures of support, including technical assistance, from the United Nations system to the efforts of economic co-operation among developing countries;

(e) Periodically review and report on the implementation of support measures, with the assistance of the Secretary-General of UNCTAD, in order to permit the adoption of further measures of support and the consideration of forward-looking decisions, with a view to facilitating the work of the Committee, the Board and the Conference;

(f) Submit periodic reports on its work to the Board;

(g) Take into account the relevant work of the other competent organs of the United Nations, the specialized agencies and other international bodies, noting the desirability of avoiding duplication and overlapping of activities.

2. The work of the Committee shall be co-ordinated with the work of the other Committees of the Trade and Development Board.

*Decision 161 (XVII) adopted by
the Trade and Development Board
at its 477th plenary meeting
on 2 September 1977*